

ALBERTA-NWT COMMAND

POPPY TRUST FUND STATEMENT

October 1, 2016 - September 30, 2017

Your attention is directed to the Poppy Manual of The Royal Canadian Legion and in particular, to Section 615 c. which states "The completed form is due at your Provincial Command office by 31 October of the reporting year". Also, Alberta-NWT Command By-Laws Reports and Forms, sections 601 & 602. To comply with these by-law provisions you must submit this completed form to Alberta-NWT Command as directed. *** **Please see reverse side for description of expenses.** ***

Branch Name: _____ Branch No: _____ District No. _____

1. Balance in Poppy Fund at October 1, 2016 \$ _____
2. Add: Donations/Receipts (all sources) (including interest income) \$ _____
3. Repayment from General Fund (if applicable) \$ _____
- TOTAL 1+2+3 = "A"** \$ _____
4. Cost of:
 - a) Poppies and Wreaths \$ _____
 - b) Promotional Material \$ _____
 - c) Campaign Expenses
(attach a detailed list on separate sheet) \$ _____
 - TOTAL 4) a+b+c = B"** \$ _____
 - d) Assistance to ex-service/serving Personnel / dependants \$ _____
 - e) Poster and Literary Contest \$ _____
 - f) Support of Cadet units \$ _____
 - g) Special Use Expenditures under section 402 of the Poppy Manual
(attach a detailed list on a separate sheet) \$ _____
 - h) Bursary Donations in community \$ _____
 - TOTAL 4) d+e+f + g + h = "C"** \$ _____
5. Balance at September 30, 2017
(this is your reconciled bank balance)
(Total = "A" minus "B" minus "C") TOTAL \$

We certify that the above amount is the reconciled bank balance at September 30, 2017

Signature - Branch President

Signature – Poppy Chairperson

PLEASE EMAIL COMPLETED STATEMENT TO: office@abnwtlegion.com

OR FAX TO: 403-284-9899

KEEP A COPY FOR YOUR RECORDS AND SEND A COPY TO YOUR DISTRICT COMMANDER (see over)

POPPY TRUST FUND STATEMENT

DESCRIPTION OF EXPENSES

This information is provided to assist in completion of the annual Poppy Trust Fund Statement as at September 30, 2016.

1. The starting balance, October 1, 2016, should be the same as your ending balance on your last statement.
2. Add the donations and interest received during the year.
3. Add in any repayment from the general fund that was required as a result of any identified improper expenditures applied to the poppy fund during the previous year.

The above figures should be totaled and entered on line "A" provided.

4. Cost of:

- (a) Poppies and Wreaths: This is what you bought for the November 11, 2016 campaign. The paid invoices from Command will help you determine this figure.
- (b) Promotional Material: Again, this is what you bought for the November 11, 2016 campaign. The paid invoices from Command will help you determine this figure.
- (c) Campaign Expenses: Costs such as advertising, telephone charges, bank charges, coin wrapping material, postage, stationery, refreshments such as coffee and juice and light lunches such as sandwiches or donuts for canvassers/volunteers, bank charges and other costs of a similar nature. **Storage costs, within the branch, for poppies, wreaths and related supplies are limited to \$350 per year. For exterior warehouse space the limit is \$175 per year.** **Attach a detailed list of campaign expenses on a separate sheet.**

The above figures should be totaled and entered on line "B" provided.

- (d) Assistance to ex-service/serving Personnel: This is the figure that shows the total amount of money you have given ex-service/serving personnel or their dependants, who are in financial need. (i.e. purchase wheelchair, grocery voucher, gas voucher, rent, etc).
- (e) Poster and literary contest. This figure represents your expenses; i.e. prizes for the contest.
- (f) Funding to support Cadet Units that have assisted with the Poppy Campaign.
- (g) Special Use Expenditures: ALL such expenditures require PRIOR Command approval and are described in section 402 of the Poppy manual. **Attach a detailed list of special use expenditures on a separate sheet.**
- (h) Bursary Donations: Provide the amount your branch spent in provision of direct bursaries within your community.

The above figures should be totaled and entered on line "C" provided.

5. The overall TOTAL = "A" minus "B" minus "C". This figure should agree with your reconciled bank statement as at September 30, 2017.