

BC YUKON COMMAND
THE ROYAL CANADIAN LEGION

Guide to the Pro Forma Financial Statements

We use the expression *pro forma* to denote the “recommended format” for financial information to be prepared by branches and by BC Yukon Command.

Therefore, the pro forma documents lay out the information in the format in which financial statements are to be prepared. Copies of the pro forma financial statements are available through the BC Yukon Command website or on request to info@legionbcyukon.ca.

The pro forma is not really any different than the standard financial statements that any business would prepare. The pro forma asks for the basics:

- Balance sheet
- Income statement
- Schedule of Licensed premises Net Profit
- Schedule of Licensed Premises Gross Profit
- Schedule of Breakopen Gross Profits
- Keno Schedule
- Capital Asset Schedule

More specifically:

The Balance Sheet and Income Statement are standard statements.

Technically, the Schedule of Licensed Premises Net Profit is part of the Income Statement, in that the net profit amount on the Schedule of licensed premises flows through to the Income statement on a separate line. For those of you who use Simply Accounting or Quick Books or another computerized accounting program, the only thing that you are doing is setting up your chart of accounts to identify Licensed Premises Income and Licensed Premises Expenses. So if the chart of accounts is set up properly, the Simply Accounting or Quick Books computerized statements will meet the pro forma requirements.

In addition to the above spreadsheets, we ask that you prepare a Schedule of Licensed Premises Gross Profits -the gross profit amount flows through to the Schedule of licensed premises net profit on a separate line. The sales numbers come directly from the income statement. Cost of goods sold is calculated by inputting the opening inventory, the purchases less any inventory adjustments and the closing inventory. Opening inventory numbers should agree to the prior year’s closing inventory and current year closing inventory comes from the Balance Sheet.

Guide to the Pro Forma Financial Statements

The same is true for the Schedule of Break open Gross Profits. The sales numbers come directly from the income statement. Cost of goods sold is calculated by inputting the opening inventory, the purchases less any inventory adjustments and the closing inventory. Opening inventory numbers should agree to the prior year's closing inventory and current year closing inventory comes from the Balance Sheet.

For the Keno Schedule -the numbers come straight from the income statement.

For the Capital Asset Schedule you just need to input the amounts for capital assets and accumulated amortization from the balance sheet.

We also ask you to send in **Gaming Financial Statements** and **Poppy Financial Statements**. If you have a computerized accounting system – then all that is needed is to set up the Gaming financial statements as a separate company and the Poppy financial statements as a separate company. At the end of the year, you print out the financial statements.

Internal Audits – If you use an Internal Audit Committee – and the large majority of our branches do make sure you get a copy of the Internal Audit Checklist & Guidelines. Copies are available from the Command office and a copy is posted on our web site.

For those branches which have paid bookkeepers, the bookkeeper must provide the Internal Audit Committee with three sets of financial statements. One set for the general operations; one for any gaming if the branch has licensed gaming activities (meat draw, 50/50, bingo and any raffles) and one set for the poppy account. Please note that the poppy fund financial statement is for the calendar year.

If you have any questions or concerns about the year-end reporting requirement, please feel free to contact me at 604-575-8840 or email emily.yuan@legionbcyukon.ca.

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

PROFORMA FINANCIAL STATEMENT INDEX

Section	Page(s)
Notes on How to Read, Understand and Use the Pro Forma Financial Statement	1-2
Notes to the Financial Statements	3-4
Notes to Balance Sheet - Assets	5-6
Notes to Balance Sheet - Liabilities and Branch Surplus	7-9
Balance Sheet - Assets	10
Balance Sheet - Liabilities and Branch Surplus	11
Notes to Branch Income Statement	12-15
Branch Income Statement	16-17
Notes to Schedule I	18-19
Schedule I - Schedule of Licensed Premises Net Profit	20
Schedule II - Schedule of Licensed Premises Gross Profit on Sales	21
Notes to Schedule II	22
Schedule III - Schedule of Breakopen Ticket Sales and Net Revenues	23
Schedule IV - Capital Asset Schedule	24
Schedule V - Statement of Changes in Financial Position	26
Notes to Appendices A, B, C, D and E	27
Appendix A - 50/50 Draw Reports	28-30
Appendix B - Meat Draw Reports	31-33
Appendix C - Bingo Fund Reports	34-36
Appendix D - Other Charity Fundraising Reports	37-39
Appendix E - Poppy Fund Reports	40-41

NOTES ON HOW TO READ, UNDERSTAND AND USE THE PRO FORMA FINANCIAL STATEMENT

(Revised and Issued March 2003)

The Pro Forma Financial Statement has been developed specifically for all BC/Yukon Command Branches and has been approved by Command's external auditors, BDO Dunwoody, Chartered Accountants. Its purposes are to give Branches a standard financial reporting format, improve control of financial and business operations and provide the information needed for effective management of all Branch business and charity fund raising activities. It is not intended to fully comply, in every respect, with all of the standards and practices of the CICA Handbook.

If the Branch engages an external auditor and only if the auditor wishes to prepare a consolidated financial statement, may one be included. However, in addition to the consolidated statement, all separate Pro Forma reporting requirements must be filled out and submitted with the audited financial statements. The external auditor should be made aware that consolidated statements may present an inaccurate presentation of Branch business versus charitable funds and activities.

Section 617 of the General By-Laws of The Royal Canadian Legion requires all Branches to submit audited annual financial statements to Command by April 30 following the December 31 year end. The audit need not be done by a professional accountant or firm of external auditors. The Branch Members may elect Members to an Audit Committee at a duly constituted general meeting. Members of the elected Audit Committee shall not be staff or Members of the Executive Committee for the current year or for the year in which the audit is to be performed. Audit Committee Members must be elected, they cannot be appointed.

This format for the Branch's monthly and annual financial statements will ensure Members are provided with the information needed to understand the Branch's financial results and will assist the Executive Committee Members in better managing all of the Branch's business and other activities.

The audited annual financial statements not only list results for the current year but must also include comparative information for the previous year. This will permit financial and business trends to be readily noted and comparisons easily made from year to year. Branches should also prepare financial statements for each month's operations. It is recommended these monthly statements display year to date and prior year's comparative information. The format of the monthly financial statements can be determined by the Branch. However, Branches are encouraged to use the Pro Forma format in preparing the monthly financial statements.

