



**ZONE COMMANDER'S
HANDBOOK**

NOVEMBER 2019

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WELCOME! - and thank you for accepting the position of Zone Commander. You - along with your District Commander have the responsibility of assisting Ontario Command with the administration of The Royal Canadian Legion in your Zone.

As you know the title of any position in the Legion comes with many tasks to be performed. (See GBLO, Article VIII)

This handbook is designed as a reference to assist you with those tasks and points you to the various Legion Manuals available for the most up-to-date information. It is by no means all-inclusive and will be updated when needed. *Always use the current manuals as your principle guide.*

LEGEND:

- **AGCO** Alcohol & Gaming Commission of Ontario
- **BOT** Break Open Tickets
- **BOT** Board of Trustees
- **GBL** General By-Laws
- **GBLO** General By-Laws (Ontario Provincial Command)
- **GBLB** General By-Laws for Branches of the Ontario Provincial Command
- **NPO** Non-Profit Organization
- **OTF** Ontario Trillium Fund
- **PEC** Provincial Executive Council
- **PAC** Provincial Administrative Council
- **RAP** Ritual, Awards and Protocol Manual
- **SEO** Senior Elected Officer

SOME MANUALS AVAILABLE

The 5 main manuals that you should have in your possession at all times – *current edition*:

- General By-Laws
- General By-Laws of the Ontario Provincial Command
- Rules of Procedure for Legion Meetings
- Ritual, Awards and Protocol Manual
- Legion Officers' Manual

SOURCES OF INFORMATION

The Dominion Command and Ontario Command websites are a vast source of information, including forms and manuals at your fingertips. Because of the high cost of postage and the labour involved in processing it the Legion is rapidly transitioning towards electronic communications at all levels. Therefore, it is essential to have access to a computer. Share all information received with your Council and Branches.

Dominion Command website address is www.legion.ca

Ontario Command website address is www.on.legion.ca

GOVERNANCE

Some basic information...

The Legion was founded and incorporated under an act of parliament. The Secretary of State first awarded letters patent in 1926 under the companies act - and this in fact became our Charter but the Legion pushed to have the organization recognized and proclaimed with its own Act.

The Royal Canadian Legion is incorporated at the national level only: For purposes of opening new bank accounts, applying for grants or loans and other such services Branches are asked for Corporation information about our organization. Here is the information needed:

Corporation Number 058870-9

Business Number (BN) 107928798RC0001

Corporate Name: The Royal Canadian Legion.

Governing Legislation: Special Act of Parliament-1948-06-30. Legion Act 1990

Registered Office Address

86 Aird Place Ottawa ON K2L 0A1

The Branches and Provincial Commands are chartered by Dominion Command in accordance with the Act to Incorporate as per Chapter 84 of the Statutes of 1941 amended in 1981 and the General By-Laws of The Royal Canadian Legion. The Act also specifies that Branches are autonomous with respect to their affairs and have the power to make by-laws and regulations to govern their activities ***provided*** they are consistent with the Act to Incorporate and the General By-Laws of Dominion and Ontario Commands.

The Royal Canadian Legion and all **Branches** operate as non-profit organizations under the Income Tax Act (see Section 149 (1) (l) and the Legion Officers Manual for more information.

A **non-profit organization** (NPO) is a club, society, or association that's organized and operated solely for:

- social welfare
- civic improvement
- pleasure or recreation
- any other purpose except profit.

RESOLUTIONS – *how to prepare...*

Information is contained in the following publications:

GBLO - Section 312 & 313

GLB - Sections 919 to 925

Officers' Manual - Branch Section

Changes to our By-Laws can only be made through the proper use of the resolution process. It is a formal expression of an individual (or committee – Provincial/National) placed before a meeting (branch general meetings or conventions) for acceptance. Resolutions should only address one topic or issue. The “Whereas” sections should contain accurate information, be concise to understand the rationale and kept to a minimum. The “Resolved” section should clearly state what action should be taken.

Zones and Districts *do not* have authority to make resolutions. Branches *do not* have to submit resolutions to Zones and Districts for approval, although *it is preferred in order to get additional membership support* at Conventions. Resolutions may proceed directly to Provincial Headquarters.

PETITIONS

The use of petitions created to show a non-confidence vote within a branch, zone, district, and/or provincial command are meaningless. While they may serve to show dissatisfaction, they can not affect change. As stated above, only a resolution can do this.

ADMINISTRATION

GENERAL DUTIES OF THE ZONE COMMANDER:

The Zone Commander, as the Chief Executive Officer of the Zone, should be familiar with the GBL and GBLO. It shall be your responsibility to exercise a general supervision over all Branches within your Zone. Refer to ‘*General Responsibilities of a Zone Commander*’ Legion Officers Manual for more information. You are a member of the PEC and your District Council.

