

SUBMISSION CHECK LIST 2023

BRANCH INSPECTION

Each Branch is required to present one set of the following reports to your Zone Commander, at the 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 2023 **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 2023 **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 2023 **with previous year comparison and Financial Review Committee Certification.**

All 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.

Should your Branch be prepared earlier please contact your Zone Commander to arrange an early Branch Inspection date.

- 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 (4-6 pages ONLY)

- 1 copy of each – HST, WSIB and Source Deductions

Please have a copy of the Bank Statement dated May 31, 2023, Branch Membership Per Capita printed from the Dominion Command Portal, and a copy of the Investment Accounts Statements available for your Inspection.

Branch Inspection Procedure:

BRANCH: Prepare for your inspection by providing the required reports as indicated on the previous page. Make sure you have your minutes available for inspection. Include all members of the Branch Executive, who can answer questions the Zone Commander may have at time of Inspection, i.e. Treasurer, Membership Chair, and should you employ one, the Branch Office Manager.

ZONE COMMANDER: The completed Zone Commander Branch Inspection Report form, plus the required documents, comprises one complete set for each Branch. Email each set to your District Commander *within one week of your Inspection visit. Each email should have the Branch name and # in the subject line. Only one email per Branch if possible.*

If the Zone Commander recommends financial assistance is required – then one set will be immediately emailed to branchinspection@on.legion.ca and cc your District Commander.

The Branch is to be notified immediately by the Zone Commander that the Branch requires assistance and clearly indicate the reason(s) by email and cc the District Commander.

DISTRICT COMMANDER: Email your completed Branch Inspection Report set for each Branch in separate emails with Branch name and # as subject line to branchinspection@on.legion.ca – and – cc your District BA Chair