The following is an example of the Pro Forma financial statement. The accompanying notes explain how to read, understand and use the Pro Forma financial statement. Other information and explanations are included for the Branch's use.

The letters and numbers appearing on these forms are shown as references to the forms and to the accompanying notes.

The Pro Forma Financial Statement consists of

Page 10	Balance Sheet Assets
Page 11	Balance Sheet Liabilities and Branch Surplus
Pages 16 - 17	Branch Income Statement
Schedule I	Schedule of Licensed Premises Profit
Schedule I	Schedule of Licensed Premises Gross Profit on Sales
Schedule III	Breakopen Ticket Sales, Cost of Sales, Gross Profit and Net Revenue Schedule
Schedule IV	Capital Asset Schedule (Optional)
Schedule V	Statement of Changes in Financial Position (Optional)

In addition to the audited annual financial statements, BC/Yukon Command Branches are required to submit additional audited annual financial statements and other reports as Appendices to the financial statements. These are information reports for the Branch's Poppy Fund and for all gaming and charity fund raising activities carried out during the year.

These accounts and fund raising results are not to be included in the Branch's monthly or annual financial statements as these are not general Branch revenues or funds available to the Branch for other than their specified and approved purposes.

Examples of the format and content of these additional reports are set out in the following Appendices as:

Appendix a	50/50 Draw Financial Reports
Appendix B	Meat Draw Financial Reports
Appendix C	Bingo Financial Reports
Appendix D	Other Charitable Fund Raising Activities Financial Reports
Appendix E	Poppy Fund Reports

PRO FORMA FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

December 31, 20__

SIGNIFICANT ACCOUNTING POLICIES

These notes explain the various accounting policies applied in the preparation of the audited annual financial statements and would usually include the following:

- (a) **Inventory** is recorded at the lower of original cost or net realizable value, the value at which it can be sold.
- (b) **Capital Assets** are tangible assets, recorded at cost, which have a useful service life and economic value to the Branch beyond one year. These are Branch-owned land, buildings and furniture, fixtures and equipment. They may also include Leasehold Improvements which are the cost of permanent improvements made to leased or rented premises.

The cost of Capital Assets is amortized (depreciated or written off) usually in equal amounts over their estimated useful service life and, for Leasehold Improvements, over the period of the original lease or rental term plus one optional renewal period, if one exists.

- (c) **Amortization Expense** is not to be shown on **Schedule 1, Schedule of Licensed Premises Net Profit**. This non-cash expense is shown on the **Branch Income Statement**.
- (d) **Membership Dues** are recognized as revenues or income only in the year to which they apply. The amount shown as **Deferred Revenues or Deferred Membership Dues** represents dues received in advance for the following year.
- (e) **Spillage** relates to normal bar operating losses and returned non-salable beverages and is recorded as a Licensed Premises expense on Schedule I at retail value.

Bar staff will record and report Spillage at the end of each shift. This method will keep gross profits consistent and will help identify excessive problems with Spillage.

LONG TERM INVESTMENTS

Branches are strongly encouraged to invest excess cash not required for normal operations in long term interest-bearing investments. Branch business plans must anticipate major future expenditures and Capital Asset purchases and include an annual budget for additions to Replacement Reserve Fund investments to ensure they meet the Branch's future needs.

An indicator of the minimum amounts to be invested annually is amortization expense for Capital Assets and Leasehold Improvements plus inflation. Branches should also invest cash profits for future major equipment repairs and facility renovations.

It is recommended interest earned on these Long Term Investments be retained in the investment accounts and not used as a source of general Branch income. Where interest earned on these Investments is retained in the Investment Account, it may be of value to note the interest earned and accumulated since the investment was purchased.

For each investment, this Note will explain the type of investment, e.g. Government of Canada Bond, Treasury Bill, Guaranteed Investment Certificate, its cost, maturity value, the interest rate on the investment and the date at which it matures. The Note will also explain any special terms or conditions of the investment.

For example: Government of Canada Bond, Par Value \$ 100, 000 at 10% due October 1, 20__.
Cost \$ _____.

OTHER ITEMS

If the Branch has an elected Audit Committee, each set of financial statements must contain the following declaration:

Audited by Audit Committee Members:

Chairman: (Name) Member: (Name)

Member: (Name) Member: (Name)

These Members were elected to the Audit Committee at the (date) General Meeting.

BALANCE SHEET

The Balance Sheet presents the financial condition of the Branch at a given point in time, typically, month end or year end. It is comprised of the Assets owned by the Branch, the debts or Liabilities of the Branch and Branch Surplus being the difference between Assets and Liabilities and representing the accumulation of total net profits and losses.

ASSETS

CURRENT ASSETS

Cash and Bank Account is the total of all cash assets of the Branch including cash deposited in the Branch business bank account, cash on hand, as in petty cash funds and cash floats, and undeposited receipts. These totals do not include Poppy Fund, charitable, fundraising or gaming monies. These funds are to be separately accounted for and deposited in separate bank accounts.

Short Term Investments represent cash resources of the Branch invested for less than one year as they will be spent within the following year. Investments may also be established for special or dedicated purposes such as paying large annual expenses, property taxes, insurance premiums, etc.

Accounts Receivable are amounts owed to the Branch which are expected to be collected. Accounts Receivable are usually relatively small amounts such as returned cheques.

Inventory represents all items which have been purchased for resale. Inventory items are recorded at the lower of their actual cost or net realizable value being the value at which they can be sold.

Prepaid Expenses are expenses which have been paid for but for which the full value has not yet been received. Examples would be an insurance premium or license fees paid for in a given year with benefits to be realized in the following year.

LONG TERM INVESTMENTS

Branches are strongly encouraged to set aside cash profits for future needs, such as the replacement of Capital Assets, major anticipated expenses or unplanned contingencies, in interest-bearing Long Term Investments or Replacement Reserve Fund accounts.

It is recommended that amortization expense plus inflation, or cash resources of the Branch which are not required for a specific purpose in the following year, be used as a guide as to the amounts to be budgeted and invested annually for future, long term purposes.

All such investments should be secure and conservative, GICs, Treasury Bills, Government of Canada Bonds, etc. It is recommended the interest earned on these investments be re invested and not used as a source of general revenue to the Branch.

CAPITAL ASSETS

Capital Assets are the tangible, fixed assets owned by the Branch which will produce an economic benefit to the Branch over a period of more than one year. Capital Assets are recorded at actual cost. These accounts will include the cost of all Capital Assets purchased in the current year and the cost of all Capital Assets purchased in previous years which are still in service.

