



BRANCH INSPECTION REPORT

BRANCH NO. _____ ZONE _____ DATE _____

CITY/TOWN _____ EMAIL _____

BRANCH INSPECTION HELD AT: ___ GENERAL MEETING
___ EXECUTIVE MEETING
___ OTHER

PLEASE INCLUDE ONE COPY OF THE FOLLOWING DOCUMENTS:

- Reviewed Financial Statement for Year End General Operating Account including Balance Sheet and P & L Statement with previous year comparison along with signed Financial Review Certificate.
- Separate Reviewed Financial Statement for Year End Lottery Trust Accounts (BOT, Bingo, Raffles, etc..) including Balance Sheet and P & L Statement with previous year comparison along with signed Financial Review Certificate.
- Reviewed Financial Statement for any other authorized account including Balance Sheet and P & L Statement with previous year comparison along with signed Financial Review Certificate.
- Insurance Policy "Schedule of Coverage" **only**. Please do not forward the entire policy.
- Most current Profit & Loss Statement and Year to Date Balance Sheet for General Operating Account.
- Latest paid HST, WSIB, and Source Deduction documents.

- Branch Information Form (current copy)

___ EMERGENCY ASSISTANCE REQUIRED (Send directly to Provincial HQ)

___ FINANCIAL TRAINING NEEDED

___ EXECUTIVE TRAINING REQUIRED

BRANCH INSPECTIONS MAY BEGIN IN AUGUST AND SHALL BE COMPLETED BY NOVEMBER 30TH

BRANCH NO. _____

BRANCH OPERATION

- 1. Are any major renovations planned soon? Yes _____ No _____
(If “yes” please give details in Zone Commander’s comments)

- 2. Insurance Provider _____ Policy # _____
Expiry Date _____
 - a) Includes Directors and Officers Liability Insurance? Yes _____ No _____
 - b) Does the Branch have Volunteer Insurance? Yes _____ No _____

- 3. Have you received a copy of the “Schedule of Coverage”? Yes _____ No _____

- 4. Did you see the current Liquor License? Yes _____ No _____ Exp. Date _____

- 5. Is the Membership Per Capita Tax paid up to date? Yes _____ No _____

- 6. Total Membership as of Jan. 31, 2024 _____ Current Membership _____

- 7. Does the Branch receive any lease income? Yes _____ No _____
 - a) Source? _____ Amount per Month/Yr. _____

- 8. Does the Branch file an annual T1044 Form to CRA? Yes _____ No _____
 - a) Does the Branch file a T3010 Form for their Poppy Fund? Yes _____ No _____

- 9. Does the Branch have a Ladies Auxiliary? Yes _____ No _____

Is their relationship good? Yes _____ No _____

Your comments welcome here _____

BRANCH GOVERNANCE

10. Branch Regulations original date of certification_____
- a) Date of latest approved Amendments to Regulations_____
11. Term of Office 1 year_____ 2 years_____
12. Are all standing committee chairs filled? _____Yes _____No
- Please list those that are not filled _____
- _____
- _____
13. Did you examine the minute books for all General and Executive Meetings?
- Were minutes properly signed by the President and Secretary? Yes___No___
14. Are all Meetings conducted according to the Ritual & Procedures Manual?
- _____Yes _____No (If no, please explain why not in your comments)
15. Do Executives attend Zone/ District Seminars? Yes___ No_____

BRANCH LIABILITIES

16. What are the total Accounts Payable as of your visit today? _____
17. Does the Branch have a mortgage? Yes___ No_____Amount? _____
- a) Does the Branch lease their premises? Yes___ No___Amount? _____
- b) If yes for either, what is the date of renewal? _____

- 18.** Does the Branch have any outstanding loans? Yes____No____
If yes, payable to? _____Amount Owing? _____
- 19.** Was loan approved by Provincial Command? Yes____No____N/A____
- 20.** Does the Branch have an active line of credit? Yes____No____
a) If yes, what is the outstanding balance? _____
- 21.** Does the Branch use a credit card to pay bills? Yes____No____
a) If yes, is the Branch name and # on the card? Yes____No____ **or,**
b) Is the credit card issued to an individual? Yes____No____
c) Name of bank issuing card _____Credit Limit \$ _____
- 22.** Does the Branch use a debit card to pay bills? Yes____No____
a) If yes, is the Branch name on the debit card? Yes____No____ **or,**
b) Is the debit card issued to an individual? Yes____No____
c) Name of bank issuing debit card _____Limit \$ _____
- 23.** Has an Administrator been appointed to oversee credit/debit use?
Yes____No____ Name of Administrator _____
- 24.** Are HST, Source Deductions, WSIB payments up to date? Yes____No____
Have you received copies of the latest paid receipts? Yes____No____