STARTING YOUR TERM BASICS:

- Appoint a Zone Secretary and a Zone Treasurer (or Secretary/Treasurer)
- Appoint a Chairman for each Zone Standing Committee
- Complete a Zone Profile of all Officers & Standing Committee Chairmen and send it to the District Commander & Provincial Headquarters, your Zone Council and Branches in your Zone. Branch Presidents within your Zone are members of Zone Council, as are District Officers and Chairmen of District Standing Committees being a member of a Branch within the Zone. GBLO 807. 1.
- Arrange to complete Zone Signing Authority at the Bank for all accounts.
- Schedule Zone Council Meetings and Conventions – dates and venues and confirm in writing to the District Commander and host Branches.
- Schedule an orientation/information meeting with your Zone Council at the beginning of the term to review with them their duties, policies and procedures related to the Zone.

- Forward copies of all Council and Convention Minutes to Provincial Headquarters for information purposes.

CHAIRING A MEETING:

Always have handy the Rules of Procedure for Legion Meetings for information and guidance on chairing a meeting, responsibilities of members in attendance, rules and procedures for processing motions. All Legion Officers and Branches should also have this manual. (Download/print from Dominion Command – *Branches/Command Resources – By-Laws and Branch Management*).

REPORTING:

The Zone Commander is expected to attend District Council Meetings and District Conventions and will present a written report on activities within his Zone since the last District Convention Report. The Zone Commander should ensure he passes along the reporting procedures to the Deputy Zone Commander (or whomever the incoming Zone Commander may be) - For example, what type of information do the reports usually contain? Does the Zone Commander read his report at the District Council Meeting and again on the Convention floor? Or just at Council? Or just at Convention? The Zone Commander should encourage branches to send delegates and observers to all conventions.

ZONE STANDING COMMITTEE CHAIRMEN

GBLO Section 807. (1) states the following Standing Committee Chairmen are appointed by the Zone Commander and these Zone Chairmen assist and advise their appropriate Branch Standing Committee Chairmen in their work. It is recommended they meet with the Branch Committee Chairmen in the Zone for information and training purposes, to organize training seminars and establish reporting requirements – at least once per year. Always be available for questions and guidance. Zone Chairmen are encouraged to form a committee, which can include the applicable Branch Chairman in the Zone to ensure that information from District Chairmen are forwarded to each Branch.

- Legion Seniors Program
- Membership
- Poppy
- Public Relations
- Sports (elected or appointed)
- Track & Field
- Leadership Development
- Veterans Services
- Youth Education

PROVINCIAL CONVENTIONS AND PEC MEETINGS

The Zone Commander is a full member of the Provincial Executive Council and, as such, is encouraged and expected to take part in all decisions. Expenses are paid by Provincial Headquarters per the Expense Account Policy

The P.E.C. is held in November, usually the Saturday following November 11th each year. Following Saturday's meeting there is a reception/dinner. Dress is Business Attire. An escort is included in the invitation. There is usually a cost for the dinner to the Zone Commander (deducted from your per diem). You will be advised of the cost in advance. Sunday morning is usually a Zone Commanders' Workshop. You will be advised of the location, time and dress (usually casual).

The Zone Commander holds a vote by virtue of his office at the Provincial Convention but cannot carry proxies if he attends as a P.E.C. delegate rather than as a Branch delegate (cannot be both).

Provincial Conventions are held every second year (odd number) usually commencing on the 1st or 2nd Sunday in May.

DOMINION CONVENTIONS

As a Zone Commander you do not hold a vote at Dominion Convention by virtue of your office.

You could attend as a delegate of your own Branch and carry up to four (4) proxies or attend as a delegate of Ontario Command and carry zero (0) proxies.

You are expected to attend all Conventions and P.E.C. meetings - to participate, learn and enjoy comraderie.

EXPENSE POLICY

The following is general information only, please refer to the Ontario Command Expense Policy for further information.

Expense accounts are to be submitted monthly and/or within sixty (60) days following the end of the month in which the expense is incurred, otherwise they will not be honoured

All expenses incurred prior to 31 May in any year must be submitted to Provincial Headquarters for payment no later than 15 June each year.

Expense accounts must record the date the form was completed, the date that the travel occurred, the purpose of the travel, the kilometres travelled, etc. Receipts must be submitted for air, train or bus fares, accommodation, postage (only when applicable) etc. Any claim submitted without the required information will be returned. Please note that all expense accounts must be signed.

It is the District Commander's responsibility to verify all expense claims that are being forwarded to Provincial Headquarters for payment. The District Commander must sign the expense document as verifying of having done so.

The Expense Account Policy does not provide for the payment of expenses incurred by any officer or Standing Committee Chairman that extends beyond the term of office.

Any member of the District or Zone or member of a provincial standing committee residing outside of the zone or district will be permitted mileage only from his resident branch for travel within his zone or district in carrying out of the duties and responsibilities of his office and not from one's place of residence.

While the expense account policy provides for the Provincial President (or his officially designated representative) to attend a memorial service for a member of the provincial executive council, it does not provide authority for payment of expenses to other provincial officers to attend funeral services of Legion members.