Note: All Capital expenditures require the prior written approval of Branch Advisory before they are made and may require a written justification for the expenditure as well as a long term plan.

When a Capital Asset is sold or disposed of, its original cost is removed from the appropriate Capital Asset Account as is amortization taken on the Capital Asset since its purchase from the Accumulated Amortization Expense account. Any net gain or net loss on the sale or disposal of a Capital Asset is recorded as Other Income or Other Expense on the Branch Income Statement.

Capital Asset accounts may also include the cost of leasehold improvements made to leased or long term rented facilities. Leasehold Improvements, like Capital Assets, are capital expenditures which produce an economic benefit to the Branch over a long period of time. Leasehold Improvements include building additions, partitions and renovations and the cost of furniture, fixtures and equipment attached to or permanently installed in business premises rented or leased by the Branch.

ACCUMULATED AMORTIZATION

Amortization expense, recorded on the Branch Income Statement, represents the contribution of the cost of the Fixed Asset to the achievement of the Branch's financial results for the year. It is therefore appropriate to charge a portion of the original cost of the Capital Asset against operations in each year of its service life.

Capital Assets are paid for at the time they are purchased. Thus, annual amortization expense does not represent an annual cash expenditure. It is to be reported as a separate expense item on the **Branch Income Statement** after the Branch's operating income or loss has been determined.

For the sake of simplicity, it is recommended Capital Assets be grouped by their estimated service lives, e.g. 5 years, 10 years, etc. and their cost charged to amortization expense in equal monthly or annual amounts. For example, a piece of equipment with a cost of \$2,400.00 and an expected service life of ten years, could be amortized at a rate of \$20.00 per month or \$240.00 per year.

Similarly, the original cost of Leasehold Improvements should be amortized over the period during which their economic benefit will be received. Typically, this is in even increments of their original cost over the period of the initial lease plus one renewal period, where one exists. Leasehold Improvements with a cost of \$12,000.00 would be amortized, for example, at a monthly rate of \$ 100 or \$1,200 per year where there was a lease with a five year term and option for renewal for a further five year term.

Royal Canadian Legion Branches are not taxable under The Income Tax Act of Canada or any Provincial Income Tax regulations. Recording amortization expense on capital assets or leasehold improvements amortization expense, monthly or annually in its financial records and financial statements, does not impair a Branch's ability to claim Capital Cost Allowance, income tax depreciation, in the future should these regulations change.

TOTAL ASSETS

This is the total value of all assets owned by the Branch at a given point in time as recorded in the books of account of the Branch.

LIABILITIES AND BRANCH SURPLUS

LIABILITIES

Liabilities are Branch debts to be paid or obligations to be fulfilled within a given period of time and under stated or generally acknowledged terms.

Note: Before committing to any long or short term bank indebtedness or other short or long term debt, including capital leases, debentures, mortgages and long term loans from any source, excepting normal trade accounts payable, the Branch must obtain the prior written approval of the Chairman of BC/Yukon Command's Branch Advisory Committee. Branch Advisory's review and approval process will require the Branch submit a detailed long term business plan and cash flow forecast which offer reasonable assurances the debt is required and will be fully repaid within the terms of the proposed financing arrangements from future Branch profits.

CURRENT LIABILITIES are Branch debts or obligations which are to be paid or fulfilled within the following year.

Bank Operating Loan/Overdraft may either be a formal short term loan arrangement with the Branch's bank or cheques which have been written and recorded but not yet issued as there are not sufficient funds deposited in the Branch bank account.

A bank operating loan, line of credit, overdraft or short term loan facility is usually payable to the bank upon written demand. Interest is calculated and payable monthly and principal payments are made as the Branch's cash resources permit and within previously specified terms.

Branches which have the need to borrow funds to cover operating expenses or to pay for operating losses must first correct the business or financial problems which led to this situation. They are requested to notify Branch Advisory as soon as these problems occur and to obtain the assistance needed to correct them as an alternative to borrowing money.

Net Sales Taxes Payable are the sales taxes collected by the Branch to be remitted to the appropriate provincial and federal government department. Goods and Services Taxes payable are net of Input Tax Credits (GST paid on purchases and recoverable by the Branch).

Salaries and Employee Benefits Payable are all obligations to be paid to employees, government agencies, for Income Tax, Unemployment Insurance, Canada Pension Plan, medical plan and other deductions, etc., within stipulated periods of Time. This includes Holiday pay which is due annually to employees who do not receive paid vacations.

Per Capita Taxes Payable is the portion of Membership dues to be paid to Dominion Command.

Accounts Payable and Accrued Liabilities are the total amounts due to trade and other suppliers which have been recorded as operating or Capital Asset expenses but have not yet been paid.

Current Portion of Long Term Debt is the total amount of principal payments on long term debt which are required to be made within the following twelve month period. This does not include the interest to be paid on the debt. Executive Committee Members must include both

the principal and interest payments due in the annual and long term Branch business plans and ensure there will be sufficient net revenues to cover both interest expense and scheduled principal payments.

Deferred Revenues are usually Membership Dues received by the Branch in the current year that pertain to the following year. That is, there is an obligation to provide services to the Members in the year following that in which the dues were paid.

LONG TERM DEBT

Mortgage Payable is the total current amount of the principal due on a mortgage loan on the real property of the Branch.

Debentures Payable is the total of the principal amount currently outstanding on money borrowed, customarily from Branch Members.

Other Long Term Debt is the total of the principal amount currently outstanding for any other long term indebtedness of the Branch whether secured or not by a pledge against the assets of the Branch.

The **Notes to the Financial Statements** must include an explanation of the terms and conditions of the debt, security given, to whom the debt is owed, its repayment schedule and interest rate.

PRINCIPAL PAYMENTS DUE WITHIN ONE YEAR

As the Balance Sheet presents the current financial position of the Branch at a given point in time, Long Term Debt must also show the current versus long term obligations of the Branch. Therefore, the financial statements must disclose the principal payments to be made on any Long Term Debt within the following year as opposed to those to be made in subsequent years.

This is accomplished by deducting from the total Long Term Debt principal payments due within the following year and reporting them as current liabilities, liabilities which must be paid within the following year and for which cash profits must be made available from operations to make these payments. Cash must be available as well to make the interest payments on these obligations.

