

SUBMISSION CHECK LIST

ANNUAL ZONE COMMANDER'S BRANCH INSPECTION

Each Branch is required to present one set of the following reports to your Zone Commander, at their annual visit to your branch

- 1 copy of your Reviewed Financial Statement for your **Branch General Operating Account Balance Sheet & Profit and Loss Statement** for the year ending 31 May **with previous year comparison and Financial Review Committee Certification.**
- 1 copy of your Reviewed Financial Statement for all of your **Lottery Trust Accounts, Balance Sheet & Profit and Loss Statement** for the year ending 31 May **with previous year comparison and Financial Review Committee Certification.**
- 1 copy of your Reviewed Financial Statement for **any other authorized Bank Account** held by your Branch, Balance Sheet, Profit and Loss Statement for the year ending 31 May **with previous year comparison and Financial Review Committee Certification.**

All of the above Annual Financial Statements with a signed Financial Review Certificate must be presented to the Branch Executive within 90 days of year end (by 29 August) and then presented to your next General Meeting for approval. Consolidated or comingled Statements are not acceptable

- 1 copy of your **CURRENT** year-to-date Balance Sheet and Profit & Loss Statement for your General Operating Account.
- 1 copy of your property Insurance Policy Schedule of Coverages ONLY
- 1 copy of each – HST, WSIB and Source Deductions

ZONE COMMANDER: The completed Zone Commander Annual Branch Inspection Report form plus the above reports, comprises one complete report set for each Branch. Email each set to your District Commander *within one week of your Inspection visit.*

If the Zone Commander recommends assistance is required – email one set directly to Jen LeClair at Ontario Command Office and cc your District Commander. The Branch is to be notified immediately by the Zone Commander that the Branch flagged for assistance and for what reasons also email 1 copy to your District Commander.

DISTRICT COMMANDER: Email your completed Branch Inspection Report set for each Branch to Ontario Command – and – cc your District BA Chair