Any member receiving monies for a travel expense voucher which has been submitted in advance of, standing committee meetings, PEC or PAC meetings and Provincial and Dominion conventions and are unable to attend for whatever reason must reimburse Provincial Headquarters for the said amount within 14 days of the meeting.

Any expenses not covered in this policy will be the responsibility of the District, Zone or individual.

All expenses must be submitted on the provided Ontario Command Travel Expense Voucher or the Ontario Command Expense Form. Any District, Zone or individual fabricated expense form will be returned to the individual for re-submission on the proper form.

VISITATION POLICY

The visitation Policy can be found in the Officers' Manual.

Proper Reception of a Provincial Command Officer

Information regarding proper protocol can be found in the Officers' Manual, Protocol Section and in the Ritual, Awards and Protocol Manual.

Should you wish the attendance of a Command Officer at a function, Visitation forms can be obtained from the Ontario Provincial Command website under Committee forms and must be completed and sent to your District Commander for his approval.

Visits by a District Commander

In some situations, you may want to invite the District Commander to a Zone function; or a Branch may ask you about the proper procedure of inviting a District Commander to a Branch function.

The Officers' Manual deals with visits by a District Commander, for example, visiting each Zone at least once per year and attending Zone Drumhead Services. It is best, however, to simply ask your District Commander how he would like the invitation extended. He will know what is and isn't allowed; who pays his expenses, etc., and if the Visitation Request Form is required.

MANUALS NEEDED BY ALL BRANCHES - CURRENT EDITIONS

General By-Laws of The Royal Canadian Legion	Dominion Command
General By-Laws of Ontario Provincial Command	Provincial Command
General By-Laws Ladies' Auxiliary, Ontario Provincial Command	Provincial Command
Ontario Command Officers' Manual	Provincial Command
Act to Incorporate	Dominion Command
Ritual, Awards and Protocol Manual	Dominion Command
Rules of Procedure Legion Meetings	Dominion Command
Branch Leadership Manual (for historical purposes only)	Dominion Command
Membership Guides	Dominion Command
Sports Guide – (Dominion)	Dominion Command
Sports Guide – (Provincial)	Provincial Command
Poppy Manual	Dominion Command
Public Relations Manual	Dominion Command
Service Officers Handbook	Dominion Command
Real Property Development Handbook	Dominion Command
Chaplain's Manual	Dominion Command

Some manuals are available in printed form from Provincial Headquarters at a reasonable cost.

DISTRICT BRANCH ADVISORY COMMITTEE

The District Branch Advisory Committee provides financial and administrative assistance, training and guidance to branches in the District who are experiencing financial/administrative problems that the branch officers may not have recognized or cannot resolve on their own as per

the GBLO Section 503 (3). The Zone Commander and Deputy Zone Commander are members of this committee for their Zone.

HANDLING OF COMPLAINTS

Full instructions and information on the Legion's Complaint Procedure can be found in the GBL Article III and the Legion Officers Manual which provides additional details. The Zone Commander does not get involved with complaints against branch members, unless he is instructed by Provincial Headquarters. A Zone Chaplain is an obvious choice to handle the mediation process. It is a good idea to appoint a team of members within the Zone willing to be called upon should it become necessary to appoint to a complaint hearing committee rather than struggling to find members for the task at the time. Past Zone Commanders might be good candidates. Training should be given on the complaint hearing process.

The Zone Commander should ensure that all Branch Presidents and Secretaries are familiar with the complaint procedure should a complaint be received at Branch level.

Complaints against a Ladies' Auxiliary member may only be lodged by another Ladies' Auxiliary member and the provisions of GBL Article III shall apply in respect of procedures.

Complaints against a Branch President or Zone Officer are lodged directly with the Executive Director at Provincial Headquarters.

NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

Read the "Guide to Nomination and Election of Branch Officers" section in the Officer's Manual for more in-depth information.

If you are asked to conduct Branch elections, you must make sure you have at least two scrutineers. The scrutineers must be people who will not vote in the election - a good idea is to have members from another Legion Branch. Of course, all scrutineers are reminded that the number of ballots cast for each candidate is secret and results must not be divulged to anyone other than the election chairman. Always have a current copy of the Branch Regulations available for the Election Meeting.

Installation of Officers Information can be found in the Officers Manual and the Ritual, Awards and Protocol Manual.

PROCEDURE FOR SURRENDER OF A CHARTER BY A BRANCH OR A LADIES' AUXILIARY TO A BRANCH

Should the unthinkable happen after all other options have been considered, you may be asked to assist the Branch with the proper procedure which can be found in the Legion Officers Manual.

PROPERTY COMMITTEE ONTARIO COMMAND

Information regarding borrowing, mortgaging, selling and/or leasing of property and branch construction can be found in the Legion Officers Manual. NOTE: Lines of credit represent potential borrowing by a branch and are subject to the same procedure as other borrowing. This includes a review by Ontario Command. Please ensure that the lines of credit follow the same procedure as required for all other borrowing.