The repayment of Long Term Debt is recorded through Balance Sheet Accounts for principal payments and through the Branch Income Statement for interest payments.

NET LONG TERM DEBT is the total of the principal amount of Long Term Debt to be paid in succeeding years.

TOTAL LIABILITIES is the total of all recorded debts and obligations of the Branch both for the current year and for the future. In the annual and long term business planning, the Branch must ensure that sufficient net business revenues will be received to produce the cash profits needed to pay all debts.

BRANCH SURPLUS

This account is the reconciling account of Total Assets less Total Liabilities and represents the accumulation of all Branch Net Profits and Losses.

Changes to Branch Surplus are the Branch's Net Profit or Loss for the current period, month or year, or a correction to a prior year's records which, if included in the current year's financial records, could materially mis-state the reported results.

Name of BRANCH, #

**BALANCE SHEET
ASSETS**

As at December 31, 20__

	Current Year -----	Previous Year -----
CURRENT ASSETS		
Cash and Bank Account	\$	\$
Short Term Investments	\$	\$
Accounts Receivable		
Inventory: Liquor	\$	\$
Draught Beer	\$	\$
Bottled Beer, Cider, Coolers and Wine	\$	\$
Bar Drinks and Food	\$	\$
Breakopen Tickets	\$	\$
Legion Supplies	\$	\$
Other Inventories	\$	\$
Prepaid Expenses		
TOTAL CURRENT ASSETS	----- \$	----- \$
LONG TERM INVESTMENTS		
Replacement Reserve Funds	\$	\$
CAPITAL ASSETS (SCHEDULE IV)		
Land	\$	\$
Building	\$	\$
Equipment	\$	\$
Furniture, Fixtures and Equipment	\$	\$
Building Improvements	\$	\$
Other Capital Assets	\$	\$
TOTAL CAPITAL ASSETS	----- \$	----- \$
Less: Accumulated Amortization Expense		
NET CAPITAL ASSETS	----- \$	----- \$
TOTAL ASSETS	----- \$ =====	----- \$ =====

**Name of BRANCH, #
BALANCE SHEET**

LIABILITIES AND BRANCH SURPLUS

As at December 31, 20__

	Current Year -----	Previous Year -----
CURRENT LIABILITIES		
Bank Operating Loan/Overdraft	\$	\$
Net Sales Taxes Payable	\$	\$
Salaries and Employee Benefits Payable	\$	\$
Per Capita Taxes Payable	\$	\$
Accounts Payable and Accrued Liabilities	\$	\$
Current Portion of Long Term Debt	\$	\$
Deferred Revenues	\$	\$
	-----	-----
TOTAL CURRENT LIABILITIES	\$	\$
	-----	-----
LONG TERM DEBT		
Mortgage Payable	\$	\$
Debentures Payable	\$	\$
Other Long Term Debt	\$	\$
	-----	-----
TOTAL LONG TERM DEBT	\$	\$
Less: Principal Payments Due Within One Year		
	-----	-----
NET LONG TERM DEBT	\$	\$
	-----	-----
TOTAL LIABILITIES	\$	\$
	-----	-----
BRANCH SURPLUS		
Balance as at January 1, 20__	\$	\$
Add:	\$	\$
Branch Net Profit / (Loss) for the Year	\$	\$
	-----	-----
TOTAL BRANCH SURPLUS	\$	\$
	-----	-----
TOTAL LIABILITIES AND BRANCH SURPLUS	\$	\$
	=====	=====

BRANCH INCOME STATEMENT

INCOME

Licensed Premises - Schedule I is the Licensed Premises Net Profit or (Loss) for the year transferred from **Schedule I**.

Membership Dues are the total amount of all dues collected for the current year. Branches are required to remit a portion of these dues to Dominion Command. This Per Capita Tax is shown as an expense on the **Branch Income Statement**.

Ways and Means is the net income or profit contribution generated by Ways and Means activities. Note: 50/50 Raffle, Meat Draw, Bingo, Other Charitable Fund Raising activities and Poppy Fund revenues are not to be included with Ways and Means net income but are to be reported separately in **Appendices A, B, C, D and E**.

Interest Income is all interest earned by the Branch on long or short term investments. This does not include interest earned on Meat Draw, Poppy Fund or other charity revenue bank accounts.

Sale of Legion Supplies - Net of Cost is the net revenue received from the sale of Legion regalia.

Donations are all those funds received by the Branch, available for specific or general purposes.

Net Breakopen Ticket Revenues - Schedule III Complete Schedule III and transfer the profit on ticket sales (sales proceeds less cost of tickets sold less prizes paid).

Rentals, Catering, Kitchen - Net are all net revenues generated through the rental of Branch facilities, i.e. auditorium, meeting rooms, catering activities and/or the operations of the Branch kitchen. It is recommended each of these revenue sources has its own budget and business plan.

Other Income is all other sources of general revenue for the Branch which does not apply to any of the above categories. If the Branch has regular and large amounts of Other Income, such as special events or functions, these should be separated from Other Income and reported, net of related expenses, as separate categories under Branch Income. Note: All sources of income should be planned and budgeted annually.

Total Income is the total of all of the above .

EXPENSES

Administration Wages and Employee Benefits is the cost of all wages, the employer's (Legion Branch) cost of payroll deductions, Workers Compensation premiums, holiday pay and other employment benefit costs for those Branch personnel involved in the administration and management of the branch. If any of these employees regularly work in the bar, lounge or Licensed Premises, an appropriate portion of their Wages and Employee Benefits should be charged against Licensed Premises operations and the remainder to Administration Wages and Employee Benefits.

Bank Interest and Service Charges is the interest paid on short term loans, overdraft or demand loans plus service charges on the Branch business bank account. Do not include service or other bank charges for Meat Draw, Raffle or Poppy Fund bank accounts.

Bulletin expenses are the costs of producing, distributing or mailing bulletins to Branch members.

Colour Party is Committee costs, i.e. flags, etc.

Convention is the cost of sending delegates to Provincial or Dominion Command conventions.

Donations are those made by the Branch which are not included under Welfare and Community Services. These do not include the donations made from Poppy Fund, Meat Draw, etc. funds.

Entertainment Expense is the cost of non-Licensed Premises entertainment such as Remembrance Day observance or entertaining official Branch guests.

Equipment Rental is the cost of equipment rented on a long or short term basis such as the rental of Breakopen ticket dispensers, etc.

Honours and Awards are usually Committee expenses.