BRANCH FINANCES

25. Has the Branch provided a copy of their year end statement? Yes___No___
a) Is it a comparative statement showing previous year? Yes___No___
26. Was the statement certified by the FRC? Yes___No___
a) Did you receive signed copies of the Financial Review Cert.? Yes___No___
b) How often does the Financial Review Committee meet? _____
27. Has the Branch provided a Year End Balance Sheet? Yes___ No___
a) Is there a comparison Balance Sheet showing last year? Yes___No___
28. Has the Branch provided a year-to-date Financial Statement? Yes___No___
a) Has the Branch provided a year-to-date Balance sheet? Yes___ No___
29. Is a physical inventory taken? Yes___No___ Weekly? ___Monthly? ___
30. Has the Branch changed banks in the last year? Yes___ No___
If the answer is “Yes”, please provide new EFT document and void cheque.
31. Balance in General Account as of May 31st \$ _____
Balance in General Account at time of visit \$ _____
32. Does the Branch have any investments? Yes___No___
If yes, please list the amount(s) _____
33. How often are bank reconciliations done? _____By whom? _____
34. Is a monthly financial statement available to members? Yes___No___
a) Printed for a meeting? Yes___No___ Verbally? Yes___No___

- 35. Are expenditures approved by the membership according to Branch Regulations? Yes_____ No_____
- 36. Please provide Petty Cash limit \$_____
- 37. Please list number and totals of all bar floats_____
- 38. Please list any other accounts (Do not include Poppy and Lotteries)

LOTTERIES

- 39. Does the Branch sell Break Open Tickets? (BOT) Yes_____No_____
- 40. Does the Branch conduct raffles? Yes_____No_____
- 41. Does the Branch hold Bingo? Yes_____No_____
- 42. Is the Branch allowed more than 20% "Eligible Use" Yes_____ No_____

If Yes, what is the percentage? _____ %
- 43. Is the monthly financial statement for Lotteries made available to members?

Yes_____No_____ Is it printed or verbal? _____
- 44. Are all donations from Lottery approved by the membership? Yes___No___
- 45. Please list all current Lottery Account Balances -

 BOT \$_____ BINGO \$_____

 RAFFLE \$_____ CATCH THE ACE \$_____

 OTHERS? (Please Specify) _____

EMPLOYEES

- 46. Does the branch have paid employees? Yes_____ No_____
If yes, how many employees?
_____Full Time _____Part Time _____Elect to Work

- 47. Does the Branch use any outside contractors? Yes_____No_____
If yes, do they have a contractor number? Yes_____No_____
If yes, are they insured against any damage to the property? Yes____No_____

- 48. Are employees represented by a Union? Yes_____No_____
If yes, which Union_____

- 49. Are employees covered by WSIB? Yes_____ No_____
Rate per \$100. of payroll_____

- 50. Does the Branch have a written employment policy? Yes_____ No_____

- 51. Does the Branch provide a written Job Description? Yes_____ No_____

- 52. Does the Branch have a written disciplinary procedure? Yes____ No_____

- 53. Is the current Employment Standards Act posted for employees and Executive members? Yes_____No_____

- 54. Is the current Occupational Health & Safety Act posted for employees and Executive members? Yes_____ No_____

- 55. Is the Branch Workplace Violence and Harassment Policy completed and posted? Yes_____No_____

THIS INSPECTION IS NOW COMPLETE AS PER COMMAND POLICY AND IS ACCURATE TO THE BEST OF MY KNOWLEDGE

SIGNED BY (President or Designate) _____

ZONE COMMANDER'S COMMENTS (attach separate sheet if required)

Zone Commander _____ **Zone** _____ **Signature** _____
Date Sent to District Commander (Mandatory) _____

DISTRICT COMMANDER'S COMMENTS (attach separate sheet if required)

District Commander _____ **Signature** _____
Date sent to Provincial Headquarters (Mandatory) _____

Note: A copy of this report will be returned to the Branch once the SEO review has been completed.