The establishment of the property committee was done to ensure that the branch is proceeding on the basis of sound financial rationale and with the necessary expertise. The Property Committee may recommend the assistance/intervention of the Branch Advisory Committee where indicated, before proceeding further.

ANNUAL BRANCH INSPECTIONS

You are expected to visit all Branches within your Zone annually and to complete the Annual Branch Inspection Form following your visit. This form must be submitted to your District Commander in a timely manner.

Preparing for the Annual visit — you should:

1. Advise the Branch in writing the date you desire to attend at least one month in advance.
2. List in your letter those items that you are requesting to inspect, and the number of copies needed of each item (see suggested checklist under Forms)
3. Also advise the Branch of the time, prior to meeting, that you wish to meet with the Branch Executive in order to review and inspect the items requested.
4. Prior to visit make sure to have a copy of the Branch's Regulations.
5. Prior to visit review the last Zone Commander Inspection Report and any follow-up information - note any unfinished items or any that need special attention for further review at the next visit.

All of the requested annual accounts are required by by-law, to be reviewed with a Certificate of Compliance and a copy of the Financial Review Committee Report which is presented to the Branch Executive by 29 August (90 days after year end), then presented to the next General Meeting for approval. (see GBLB Article XII)

We do NOT REQUIRE you to collect copies of the Poppy Trust Fund financial statements nor copies of the Ladies Auxiliary Financial Statements, nor do we require detailed itemized transaction reports, trial balances etc. from the General Ledger or Lottery Trust Account.

Complete the Branch Inspection report online according to latest procedures - after you have had time to review all of the submitted reports. After signing, email a copy to your District Commander along with the required statements and information copies and keep one copy for the Zone file. These items are marked on the form with an asterisk. Pay attention to deadlines.

During your visit - monitor that:

- The Branch Officers are in uniform (Ritual, Awards and Protocol Manual)
- The full opening and closing ceremonies are conducted properly (RAP Manual)
- Meetings are held in accordance with the Rules of Procedure for Legion Meetings
- All correspondence is read, in particular any correspondence from Dominion and Provincial Headquarters.
- Membership applications are presented to the General Meeting for Approval
- New Members are properly welcomed according to the RAP Manual
- Adequate financial statements are presented to the General membership for approval for all accounts.
- All correspondence from the Branch is initiated through the Secretary
- That the Branch Profile is up to date and forwarded to the Zone Secretary and Provincial Headquarters including any changes throughout the year.
- Data Information Sheets for the Zone and District are up to date & distributed to the Zone and Branch Secretary/Executive.
- Take a walk around the Branch to check the physical condition of the facilities.

After your inspection visit is completed, you should not linger at the Branch too long. Branch Members may try to engage you in conversation about internal problems which are already being handled by the Branch President. You do not want to overstep or interfere in his authority in such matters. Should this occur, please encourage the member to take the matter up with the President.

It is wise to check with the Branch President by phone the day before your visit to make sure the Branch is ready for your visit. You would not want to waste a trip to a Branch which is unprepared.

WHEN DOES A BRANCH NEED ASSISTANCE?

Here are some of the reasons why a Legion Branch can be flagged for further review and assistance. It is in the best interests of assisting Branches to become safe and sound financially, administratively and in compliance with Legion policies and procedures.

- Non-compliant financial reporting
- Incomplete Financial Statements
- Lack of Financial Statements or refusal to provide at time of Zone Commander's Inspection or any other documentation as required
- Financial Statements indicating large financial losses or year over year losses
- Financial Statements with no certificate of compliance, reconciliation or Financial Review Committee reports in accordance with the By-Laws
- Co-mingled Financial Statements
- Non-compliant Lottery activities and reporting
- Breach of By-laws and/or Branch Regulations
- Lack of authorized Special Use Forms as required for Poppy Trust Fund expenditures

FINANCIAL ADMINISTRATION

ZONE FINANCE POLICY – ONTARIO COMMAND

The following Finance Policy will apply to all Zones within Ontario Command...

1. All monies shall be deposited to a Canadian Banking Institution that is federally licensed in the name of the Zone
2. The signing authorities for all Zone bank accounts shall be the Zone Commander, Deputy Zone Commander(s), Treasurer, Secretary and/or Secretary/Treasurer.
3. Two signatures are required on all cheques and at no time shall a blank cheque be signed.
4. A complete written financial statement of all Zone accounts must be made at all Zone Council and Zone Conventions.
5. All invoices, expense accounts and donations must be paid by cheque
6. A complete Zone financial review/audited statement must be presented to the Fall Convention or Council following the end of each fiscal year or no later than the end of October of the applicable calendar year. The statements would then appear in the council minutes at the Spring Convention
7. A copy of the complete financial review/audited statement of all accounts including Sports - for the end of each fiscal year must be sent through the District Commander to Provincial Headquarters on or before 31 October of each calendar year and must include a list of all investments (see note below)
8. All excess Sports Funds must be returned to the Zone General Fund at the end of each term of office. It is noted that a Zone may establish and retain an amount at the beginning of each term that may be held by the Zone Sports Officer.
9. Zones are responsible to submit any reports required by the federal or provincial government related to their finances.
10. Zone Commanders are responsible to ensure that all Branches submit financial reports to the District Commander and Provincial Headquarters within the specified time period.