Interest on Long Term Debt is the interest paid on a mortgage, long term loan or debentures. As these interest costs are substantial they should be separately budgeted and reported.

Insurance covers the cost of property, liability and other insurance coverage. The Branch should ensure funds are available to pay the insurance premiums when they are due.

Janitor Expense is the cost of payments made to a janitor service, the cost of all wages and employee benefits if the janitor is an employee of the Branch and the cost of cleaning supplies purchased by the Branch. If the janitor also provides services to the Licensed Premises, these total costs should be allocated between Branch and Licensed Premises Janitor Expense.

Legal, Audit and Professional Fees are the cost of fees for professional services. **Legion**

Supplies is the cost of Legion regalia used by the Branch or given to Members.

Maintenance and Repairs is the cost of maintaining and repairing Branch building and equipment but does not include work done in the Licensed Premises.

Office Supplies and Postage is the current year's office supplies cost.

Per Capita Tax is the share of Membership Dues remitted to Dominion Command.

Property Taxes are the current year's taxes and any special municipal tax assessments.

Security is the cost of an alarm system, security service, locks, etc.

Sports Expense is the Sports Committee's expenses.

Telephone is the cost of equipment rental, monthly service charges and long distance charges. It does not include the cost of a telephone or separate line for the Licensed Premises.

Utilities are the cost of heat, light, power, water and related charges.

Waste Disposal is the cost of scavenging or garbage removal for the Branch.

Other Expenses covers all other general and administrative expenses of the Branch. If it is found that there are large and recurring Other Expenses, these should be separately budgeted in the annual business plan and reported on the Branch Income Statement.

Total Expenses is the total of all Branch general and administrative expenses.

WELFARE AND COMMUNITY SERVICES

Bursaries are Branch funds awarded to qualified students by the Branch or funds forwarded to Command to be awarded as bursaries.

Donations are Branch funds donated to charities or other organizations for charitable purposes. These do not include donations made from Meat Draw, Bingo, Raffle or Poppy Funds.

Member Assistance covers Branch funds paid to deserving Members who are in need of assistance. These do not include payments made from the Poppy Fund.

Sick and Visiting are funds paid for flowers, etc. for deceased, hospitalized or incapacitated Members.

Total Welfare and Community Services is the total of all such expenses for the current year.

BRANCH NET OPERATING INCOME (LOSS)

This is the total of the Branch's operating income or loss for the year and approximates the net increase in Branch cash resources for a profit or net decrease in cash resources for a loss.

AMORTIZATION EXPENSE

Amortization Expense (depreciation expense) is a charge against Branch operations for a portion of the cost of Capital Assets and Leasehold Improvements. Amortization Expense does not represent cash expenditure as the costs of these assets have been previously paid for even though there may be a current debt associated with their acquisition.

BRANCH NET PROFIT (LOSS) FOR THE YEAR

This is the total Net Profit or (Loss) from all Branch business operations for the year. A Net Profit is an addition to the Balance Sheet Branch Surplus Account for the year. A Net (Loss) is a deduction from the Balance Sheet Branch Surplus Account for the year.

Name of BRANCH, #
For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
INCOME	\$	\$
Licensed Premises Net Profit/(Loss) - Schedule 1	\$	\$
Membership Dues	\$	\$
Ways and Means – Net	\$	\$
Interest Income	\$	\$
Sale of Legion Supplies – Net	\$	\$
Donations	\$	\$
Keno ie - all LOTTERY Product commissions	\$	\$
Net Breakopen Ticket Revenues - Schedule III	\$	\$
Rentals, Catering, Kitchen – Net	\$	\$
Other Income	\$	\$
	-----	-----
TOTAL INCOME	\$	\$
	-----	-----
EXPENSES		
Administration Wages and Employee Benefits	\$	\$
Bank Interest and Service Charges	\$	\$
Bulletin	\$	\$
Colour Party	\$	\$
Convention	\$	\$
Donations	\$	\$
Entertainment Expense	\$	\$
Equipment Rental	\$	\$
Honours and Awards	\$	\$
Interest on Long Term Debt	\$	\$
Insurance	\$	\$
Janitor Expense	\$	\$
Legal, Audit and Professional Fees	\$	\$
Legion Supplies	\$	\$
Maintenance and Repairs	\$	\$
Office Supplies and Postage	\$	\$
Per Capita Tax	\$	\$
Property Taxes	\$	\$
Security	\$	\$
Sports Expense	\$	\$
Telephone	\$	\$
Utilities	\$	\$
Waste Disposal	\$	\$
Other Expenses	\$	\$
	-----	-----
TOTAL EXPENSES	\$	\$
	=====	=====

Name of BRANCH, #

For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
TOTAL INCOME - FROM SHEET 1	\$ -----	\$ -----
TOTAL EXPENSES - FROM SHEET 1	\$ -----	\$ -----
NET INCOME BEFORE DONATIONS AND AMORTIZATION EXPENSE	\$ -----	\$ -----
WELFARE AND COMMUNITY SERVICES:		
Bursaries		
Donations - Branch General Funds		
Member Assistance		
Sick and Visiting		
TOTAL WELFARE AND COMMUNITY SERVICES	\$ -----	\$ -----
BRANCH NET OPERATING INCOME (LOSS)	\$ -----	\$ -----
AMORTIZATION EXPENSE	\$ -----	\$ -----
BRANCH NET PROFIT (LOSS) FOR THE YEAR	\$ =====	\$ =====

NOTES TO SCHEDULE I

Schedule 1, Schedule of Licensed Premises Net Profit, displays the Income and Expenses from the operations of the Licensed Premises, a licensed premise business. Schedule I Licensed Premises Income and Expenses are reported separate from the Branch's other Income and the General and Administrative Expenses which pertain to the operations of the Branch.

INCOME

Gross Profit on Sales - Schedule II is the total gross profit for the year from all bar sales and is carried forward from Schedule II which lists and totals bar sales, cost of goods sold and gross profit by line of bar sales.

Games Revenues is the income received from billiards, shuffleboard, etc.

Sales Tax Commission is the commission received by the Branch for collecting and remitting provincial sales tax on bar and other sales.

Other Licensed Premises Income covers all other revenue activities which produce income from Licensed Premises operations. If this includes a large and recurring other source of income for the Licensed Premises, it should be separately budgeted and reported on Schedule I.

Total Licensed Premises Income is the total of all income received from Licensed Premises operations.

