



Poppy Inspection Checklist

The following checklist is designed to assist the Branch Poppy Chair in preparation for the Branch Status Report and Yearend Reporting. This is for Branch use only, **do not include with your Year End.**

2 Weeks prior to the Yearend be prepared to respond or provide specifics

Is there a separate Poppy Trust Fund Account? Yes [] No []

Is it **Registered** with Revenue Canada? Yes [] No []

Is a monthly Poppy Financial Statement made available to the members?

Printed [] Verbal []

Yes [] No []

How are expenditures approved? _____

Is the Poppy Trust Account held in a different **Financial Institution** than the General Account?

Yes [] No []

Poppy Trust Account Balance (Dec 31) \$ _____

Are Financial Reviews done regularly? Yes [] No []

Records that are mandatory –

- ☐ Ledger/Balance Sheet December 31st Bank Statement to be included in the Reports being sent to the Zone Poppy Chair for review.
- ☐ Retention – Records held at Branch for 10 years plus current year if Fund is Registered (if Fund is not registered 7 years plus current year) General Ledger, Financial Statements and Minutes are retained permanently

Note: Once the Reports are complete, they will be provided to the Zone Poppy Chair for their review /action.

The District Poppy Chair will forward a copy of the Reports to Ontario Command and the District Commander is to be included with yearend Branch Reports.

Branch Status Report Poppy Trust Fund

Rapport de filiale sur l'état du Fonds en fidéicommis du Coquelicot



Please print / En lettres moulées S.V.P.

FOR THE YEAR / POUR L'ANNÉE DE 1 JAN. - 31 DÉC.	BRANCH / FILIALE	COMMAND / DIRECTION	COMPLETED / EN DATE DU DAY / JOUR MO. YEAR / ANNÉE
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OPENING BALANCE / SOLDE D'OUVERTURE

A	BALANCE IN BRANCH POPPY TRUST FUND BANK ACCOUNTS AS OF 1 JAN./ SOLDE DANS LES FONDS DU COQUELICOT DE FILIALE EN DATE DU 1 ^{ER} JAN.	YEAR / ANNÉE		(A)
B	INCOME FROM CAMPAIGN AND ALL OTHER SOURCES/ REVENUS DE LA CAMPAGNE ET AUTRES SOURCES			(B)
C	SUB TOTAL / SOUS-TOTAL		A + B = C	(C)

D	CAMPAIGN EXPENSES / DÉPENSES DE LA CAMPAGNE			
1.	POPPIES AND WREATHS / COQUELICOTS ET COURONNES			(D1)
2.	PROMOTIONAL MATERIAL / MATÉRIEL PUBLICITAIRE			(D2)
3.	STAMPS / TIMBRES			(D3)
4.	ADVERTISING IN LOCAL PAPERS / PUBLICITÉ LOCALE			(D4)
5.	OTHER LOCAL EXPENSES (Attach breakdown expenses related to the Poppy Campaign) As authorized by Article XI of the General ByLaws and Article 402 of the Poppy Manual AUTRES DÉPENSES LOCALES (Joindre une distribution des dépenses liées à la Campagne du Coquelicot) Autorisées conformément à l'Article XI des Statuts généraux et à l'article 402 du Manuel du Coquelicot			(D5)
6.	SUB TOTAL / SOUS-TOTAL	D1 + D2 + D3 + D4 + D5 = D6		(D6)

E	DISBURSEMENTS / DÉBOURSEMENTS			
1.	GRANTS TO VETERANS AND THEIR FAMILIES SUBVENTIONS AUX VÉTÉRANS ET LEURS FAMILLES			(E1)
2.	BURSARIES / BOURSES D'ÉTUDES			(E2)
3.	DONATIONS (Attach list of donations) — As authorized by Article XI of the General ByLaws DONS (Joindre liste de dons) — Autorisés conformément à l'Article XI des Statuts généraux			(E3)
4.	PROVINCIAL ASSESSMENT / COTISATION PROVINCIALE			(E4)
5.	YOUTH EDUCATION PROGRAM / PROGRAMME D'ÉDUCATION DE LA JEUNESSE			(E5)
6.	SUB TOTAL / SOUS-TOTAL	E1 + E2 + E3 + E4 + E5 = E6		(E6)

F	TOTAL EXPENSES & DISBURSEMENTS / TOTAL DES DÉPENSES ET DÉBOURSEMENTS	D6 + E6 = F		(F)
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CLOSING BALANCE / SOLDE DE FERMETURE