11. All investments must be in the name of a Zone and not individual members
12. Funds can be invested in but not limited to the following: Guaranteed Investment Certificates, Bankers' Acceptance, Treasury Bills, government of Canada Bonds.
13. All Investments, including renewals, must be approved at a meeting of the Zone Council.

NOTE: The complete review/audited statement (item 7) must include the following accounts, General, Sports, Bursary, Disaster Relief, Track & Field, Veterans Comfort Fund, Youth Sports, Lottery, Hospital Fund and any other funds not listed.

A copy of the Certificate of Compliance and Financial Review Report for Zone is found under the FORMS section of this handbook.

LEGION BRANCH BANK ACCOUNTS

Effective October 1, 2019, Branches are permitted to use Electronic Funds Transfer (ETF) as an option of paying regular and/or recurring expenditures through their bank. Branches are required to appoint an Administrator (Financial Security Measures) to be responsible for the ongoing monitoring of security measures such as pass codes, personal identification numbers (PIN) devices and that only the designated persons are permitted to complete the financial transactions.

Refer to Sections 1204-1207 GBLO

General Operating Account: (for the general business of the Branch.)

- Bank Account with cheque writing ability, as approved by the Branch.
- Fiscal year: 01 June to 31 May with audited/reviewed Financial Statement to be presented to the Membership 90 days after the fiscal year end: *GBLO Section 922 (3)*
- Financial Statements for this account do not include the Lottery Trust, Poppy Trust, or Ladies' Auxiliary Accounts.
- All cheques to be pre-numbered and signed by two persons who are authorized according to the by-laws.

Lottery Trust Account: (for revenue and expenses for the Lottery Trust Fund from Break Open Tickets, Bingo, Blanket License for raffles and draws and other similar authorized/licensed lotteries.)

- Separate Bank account with cheque writing ability, as approved by the Branch
- Fiscal year: 01 June to 31 May with a certified audited/reviewed Financial Statement separate to the General Account, to be presented to the Membership 90 days after the fiscal year end *GBLO Section 922 (3)*
- Funds in this account are not a Branch Asset except for allowable expenses which are to be paid from the Lottery Account to the Building Maintenance Account by cheque.

- All cheques to be pre-numbered and signed by two persons who are authorized according to the by-laws.

Poppy Trust Account: (for revenue and expenses for the Poppy Trust Fund.)

- Rules of administration according to the Poppy Manual
- Separate Bank Account with cheque writing ability, as approved by the Branch
- Fiscal year: 01 October to 30 September with a certified audited/reviewed Financial Statement to be submitted to Provincial Headquarters by 31 October. The Financial Statement must be published to the public, annually, prior to the next campaign beginning. (*Poppy Manual Section 606*)
- Funds in this account are not a Branch Asset. These are public funds administered by the Branch Poppy Trust Committee and are reported separately.
- All cheques to be pre-numbered and signed by two persons who are authorized, one of whom must be The Poppy Trust Fund Chairman. *GBLO Section 920*

Any other accounts within the General Account or separate Trust Accounts as approved by the Branch General Meeting to follow the same financial reporting principles.

WHAT TO LOOK FOR IN BRANCH FINANCIAL STATEMENTS

- Is there a negative bank balance, if so how does this compare to the previous year?
- Is there a net income at the end of the fiscal year – or a loss?
- If there is a loss, how does this compare with the previous and historical years (check the file)
- Ask for reasons why there is a net loss and what corrective action is being planned
- Make sure to get a copy of the current financial statements at time of visit, perhaps a negative situation has been corrected.
- What percentage is payroll expense to net income? Payroll includes benefits and contracted services such as janitor and bookkeeping.

General Operating Account - Statement of Profit and Loss

You need to see Balance Sheet and P&L from books of original entry with previous year comparison. The computer can produce this report which is what is required.

Is a summary of all monies collected and paid out during the period provided to the General Meeting by the Treasurer? See sample Standard Treasurer Report Form – under FORMS

Depreciation - Furniture and equipment depreciation is not required.

Replacement of furniture and equipment that has worn out or broken is a normal part of the functioning of a Legion Branch – but the accounting for those costs has become inconsistent and confusing for members and The Royal Canadian Legion. As Branches are not-for-profit organizations and as such do not file income tax returns or report earnings to the Canada Revenue Agency - the income tax act is not a relevant guideline. Branches are required however

to report their transactions to both their membership and The Royal Canadian Legion. It was decided that this is the time to standardize the reporting of furniture and equipment purchases and as such all furniture and equipment purchases should be reported as an operating expense in the year that the purchase occurs. This change will provide the membership with clearer reporting of the true cost transactions that have occurred and will enable the Legion to consistently assess operating results.

