

BRANCH POPPY FUND STATEMENT
January 1, 2024 - December 31, 2024

Your attention is directed to the Poppy Manual of the Royal Canadian Legion and in particular, to Section 400 in which it states "each Branch shall forthwith such information relating to the affairs of the Branch as may from time to time be required by its Provincial Command or by Dominion Command." In order to comply with these by-law provisions you must submit this completed form to BC/Yukon Command Office as directed.

Please see next page for descriptions of expenses.

Branch Name & Number: _____

1. Balance as outlined in item 1 next page. Branch Poppy Fund at December 31, 2023 as per bank statement	\$
2. Add: Donationss/Receipts/Interests (Poppy Fund revenues from all sources)	\$
3. General Adjustment Line + or (-). If used please explain on a separate paper	\$
Total "A" (sum of line 1 to 3)	\$
4. Cost of:	
a) Poppies and Wreaths	\$
b) Promotional Material	\$
c) Campaign Expenses	\$
d) Grants to Serving/Ex-service Personnel/dependants	\$
e) Poster and Literary Contest (include Zone prizes if applicable)	\$
f) Special Use Expenditures (Section 403 of the Poppy Manual)	\$
g) Bursary Donations in Community	\$
h) Poppy Assessment to BC/Yukon Command	\$
Total "B" (sum of line 4 a) to 4 h))	\$
5. Ending Balance at December 31, 2024 (Total "A" - Total "B" = Balance)	\$

Certified the above amount is the balance as at December 31, 2024

Please Print Name Signature - Branch President

Please Print Name Signature - Branch Treasurer

DEADLINE FOR RECEIPT OF THIS STATEMENT TO BC/YUKON COMMAND IS JANUARY 31, 2025

BRANCH POPPY FUND STATEMENT DESCRIPTION OF EXPENSES

This information is provided to assist in completion of the Annual Poppy Fund Statement as at December 31, 2024

1. Balance from 2023 should agree with December 31, 2023 bank reconciliation and **must have included any investments held plus interest. Balance from 2023 should also agree with the ending balance reported on Poppy Fund Statement in 2023**

2. Add all donations and interest received during the year

3. add in any repayment from general fund that was required as a result of any identified improper expenditures applied to poppy fund during the year, or any other adjustments that are needed.

Explanation must be supplied if this line is used.

The above figures should be totaled and entered as Total "A"

4. Cost of:

a) Poppies and Wreath: This is what the branch bought for the Poppy Campaign and for November 11. The paid invoices from Command will help you determine this figure

b) Promotional Material: Includes such items as costs of Advertising, Poster Essay Contest printed materials, any supplies the branch bought to "promote the awareness of the Poppy campaign", and any costs associated with the 2 Minute Wave of Silence

c) Campaign expenses: Costs such as 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 and volunteers, fuel costs and other costs of similar nature

d) Grants to Serving/Ex-service Personnel/Dependants: This is the figure that shows the total amount of money you have given current serving and ex-service personnel or their dependents who are in financial need (i.e. medical needs, wheelchairs, grocery vouchers etc.).

e) Poster and Literary Contest: This figure represents the prizes paid for the contests as well as monies sent to your Zone for Zone level prizes.

f) Special Use Expenditures: All such expenditures require PRIOR Command approval with respect to donations to organizations, care homes, health care facilities, medical supplies and research

g) Bursary Donations: Provide the amount your branch spent in provision of Direct Bursaries within your community. To use Poppy Funds for bursaries the branch must have signed the Bursary/Poppy Agreement with Command. If you have such an agreement you will have on file a Certificate of Understanding as an acknowledgement of the agreement. Check with Command if unsure.

h) Assessment Central Poppy Fund: This is the amount our Branch paid to BC/Yukon Command Poppy Fund for the current year and is deducted as an expense.

5. This figure should agree with your bank statement at the end of the period provided that there are no outstanding cheques. If there are outstanding cheques, then the total balance will differ from the bank statement balance. All Bursaries and Special Use Expenditures payments not issued by December 31, 2024 should not be recorded as an expense at at December 31, 2024