G	BALANCE IN BRANCH POPPY TRUST FUND BANK ACCOUNTS AS OF 31 DEC./ SOLDE DU FONDS EN FIDÉICOMMIS DU COQUELICOT DE FILIALE EN DATE DU 31 DÉC.	YEAR / ANNÉE		C - F = G	(G)
H	BALANCE IN POPPY TRUST INVESTMENTS AS OF 31 DEC./ VALEUR DES PLACEMENTS DU COMPTE DU COQUELICOT EN DATE DU 31 DÉC.	YEAR / ANNÉE			(H)
I	BALANCE OF ALL BRANCH POPPY TRUST FUNDS AS OF 31 DEC./ SOLDE DE TOUS LES FONDS EN FIDÉICOMMIS DU COQUELICOT DE FILIALE EN DATE DU 31 DÉC.	YEAR / ANNÉE		G + H = I	(I)

The undersigned certify that the above statement of income, expenses and disbursements of Poppy Trust Funds is correct.
Les soussignés certifient que ce relevé des revenus, des dépenses et des déboursements des fonds en fidéicommis du Coquelicot est correct.

POPPY CHAIR
PRÉSIDENT DU COMITÉ DU COQUELICOT:

BRANCH PRESIDENT
PRÉSIDENT DE LA FILIALE:

POPPY TRUST FUNDBREAKDOWN SHEET
(To Accompany the Branch Status Report)
January 1, 2024 to December 31, 2024

Branch _____

E – 1 Grants to Veterans		
	DESCRIPTION	AMOUNT
S. 402 i (c) Postage (non Campaign related)		
S.402 iii (b) SO-Directly related to Serv. Work		
S.402 iii(b) SO-Mileage, Advertising etc.		
S.402 iii (c.) Veteran Comforts		
S.402 iv (a) Accounting Costs		
S.402 v (a) Poppy Chair/SO-to attend Seminar		
	E -1 TOTAL	

E-3 DONATIONS		NO SPECIAL USE REQUIRED	
			AMOUNT
Charitable Foundation excluding Bursary			
Ontario Command Veteran's Comfort Fund - Specify -Sunnybrook, Perley Rideau, Parkwood, etc.			
Provincial Poppy Fund Ontario Command			
District Hospital Fund			
Ontario Command Youth Education			
Ontario Command Homeless Veterans Program			
RCEL – Royal Commonwealth Ex-Services League – payable to Dominion Command			
Other (please specify)			
E-3 DONATIONS SUB TOTAL			

E-3 SPECIAL USE EXPENDITURES (approval from Ontario Command is required) Section 403			
	DESCRIPTION	DATE APPROVED	AMOUNT
a. Housing Accommodation or Care Facilities/Hospice			
b. Medical Training/ Research			
c. Medical Appliances			
d. Veteran Services			
e. Relief of Disasters			
f. Restoration/Repair or Construct Monuments			
g. Annual Support of Cadet Units			
h. Bi-Annual Veteran Visits			
i. Transportation			
j. Accessibility Modification:			
Personal Lifting Devices			
Branch entrance ramp/handicap doors			
Retrofit Washroom Door, Sink and or Toilet			
k. Coin Sorting Machine (purchase or repair)			
l. Support of the Veteran Transition Program			
l.1. BSO-OSI Veteran's Initiative Branch Level			
l.2. BSO-OSI Veteran's Initiative National Level			
m. Post-Traumatic Stress Disorder Service Dogs			
n. Support to Resource Centres			
o. Support to a Visiting Hospice Program			
p. Custom-Made Adaptable Sports Equip & Rec Gear			
320. Storage Costs			
E-3 SPECIAL USE EXPENDITURES SUB TOTAL			
E-3 DONATIONS SUB TOTAL			
E3 TOTAL			

Fill in the information on the Branch Report Poppy Trust Fund

Boxes		Amount
A	Balance	\$17,100.78
B	Income from campaign	\$12,884.27
C	Sub Total	\$29,985.05
D 1	Poppies and wreath	\$872.90
D 2	Promotional material	\$128.67
D 3	Stamps	\$0.00
D 4	Advertising	\$0.00
D 5	Other local expenses	\$0.00
D 6	Sub Total	\$1,001.57
E 1	Grants to veterans	\$0.00
E 2	Bursaries	\$2,000.00
E 3	Donations	\$8,000.00
E 4	Provincial assessment	\$0.00
E 5	Youth Education	\$750.00
E 6	Sub Total	\$10,750.00
F	Total Expenses	\$11,751.57
G	Balance in Poppy Trust	\$18,233.48
H	Poppy Trust Fund investments	\$0.00
I	Balance of all Poppy Trust Fund	\$18,233.48

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POPPY TRUST FUND STATEMENT

For Reporting D5. “Other Local Expenses”