Consolidated Statements are not acceptable

Lottery Accounting

The Legion operates its lottery activities for draws, raffles, break open tickets and bingos under the direction of the AGCO not the Ontario Lottery & Gaming!

Upon approval of the local municipality, Branches may be allowed an Eligible Use percentage of the NET proceeds of each Lottery Licence. The Eligible Use proceeds are to be deposited into a Building Maintenance Account - instructions are contained in Chapter 2 of the AGCO Policy Manual. 2.7.4(f)(ii)(1) Eligible uses of lottery proceeds which says The Legion may use up to two (2) per cent of the net lottery proceeds to pay the general operating expenses of these premises. The licensing authority may increase the maximum allowable expenses for maintenance if the organization can prove the need for the funds and show that the facility is offered free of charge to charitable organizations more than two (2) per cent of the time. The licensing authority could increase the maximum allowable amount to a percentage proportional to the time the facility is used free of charge for eligible charitable purposes. The maintenance costs may include:

- utilities;
- liability insurance on the building; and
- cleaning and general maintenance.

Please note that the two per cent of net proceeds allowed for general maintenance is in addition to the percentage of gross receipts a licensee is permitted to retain from the licensed lottery events in order to cover the costs of conducting and managing the event. Ask to see this in writing from the municipality.

HANDLING OF TRILLIUM OR OTHER GRANTS IN THE BRANCH ACCOUNTING SYSTEM

A Trillium or any other type of Grant is not to be considered Branch General Operating Account income. A Grant is for a specific purpose and the management of the Grant received is specifically under the direction of the Ontario Trillium Foundation or other Grant provider.

Ideally, when a Grant is received, a bank account will be opened for that specific purpose – to manage the expenses and specific reporting to the OTF or Grant provider. These Grants may be

subjected to an Audit, therefore it is essential to keep these financial transactions and complete documentation separate from the General Operating Account of the Legion Branch.

Deposit the money into the new account and show it as an asset on the balance sheet. Any project expenses are paid directly out of the new account and recorded in a separate ledger with its own Financial Statements of income & expense. The following must be observed that...

1. This money is not getting mixed with the operating funds.
2. These funds can only be spent on the purpose of the grant
3. When the project is finished it is much easier for the branch to perform a Project End financial report for the members as well as to the organization that provided the grant.
4. Many times a project will overlap the legion fiscal year and a separate statement can be provided for this account
5. By keeping it separate you are not inflating the Operations of the General Account.
6. Also for the smaller branches which may not be bookkeeping literate this would be much simpler.

Understanding that there can be tremendous fees charged by the Banks, a separate bank account may not be desirable for each type of Grant. Providing that the Treasurer has sufficient skills to manage a General Ledger with multiple sub accounts, a single bank account would be sufficient. The executive is accountable for the fund in its entirety. The Treasurer must set up income and expense accounts within the General Ledger called Grants Income or something similar as a main (header) account and then enter sub accounts like Trillium, New Horizon, etc. and the grant is deposited in the bank along with all the other income entered and then the bills are paid out and recorded as an expense. The Grant funds are NOT to be spent for any other purposes than what the Grant was intended for and must be noted in all financial reporting so as not to inflate the appearance of Branch operating finances.

Be aware that a Trillium or other Grant Project may overlap the Legion fiscal year and the Legion Election Term – so a policy must be in place to ensure that both the outgoing and incoming Executives understand and are committed to the required management of the Fund. A separate bank account will make this whole process much easier to manage.

GENERAL INFORMATION

ONTARIO PROVINCIAL HEADQUARTERS:

The Royal Canadian Legion

89 Industrial Parkway N.

Aurora, Ontario L4G 4C4

Phone: 905-841-7999

Toll-free: 888-207-0939

Fax: 905-841-9992

www.on.legion.ca

Executive Director: Pamela Sweeny

Assistant Executive Director: Juanita Kemp

SENIOR ELECTED OFFICERS:

President

Garry Pond

Immediate Past President

Sharon McKeown

First Vice-President

Derek Moore

Vice-President

Brian Harris

Vice-President

Lynn McClellan

Vice-President

Pam Davidson

Chairman

Ron Goebel

Vice Chairman

Ron Crown

Honourary Treasurer

Terry Jacobs

Legion members are reminded that any communication of Legion business should be through the established Chain of Command. Individual members should communicate to Provincial Headquarters through their Branch, Branches through their respective Zone Commanders and Zone Commanders through their respective District Commanders. Members of Provincial Committees should direct their inquiries to their respective Provincial Committee Chairman.

