

BC/YUKON COMMAND
The Royal Canadian Legion

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January 31, 2025

TO: All Branches
For Information of Members of Command Executive Council

FROM: Emily Yuan, Controller, BC/Yukon Command

SUBJECT: **2024 Audited Financial Statements – Deadline April 30, 2025**

Memo 10.25

Comrades,

This is your notice that **April 30, 2025 is the deadline for submitting your Branch 2024 audited financial statements to BC/Yukon Command.**

Annual financial statements can be prepared by an external accounting firm or an outside bookkeeper, or internally within the branch. All of which statements must be based on the Pro Forma format (attached).

There are two ways your Branch may have their annual financial statements prepared:

1. Internally Audited Financial Statements

Your Branch will need to conduct an Internal Audit using the Internal Audit Control Guidelines (attached).

Once your executives have approved the 2024 financial statements and 2024 Internal Audit, submit the documents to BC/Yukon Command. Enclosed in this memo is an internal audit cover sheet to help you organize your submission.

2. Externally Audited Financial Statements

Annual financial statements are prepared and an audit is done by an external firm of accredited accountants. Because of the cost involved, this option is generally used only by large, complex Branches.

There is no need for the Branch to conduct an internal audit if this method is used. Simply submit the 2024 audited financial statements to Command once your executives have approved them.

The following is a list of documents to submit for externally audited financial statements:

- ☐ Audited financial statements in the Pro Forma format (attached)
- ☐ Audit Certificate signed by the auditors
- ☐ Detailed listing of donations made from General funds and Gaming funds

The Command office relies on receiving your submissions by the April 30th deadline in order for our Admin/Finance Committee to make strategic decisions to support our Branches. If you are unable to provide your 2024 financial statements to Command by the deadline, we remind you that you must write to request an extension from the Command Treasurer.

Over the years, we have seen Branches improve their reporting and meet the deadline with increasing consistency. This makes the job of our overall analysis easier and allows us to respond to your questions and concerns promptly.

IMPORTANT: Please send all of your reporting in one package. Make sure it is as complete as possible before sending it in.

Please forward your 2024 financial statements to BC/Yukon Command at info@legionbcyukon.ca by April 30, 2025.

Thank you,

Emily Yuan, CPA
Controller, BC/Yukon Command