SECTION D5. OTHER LOCAL EXPENSES (Attach breakdown expenses related to Poppy Campaign) As authorized by Article XI of the General By-laws and Article 402 of the Poppy Manual

- **this is where you list all of your Poppy Campaign expenses not already reported in D1, D2, D3 and D4.**

Payee	Description	Amount
S. 402 i. c. Telephone Charges		
S. 402 i. c. Coin Wrappers		
S. 402 i. c. Stationary		
S. 402 i. c. Advertising		
S. 402 i. c. Bank Charges		
S. 402 i. c. Light Lunches for canvassers		
<u>S. 606 Publishing Campaign and Other Income, Expenses</u> , i.e. Summary of Poppy Financial - refer to example below		
TOTAL OTHER LOCAL EXPENSES	Total D5	

Poppy Ledger Jan 1, 2024 to Dec 31, 2024 *Mel*

			Total income	Total Expenses	Balance
			\$12,884.27	\$11,751.57	
	Description	Date			Starting Balance
	no entries		Income	Expenses	\$17,100.78
	Total investment		\$0.00	\$0.00	\$17,100.78
1	profit of sale of resale items	28-Jan	\$131.10	\$0.00	\$17,231.88
2	Perley Rideau Veteran Centre	14-May	\$0.00	\$4,000.00	\$13,231.88
3	Bursary	21-Sep	\$0.00	\$1,000.00	\$12,231.88
4	Bursary	08-Sep	\$0.00	\$1,000.00	\$11,231.88
5	Veterans House Canada	24-Sep	\$0.00	\$4,000.00	\$7,231.88
6	Ontario Command -lapel poppies	27-Sep	\$0.00	\$872.90	\$6,358.98
7	donation	12-Oct	\$150.00	\$0.00	\$6,508.98
8	business donation	17-Oct	\$150.00	\$0.00	\$6,658.98
9	donation	20-Oct	\$50.00	\$0.00	\$6,708.98
10	business donation	28-Oct	\$200.00	\$0.00	\$6,908.98
11	business donation	29-Oct	\$100.00	\$0.00	\$7,008.98
12	business donation	01-Nov	\$150.00	\$0.00	\$7,158.98
13	donation	02-Nov	\$50.00	\$0.00	\$7,208.98
14	donation	02-Nov	\$552.75	\$0.00	\$7,761.73
15	donation	08-Nov	\$50.00	\$0.00	\$7,811.73
16	business donation	08-Nov	\$75.00	\$0.00	\$7,886.73
17	business donation	08-Nov	\$500.00	\$0.00	\$8,386.73
18	business donation	08-Nov	\$140.00	\$0.00	\$8,526.73
19	business donation	09-Nov	\$50.00	\$0.00	\$8,576.73
20	business donation	09-Nov	\$400.00	\$0.00	\$8,976.73
21	Ontario Command -counter cards,	09-Nov	\$0.00	\$128.67	\$8,848.06
22	business donation	12-Nov	\$100.00	\$0.00	\$8,948.06
23	business donation	12-Nov	\$100.00	\$0.00	\$9,048.06
24	donation and counter boxes	18-Nov	\$3,363.00	\$0.00	\$12,411.06
25	counter boxes and business donati	18-Nov	\$5,747.42	\$0.00	\$18,158.48
26	business donation and donation	23-Nov	\$425.00	\$0.00	\$18,583.48
27	Youth poster and literary awards	18-Dec	\$0.00	\$750.00	\$17,833.48
28	business donation	20-Dec	\$400.00	\$0.00	\$18,233.48
29	0	00-Jan	\$0.00	\$0.00	\$18,233.48

December 31 2024 cheque issued but uncashed \$750.00 *W*

Balance as of December 31 2024 \$18983.48

FINANCIAL REVIEW CERTIFICATION

Poppy Trust Fund

We the undersigned appointed by the membership at the General Meeting on 16/05/2024 (date) to conduct the annual financial review of the Branch Poppy Trust 0217921 Account.

We hereby attest and declare that the completed financial review has been done 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 statements for the period of October 1, 2024 to December 31, 2024 present fairly and reasonably the financial position of this Account.