EXPENSES

Bar Wages and Employee Benefits is the cost of all wages, holiday pay and the employer's (Legion Branch) cost of payroll deductions, Workers Compensation premiums., holiday pay and employment benefits for Licensed Premises employees.

Bar Maintenance and Repairs is the cost of maintaining and repairing Licensed Premises facilities and equipment.

Bar Supplies is the cost of glassware, consumable supplies, disposables, etc. It does not include the cost of mixes used in the preparation of drinks to be included as Sales in Schedule II.

Doorman Expense is the cost of maintaining control over entrance to the Licensed Premises. It is recommended Branches obtain the volunteer services of Members as doormen.

Entertainment and Music are the costs of live and recorded entertainment in the Licensed Premises as well as cable television service to the Licensed Premises.

Games Expense is the cost of maintaining games equipment.

Janitor Expense is the cost of payments made to a Janitor service, the cost of all wages and employee benefits if the Janitor is an employee of the Branch and the cost of cleaning supplies purchased by the Branch. If the Janitor also provides services to the Branch, these total costs should be allocated between Branch and Licensed Premises Janitor Expense.

Licenses and Permits are the costs of required annual licenses and business permits.

Spillage is the cost at retail prices of normal bar losses and returned drinks which cannot be sold. It is important Spillage be accurately recorded and reported during each shift by the bar staff. This information will be used to correctly record bar gross profits and ensure gross margin percentages are attained as specified in the Branch annual business plan.

Telephone is the cost of equipment rental and telephone service charges for the Licensed Premises.

Other Expenses are Miscellaneous, other expenses incurred in the operations of the Licensed Premises. If it is found that Other Expenses include large and recurring expenses, these should be separately budgeted and reported on Schedule I.

LICENCED PREMISES NET PROFIT (LOSS) FOR THE YEAR

This is the Net Profit or (Loss) from all Licensed Premises business activities for the year.

Note: It is critically important all Licensed Premises operations produce the profits necessary for the Branch to fund all of its various activities and programs, repay debt, invest for the future and provide a high level of service to the Branch Members.

**Name of BRANCH, #
SCHEDULE OF LICENCED PREMISES NET PROFIT**

SCHEDULE I

For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
INCOME		
Gross Profit on Sales - Schedule II	\$	\$
Games Revenues	\$	\$
Sales Tax Commission	\$	\$
Other Licensed Premises Income	\$	\$
	-----	-----
TOTAL LICENCED PREMISES INCOME	\$	\$
	-----	-----
LICENCED PREMISES EXPENSES		
Bar Wages and Employee Benefits	\$	\$
Bar Maintenance and Repairs	\$	\$
Bar Supplies Doorman	\$	\$
Expense Entertainment	\$	\$
and Music Games	\$	\$
Expense	\$	\$
Janitor Expense	\$	\$
Licenses and Permits	\$	\$
Spillage Losses	\$	\$
Telephone	\$	\$
Other Expenses	\$	\$
	-----	-----
TOTAL LICENCED PREMISES EXPENSES	\$	\$
	-----	-----
LICENCED PREMISES NET PROFIT (LOSS) FOR THE YEAR	\$	\$
	=====	=====

NOTES TO SCHEDULE II

Schedule 11, Schedule of Licensed Premises Gross Profit on Sales, displays the Sales Revenues, Cost of Sales, Gross Profits and Gross Profit Percentages or Gross Margins for each major line of Licensed Premises or bar sales.

Sales are total sales revenues (less Provincial and Federal Sales Taxes) of the Branch. Be sure you have removed the sales taxes or your sales will be inflated by 15%.

Cost of Goods Sold are the cost of bar sales for the period (month or year). Cost of Goods Sold are determined through complete and accurate physical inventories taken at the beginning and end of the period (month or year). Inventories are priced at the lower of actual cost (net of discounts, deposits or taxes to be recovered) or net realizable value, the price at which they can be sold.

Gross Profit is the profit contribution to the Branch from Licensed Premises Sales. As Gross Profits represent the largest source of Branch profits and those required to pay most of the Branch's expenses, assurances must be given that the Licensed Premises or bar operates profitably and produces the revenues required to pay Branch expenses and the cash profits to be invested for future needs.

Gross Margin is the percentage profit (Gross Profit divided by Net Sales) earned on each line of Licensed Premises or bar sales. BC/Yukon Command's Branch Manual sets out Gross Margin objectives for major lines of Licensed Premises or bar sales. These are based upon information obtained from other BC/Yukon Command Branches and from the Hospitality Industry and are those recommended be obtained by all BC/Yukon Command Branches to help ensure profitable operations.

Note: It is recommended Schedule II be prepared monthly to enable the Executive Committee Members or Licensed Premises Officer and Branch Members to confirm that the Branch's business plan objectives are being met. If Sales Revenues, Gross Profits or Gross Margin percentages are less than planned for any line of Licensed Premises or bar sales, the causes of these problems must be promptly identified and corrected. It is also recommended these comparisons of Sales Revenues, Gross Profits and Gross Margins be regularly made over a period of time to identify unfavorable or unusual business trends which must be corrected.

If it is found that a particular line of Licensed Premises or bar sales which has been included with another has grown to sufficient volume, its Sales, Cost of Goods Sold and Gross Profit should be separately accounted for and reported on Schedule II.

Name of BRANCH, #

BREAKOPEN TICKET SALES AND NET REVENUES

SCHEDULE III

For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
Total Sales for the Year	\$	\$
Cost of Breakopen Tickets Sold:		
Opening Inventory as at January 1, 20__	\$	\$
Add: Breakopen Ticket Purchases for the Year	-----	-----
Breakopen Tickets Available for Sale	\$	\$
Deduct: Closing Inventory as at December 31, 20__	-----	-----
Cost of Breakopen Tickets Sold	\$ -----	\$ -----
Gross Profit (Sales less Cost of Tickets Sold)	\$	\$
Deduct: Prize Payouts	-----	-----
Net Revenues on Breakopen Ticket Sales for the Year	\$ =====	\$ =====
Percentage Return on Breakopen Ticket Sales:		
Divide Net Revenues by Total Ticket Sales	% =====	% =====

Notes:

BC Lottery Corporation Percentage Return on Breakopen Tickets Sales will average approximately 12%. Returns other than 12% indicate problems which must be promptly investigated and correct.