Insurance Coverage

Provincial Headquarters has policies to cover the following:

- General Liability - for general claims against the Zone, District or Provincial Command.
- Directors' and Officers' Liability – covers all PEC positions, Deputy Zone Commanders and all other elected and appointed officers at the Provincial, Zone and District level.
- Travel Insurance for death and dismemberment - limited coverage for death and dismemberment in accordance with the policy for the following members:
PEC, CF Directors, Members serving on Boards of Management or Branch Advisory teams, all elected and appointed officers at provincial, district and zone levels.

- Dishonesty policy - covers the following positions: Signing officers of Provincial Command, District Commander, Deputy District Commander, District Treasurer, District Sports Officer, Zone Commander, Deputy Zone Commander, Zone Treasurer, and Zone Sports Officer.

Claims must be reported immediately to Provincial Headquarters and coverage is only to the extent of the provisions of the insurance policy applicable. In accordance with the Act to Incorporate, branches are autonomous with respect to their operations and are not covered by the insurance policies purchased by Ontario Command.

Zone Commanders should be aware of any branches within the Zone that do NOT have “volunteer” coverage added to their insurance policy are putting their volunteers at risk. If a volunteer who is not a member of the executive helps out at the meat draw and breaks their arm, they are not covered under the standard policy. A cadet that goes poppy tagging is not covered under the branch insurance policy. A volunteer bartender is not covered, etc. Most members believe everyone at the branch whether executive member or volunteer member is covered.

Party Alcohol Liability insurance (PAL) is another protection that we strongly suggest as an added option to any hall rental contract. It is approximately \$75 for the “event”. If a couple is having a “stag and doe” at the branch and have rented the upper hall, people are not only suing the Legion Branch if someone leaving the stag and doe gets into an accident, or slips and falls on the stairs or in the parking lot....they are also are suing the “hosts” of the function. This protects the person renting the hall, whether it’s for a private party, wedding, Jack & Jill, birthday celebration.

FORMS

The following forms are printable for your use:

- Certificate of Compliance (ZONE)
- Sample Branch Treasurer Summary Report
- Submission Checklist for Zone Visitation

CERTIFICATE OF COMPLIANCE (ZONE ACCOUNTS)

We, the undersigned Financial Review Committee, appointed by the Zone on _____ to conduct an annual Review of the Zone _____ Account, do hereby attest and declare that we have completed the Financial Review in accordance with the guidelines and that we have conducted sufficient tests of those accounting records which are susceptible to testing to satisfy ourselves that the financial statement for the period 01 June _____ to 31 May _____ present fairly and reasonably the financial position of the **Zone** _____ **Account**.

Zone: _____ Date: _____

Review Committee Chairman: _____

Committee Members: _____

Comments by Review Committee:

Approved at the Zone Convention
held: _____

Signed: Zone
Commander _____

SAMPLE BRANCH TREASURER MONTHLY FINANCIAL SUMMARY

The Royal Canadian Legion Branch _____

TREASURER'S SUMMARY REPORT MONTH OF _____

<u>GENERAL OPERATING ACCOUNT SUMMARY :</u>	Current	& Previous
OPENING BANK BALANCE as at _____	\$	\$
TOTAL INCOME for the month	\$	\$
TOTAL EXPENSES for the month	\$	\$
NET INCOME (LOSS) for the month	\$	\$
CLOSING BANK BALANCE as at _____	\$	\$
UNCASHED CHEQUES at month end	\$	\$
UNDEPOSITED FUNDS at month end	\$	\$
NET INCOME (LOSS) YEAR TO DATE JUNE- _____	\$	\$
SAVINGS ACCOUNT BALANCE	\$	\$
GIC AND OTHER INVESTMENTS	\$	\$
OTHER ACCOUNT BALANCE	\$	\$
BUILDING MAINTENANCE ACCOUNT BALANCE	\$	\$
LOTTERY TRUST ACCOUNT SUMMARY AS AT _____	\$	\$
RAFFLES (BLANKET LICENSE) ACCOUNT BALANCE	\$	\$
B.O.T. ACCOUNT BALANCE	\$	\$
BINGO ACCOUNT BALANCE	\$	\$
POPPY TRUST ACCOUNT BALANCE	\$	\$

Respectfully submitted; Treasurer

SUBMISSION CHECK LIST 2019

ANNUAL ZONE COMMANDER'S BRANCH INSPECTION

Each Branch is required to present one set of the following reports to your Zone Commander, at his/her 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 2019 **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 2019 **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 2019 **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 Provincial Headquarters 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 Provincial Headquarters – and – cc your District BA Chairman

FREQUENTLY ASKED QUESTIONS (with answers)

1. Question

What may disqualify a member from running for elective office at Branch level?

Answer - If he is not a voting member or if he is not in good standing.

2. Question

Are there any restrictions a Branch may impose upon those running for elective office at Branch level?

Answer – Yes, refer to GBLO Section 403 and GBLO Section 404 (a) The By-Laws for Branches contains restrictions on election to President or Vice-President Offices - GBLO Section 403 and on election to the Executive Committee - GBLO Section 404 (a)

3. Question

May a paid employee of the Legion run for elective office and resign his paid employment if elected?