Branch Number: 625

Branch Name: Richmond District

Date: 13/12/2024

Financial Review Committee Chair:

Name: Sharon Murphy

Signature: Sharon Murphy

Committee Member:

Name: Wendy Virtue

Signature: Wendy Virtue

Committee Member:

Name: Marilyn Munro

Signature: Marilyn Munro

Attach Year End

Financial

Statement

		Poppy Trust 2024								
DATE	NUM	PAYEE	MEMO	check	Clear Bank	Bank Deposits	Bank Withdrawals	Bank Balance		
December 31, 2023								17,100.78		
January 30, 2024	DEP	Pat McGrath	collected for Poppy on 2023-10-28	-	C	131.10		17,231.88		
February		no transactions		-	N/A			17,231.88		
March		no transactions		-	N/A			17,231.88		
April		no transactions		-	N/A			17,231.88		
May 14, 2024	349	Perley Rideau Veterans Centre	donation for Palliative Care Carts	-	C		4,000.00	13,231.88		
June		no transactions		-	N/A			13,231.88		
July		no transactions		-	N/A			13,231.88		
August 21, 2024	350		bursary	-	C		1,000.00	12,231.88		
September 8, 2024	351		bursary	-	C		1,000.00	11,231.88		
September 24, 2024	352	Veterans House Canada	ACB - Air purifier donation	-	C		4,000.00	7,231.88		
September 27, 2024	353	RCL Ontario Command	lapel poppies	-	C		872.90	6,358.98		
October 12, 2024	DEP		wreath \$50.00; Donation	-	C	150.00		6,508.98		
October 17, 2024	ET		business donation	-	C	150.00		6,658.98		
October 20, 2024	ET		wreath donation	-	C	50.00		6,708.98		
October 26, 2024	DEP		wreath donation	-	C	200.00		6,908.98		
October 29, 2024	ET		business donation	-	C	100.00		7,008.98		
November 1, 2024	ET		business donation	-	C	150.00		7,158.98		
November 2, 2024	DEP		\$50.00 cheque for wreath	-	C	50.00		7,208.98		
November 2, 2024	DEP		\$208.75 from Hyde Park door to door, \$344.00 from Oct 2	-	C	552.75		7,761.73		
November 8, 2024	ET		wreath	-	C	50.00		7,811.73		
November 8, 2024	ET		business donation	-	C	75.00		7,886.73		
November 8, 2024	ET		business donation	-	C	500.00		8,386.73		
November 8, 2024	ET		business donation	-	C	140.00		8,526.73		
November 9, 2024	ET		donation	-	C	50.00		8,576.73		
November 9, 2024	ET		business donation	-	C	400.00		8,976.73		
November 9, 2024	354	RCL Ontario Command	poppy supplies, counter cards, Lapel stickers, centres	-	X		128.67	8,848.06		
November 12, 2024	ET		business donation	-	C	100.00		8,948.06		
November 12, 2024	ET		business donation	-	C	100.00		9,048.06		
November 18, 2024	DEP		Wreath- \$125.00 & J Cook; Business Donations \$32120:	-	C	3,363.00		12,411.06		
November 18, 2024	DEP		poppy counter boxes and business donations	-	C	5,747.42		18,158.48		
November 23, 2024	DEP		business donation \$400.00; donation \$25.00	-	C	425.00		18,583.48		
December 18, 2024	355		reimburse Youth Awards	-	C		750.00	17,833.48		
December 20, 2024	DEP		business donation QEL, \$100.00, \$50.00	-	X	400.00		18,233.48		

CP

Poppy Trust - ****7921

Current balance	\$18,983.48	Available balance	\$18,983.48
Document delivery	Paperless	Balance details	No Holds

Transactions

Filters

Current statement period

Date	Description	Amount	Balance
Fri, Dec. 20, 2024	Cheque	-\$128.67	\$18,983.48
Fri, Dec. 20, 2024	DEPOSIT	+\$400.00	\$19,112.15

Handwritten signature

**POPPY TRUST YEAR END
INCOME / EXPENSE BY CATEGORY
JANUARY 1, 2024 TO DECEMBER 31, 2024**

INCOME

Donation Counter Boxes	4,307.42	
Donation (Wreath etc.)	681.10	
Donation Business	6,645.00	
Misc Income	1,250.75	
Total Income		<u>12,884.27</u>

EXPENSES

Disbursements		
Veterans or Dependents Donations	8,000.00	
Bursaries	2,000.00	
Specual Use Donations	-	
Literary or Poster Prizes	750.00	
Campaign Expenses		
Poppies and Wreaths	986.77	
Promotional Materials	-	
Stamps	-	
Advertising	-	
Other Local Expenses	-	
Provincial Assessment	-	
Total Expenses		<u>11,736.77</u>

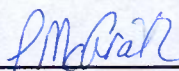
INCOME LESS EXPENSES

1,147.50

OTHER INFORMATION

Uncashed cheque for Youth Ed	750.00
BANK BALANCE	18,233.48
Bank statement balance as of December 31 2024	\$18,983.48
HST RECOVERABLE FROM GOVERNMENT	14.80
HST PAYABLE TO GOVERNMENT	-

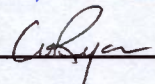
Completed by:



Date:

2024-12-31

Reviewed by:



Date:

Jan 4 2025