Rental cost of Breakopen ticket dispensers is recorded as an Equipment Rental expense on the Branch Income Statement

YEAR END REPORT FOR KENO

Gross Sales	4,139.00	(a)
Less cancellations	(43.00)	(b)
Net Sales	4,096.00	(a-b)
Less Expenses:		
Validations (payouts)	(1,917.00)	(c)
Cost of Tickets	(1,974.20)	(d)
Commission	204.80	= 5% of Net Sales (4,096.) (e)
Less administration	(5.00)	Charged weekly(f)
Net to Branch	199.80	(e-f)

BRANCH NAME, BRANCH NUMBER
STATEMENT OF CHANGES IN FINANCIAL POSITION

SCHEDULE V

This statement is not mandatory but is one which is very useful in assessing the financial condition of the Branch.

At the end of an accounting period, month or year, the Branch will usually have more or less cash in its accounts than at the beginning of the accounting period. This Schedule will help the Branch and Executive Committee Members understand where the money came from and where it went during this period. It will also help in the Branch's annual business planning.

- Section 1** Cash increased because:
- a) The Branch had an operating profit
 - b) Branch bills had not been paid and Accounts Payable increased.
 - c) Membership dues have been paid but Per Capita has not been remitted.
 - d) Money was borrowed.
 - e) Inventory was reduced and sold for cash.
 - f) Surplus assets were sold for cash.

- Section 2** Cash decreased because:
- a) Cash was paid to buy more inventory.
 - b) Cash was paid to buy more fixed assets.
 - c) Accounts Receivable were not collected and allowed to increase.
 - d) Cash was paid for expenses not needed in the current operating period and prepaid expenses increased.

The net of Sections 1 and 2 is the amount by which cash increased or (decreased) since the last accounting period in which this determination was made.

Schedule V may not be prepared monthly but it is usually prepared at year end, with comparative numbers for the previous year, to enable the Executive Committee Members to readily assess the financial condition and performance of the Branch.

PRO FORMA FINANCIAL STATEMENT SUMMARY

These notes are not meant to be complete accounting procedures for all Branches nor do they attempt to fully explain all facets of the financial statement.

It is hoped the Pro Forma will help Executive Committee and Branch Members better understand the financial condition of their Branch and assist them in planning the Branch's future.

NOTES TO APPENDICES A, B, C, D, AND E

These Appendices are separate financial statements and information reports for each of the Branch's Poppy Fund, gaming and charitable fund raising activities carried out during the year.

These are to be audited and submitted with the Branch's audited annual financial statements.

Please ensure that these financial results are not included in the Branch's financial statements. These funds are not available for general use by the Branch in its business operations. Under no circumstances are any of these funds to be borrowed or used by the Branch. They are to be used only for their specified and approved purposes.

The Branch's Audit Committee Members or external auditors must audit and provide an audit report and opinion for each of these accounts. Where there is a cost for these audits, do not charge any portion of the audit cost as an expense against any of these accounts.

All such audit costs and expenses will be borne by the Branch and charged to Legal, Audit and Professional Fees.

Appendices A through D require the Branch provide an audited balance sheet and income statement for all gaming and charitable fund raising activities carried out during the year. Branches are also required to submit accompanying lists of the recipients and amounts of all charitable donations made from each of these accounts.

If the account has a significant amount of other Income or Expense which is not listed on the Appendix, report these as separate items on the Income Statement. Similarly, if the account has other Assets or Liabilities identify these and report them on the Balance Sheet.

Appendix E requires the Branch provide an audited balance sheet and income statement for the **Poppy Fund**. The Balance Sheet will be prepared as of the year end and the Income Statement will report all Poppy Fund income and expenses for the year.

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX A

50/50 DRAW REPORTS

BALANCE SHEET
As at December 31, 20__

ASSETS

	Current Year -----	Previous Year -----
ASSETS		
Cash and Bank Account	\$	\$
Inventories - at Cost		
Prepaid Expenses		
Other Current Assets		
	-----	-----
TOTAL ASSETS	\$ -----	\$ -----

LIABILITIES AND SURPLUS

LIABILITIES		
Accounts Payable	\$	\$
Charitable Donations Payable		
Other Liabilities		
	-----	-----
TOTAL LIABILITIES	\$ -----	\$ -----
 SURPLUS		
Opening Balance	\$	\$
Add: Surplus (Deficit) for the Period		
	-----	-----
TOTAL SURPLUS	\$ -----	\$ -----
 TOTAL LIABILITIES AND SURPLUS ACCOUNT	\$ =====	\$ =====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX A

**50/50 DRAW REPORTS
INCOME STATEMENT**
For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
TICKET SALES	\$ -----	\$ -----
LESS EXPENSES		
Charitable Donations - Minimum of 25% of Ticket Sales	\$	\$
License - 2% of Ticket Sales		
Prize Costs		
Communications Expense - Maximum 5% of Ticket Sales		
Other Expenses		
	-----	-----
TOTAL EXPENSES	\$ -----	\$ -----
SURPLUS (DEFICIT) FOR THE YEAR	\$ =====	\$ =====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION
BRANCH #**

APPENDIX A

50/50 DRAW

LIST OF CHARITABLE DONATIONS
For the Year Ended December 31, 20__

ORGANIZATION

AMOUNT

\$

TOTAL DONATIONS

\$

=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION
BRANCH #**

APPENDIX B

MEAT DRAW

BALANCE SHEET

As at December 31, 20__

ASSETS

	Current Year -----	Previous Year -----
ASSETS		
Cash and Bank Account	\$	\$
Prepaid Expenses		
Inventories		
Other Current Assets		
	-----	-----
TOTAL ASSETS	\$	\$
	-----	-----

LIABILITIES AND MEAT DRAW SURPLUS

CURRENT LIABILITIES		
Accounts Payable	\$	\$
Charitable Donations Payable		
Other Payables		
	-----	-----
TOTAL LIABILITIES	\$	\$
	-----	-----
SURPLUS		
Opening Balance	\$	\$
Add: Surplus (Deficit) for the Year		
	-----	-----
TOTAL SURPLUS	\$	\$
	-----	-----
TOTAL LIABILITIES AND SURPLUS ACCOUNT	\$	\$
	=====	=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX B