Answer – Yes, GBLO Section 909 (3)

4. Question

How many levels of corporate structure are in the Royal Canadian Legion?

Answer - There are three (3) levels - Branch, Provincial Command and Dominion Command as created by the Act to Incorporate.

Note: Zones and Districts are administrative arms of Provincial Command.

5. Question

May a member hold more than one elected office in The Royal Canadian Legion?

Answer - Yes. A member may, if qualified, hold one elective office at each level of Command in The Royal Canadian Legion.

6. Question

Does a member holding elective office have to resign that office to run for a higher office?

Answer – No, however, a member may hold only one elective office at each level of the Legion

7. Question

Can a Branch prevent a female member from holding elective office in the Branch and the Ladies' Auxiliary simultaneously?

Answer - A Branch may not prevent a member of the Ladies' Auxiliary from running for elective office if qualified (see answer to Question 2) – except for the office of President. GBLO Section 906 (6) states “No member shall simultaneously hold the positions of Branch President and President of the Ladies' Auxiliary to the Branch.”

8. Question

Can a member who is suspended from the Branch run for office while under suspension?

Answer - No. A member under suspension is a member who is not in good standing for any

purpose.

9. Question

Can a member run for office when deprived of Clubroom Privileges?

Answer - Yes.

10. Question

Can a Branch limit the consecutive terms of office that a member can hold any elective office?

Answer - No.

11. Question

Can a Branch limit the types of membership that hold office or sit on Committees, i.e., Ordinary, Life, Associate, Affiliate Voting?

Answer - No. Branches may not discriminate among voting members.

12. Question

When the By-laws state “any Branch Officer or Executive member absent from three consecutive meetings without approval shall cease to hold office”, does this apply to the Immediate Past President?

Answer - Yes. The GBLB Section 509 (2) states ”Should the Immediate Past President be absent from three (3) consecutive meetings of either the Executive Committee or the Branch, or a combination of both, without due cause satisfactory to the Executive Committee, he shall cease to hold office.

13. Question

Are female members who chair meetings or committees referred to as “Chairpersons”?

Answer - No. The member holding such office is addressed as Comrade Chairman regardless of the member’s sex. They are also never addressed as Comrade Chairlady or Comrade Chairwoman. Those in the Ladies’ Auxiliary are addressed as Madam Chairman.

14. Question

Can an Executive Committee member be removed from office by a vote of “no confidence”?

Answer – No. *Elected* Officers or *Elected* Executive Committee Members who fail to perform their duties to the best of their abilities should be so charged under GBL Article III. Members *appointed* to the Executive Committee, such as a Standing Committee chairman may however, be removed from his position without using Article III if he fails to perform to the best of his ability - with approval of the Executive Committee.

15. Question

Can a widow, child, etc., of a deceased veteran wear his medals?

Answer - No. Section 377 of the Criminal Code of Canada states it is unlawful.

16. Question

Can a Notice of Motion be amended?

Answer - Not at the meeting at which it is first presented. Yes - at the subsequent meeting at which the Motion is to be considered, the amendment must be relevant to the subject to be amended. **Note:** Although the Notice of Motion may require a two-thirds majority for approval, amendments to such Motions only require a majority for approval.

17. Question

How is a Notice of Motion presented?

Answer - When a Notice of Motion is presented to a General Meeting, the member presenting it shall state: "At the next General Meeting (**state month**), I shall move or cause to move the following Motion". The Motion shall then be read out in its entirety and signed by the member presenting it and is not open to discussion until the next meeting. It should then be posted on the Branch bulletin board for information of all Branch members.

(Exception - Notice of Motion re: mortgaging, leasing or selling of property must be sent by mail at least 10 days prior to meeting at which the issue will be discussed).

18. Question

Can a Notice of Motion be dealt with if the mover of the Motion is not in attendance at the meeting at which it is to be considered?

Answer - Yes. Another member may move its adoption, (cause to move).

19. Question

Can the members who move and second a Motion speak against the Motion or vote against it?

Answer - The mover of the Motion may vote against it but may not speak against it. The seconder of the Motion may speak **and** vote against it.

20. Question

Can Branch members employed by the Branch be Branch delegates to Zone, District, Provincial Command or Dominion Command Conventions?

Answer - Yes. Branch members who are employees of the Branch may be Branch delegates.

21. Question

May paid employees of the Legion receive Honours and Awards at the level at which they are employed?

Answer - Yes, provided that the award is for service rendered other than for duty as a paid employee.

22. Question

How many members are required to form a Ladies' Auxiliary to a Branch?

Answer - As per the Ladies' Auxiliary By-Laws Article II, Section 212 (1) twenty (20) or more are required. The Ladies' Auxiliary of Ontario Command may request the surrender of the Charter when the Auxiliary fails to maintain sufficient membership as per the Ladies' Auxiliary By-Laws of Ontario Command, Article II Section 213.

23. Question

Is it in order for a nominating committee to submit two names for the same office?

Answer - Yes.