**MEAT DRAW INCOME
STATEMENT**
For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
TICKET SALES	\$	\$
LESS		
Charitable Donations - Minimum of 25% of Ticket Sales	\$	\$
License - 2% of Ticket Sales		
Meat Prize Costs		
Communications Expense - Maximum 5% of Ticket Sales		
Other Expenses	\$	\$
	-----	-----
TOTAL EXPENSES	\$	\$
	-----	-----
MEAT DRAW SURPLUS (DEFICIT) FOR THE YEAR	\$	\$
	=====	=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION
BRANCH #**

APPENDIX B

**MEAT DRAW
LIST OF CHARITABLE DONATIONS
For the Year Ended December 31, 20__**

ORGANIZATION

AMOUNT

\$

TOTAL DONATIONS

\$
=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX C

**BINGO FUND
BALANCE SHEET
As at December 31, 20__**

ASSETS

	Current Year	Previous Year
	-----	-----
CURRENT ASSETS		
Cash and Bank Account	\$	\$
Inventories - at Cost		
Prepaid Expenses		
Other Current Assets		
	-----	-----
TOTAL CURRENT ASSETS	\$	\$
CAPITAL ASSETS - COST	\$	\$
Less: Accumulated Amortization		
	-----	-----
NET CAPITAL ASSETS	\$	\$
	-----	-----
TOTAL ASSETS	\$	\$
	=====	=====

LIABILITIES AND BINGO SURPLUS ACCOUNT

CURRENT LIABILITIES		
Accounts Payable	\$	\$
Charitable Donations Payable		
Other Payables		
	-----	-----
TOTAL CURRENT LIABILITIES	\$	\$
	-----	-----
SURPLUS ACCOUNT		
Opening Balance	\$	\$
Add: Surplus (Deficit) for the Period		
	-----	-----
TOTAL SURPLUS ACCOUNT	\$	\$
	-----	-----
TOTAL LIABILITIES AND SURPLUS ACCOUNT	\$	\$
	=====	=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX C

**BINGO FUND
INCOME STATEMENT**
For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
INCOME		
Bingo Receipts	\$	\$
Interest Income		
Miscellaneous Income		
	-----	-----
TOTAL INCOME	\$	\$
	=====	=====
 EXPENSES		
Administration	\$	\$
Advertising		
Bingo Paper		
Cash (Over) Short		
Prizes		
Rent		
License Fee - 2% of Bingo Receipts		
Casual Help and Honoraria Payments		
Other Expenses		
	-----	-----
TOTAL EXPENSES	\$	\$
	-----	-----
Charitable Donations - 25% of Bingo Receipts	\$	\$
	-----	-----
SURPLUS (DEFICIT) FOR THE YEAR	\$	\$
	=====	=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX C

**BINGO FUND
LIST OF CHARITABLE DONATIONS
For the Year Ended December 31, 20__**

ORGANIZATION	AMOUNT ----- \$
TOTAL DONATIONS	----- \$ =====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX D

**OTHER CHARITY FUNDRAISING
BALANCE SHEET**

As at December 31, 20__

ASSETS

	Current Year	Previous Year
	-----	-----
ASSETS		
Cash and Bank Account	\$	\$
Prepaid Expenses		
Inventories		
Other Current Assets		
	-----	-----
TOTAL ASSETS	\$	\$
	-----	-----

LIABILITIES AND CHARITY FUNDRAISING SURPLUS

CURRENT LIABILITIES		
Accounts Payable	\$	\$
Charitable Donations Payable		
Other Liabilities		
	-----	-----
TOTAL LIABILITIES	\$	\$
	-----	-----
SURPLUS ACCOUNT		
Opening Balance	\$	\$
Add: Surplus (Deficit) for the Year		
	-----	-----
TOTAL SURPLUS ACCOUNT	\$	\$
	-----	-----
TOTAL LIABILITIES AND SURPLUS ACCOUNT	\$	\$
	=====	=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX D

OTHER CHARITY FUNDRAISING INCOME STATEMENT

For the Year Ended December 31, 20__

	Current Year -----	Previous Year -----
REVENUES	\$	\$
LESS		
Charitable Donations - Minimum of 25% of Ticket Sales	\$	\$
License - 2% of Ticket Sales		
Prize Expenses		
Other Expenses		
	-----	-----
TOTAL EXPENSES	\$	\$
	-----	-----
SURPLUS (DEFICIT) FOR THE YEAR	\$	\$
	=====	=====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION**

APPENDIX D

**OTHER CHARITY FUNDRAISING ACTIVITIES
LIST OF CHARITABLE DONATIONS**

For the Year Ended December 31, 20__

ORGANIZATION	AMOUNT ----- \$
---------------------	------------------------------

TOTAL DONATIONS	----- \$ =====
------------------------	----------------------

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION
BRANCH #**

APPENDIX E

**POPPY FUND
BALANCE SHEET
As at December 31, 20__**

ASSETS

	Current Year -----	Previous Year -----
ASSETS		
Cash and Bank Account	\$	\$
Term Deposits or Investments		
Supplies - at Cost		
Prepaid Expenses		
Other Assets		
	-----	-----
TOTAL ASSETS	\$ =====	\$ =====

LIABILITIES AND POPPY FUND SURPLUS

LIABILITIES		
Accounts Payable	\$	\$
Grants Payable		
Assessments Payable		
Other Payables		
	-----	-----
TOTAL LIABILITIES	\$ -----	\$ -----
POPPY FUND SURPLUS		
Opening Balance	\$	\$
Add: Surplus (Deficit) for the Period		
	-----	-----
TOTAL POPPY FUND SURPLUS	\$ -----	\$ -----
TOTAL LIABILITIES AND POPPY FUND SURPLUS	\$ =====	\$ =====

**BC/YUKON COMMAND
THE ROYAL CANADIAN LEGION
BRANCH #**

APPENDIX E

**POPPY FUND
INCOME STATEMENT**

For the three months ended
December 31, 20__

	Current Year -----	Previous Year -----
INCOME		
Receipts From All Sources	\$	\$
Interest Income		
Other Income		
	-----	-----
TOTAL INCOME	\$ -----	\$ -----
 EXPENSES		
Poppies and Wreaths	\$	\$
Promotional Materials		
Campaign Expenses		
Grants to Ex-Service Personnel or Dependents		
Special Use Expenditures - Sections 1205, 1206 and 1207		
Assessment - Central Poppy Fund		
Other Expenses		
	-----	-----
TOTAL EXPENSES	\$ -----	\$ -----
 SURPLUS (DEFICIT) FOR THE PERIOD	\$ =====	\$ =====