British Columbia/Yukon Command

BRANCH ADVISORY DEVELOPMENT CHECKLIST

Branch Expenditure Over $10,000

Any major purchase or expense exceeding $10,000 for a single project or item

- ☐ A letter/proposal outlining the planned expenditure.
- ☐ Financial statements for the previous three months (balance and income statements).
- ☐ General Meeting minutes approving the expenditure/project.
- ☐ Comparative quotes for the expenditure as per branch by-laws.
- ☐ Obtain any necessary permits for the project.
- ☐ Branch insurance premiums are paid and up-to date.
    - Ensure proper insurance coverage:
        - **Paid Contractors:** Valid insurance covering any worker performing work at a branch. Obtain a WorkSafeBC clearance letter confirming coverage.
        - **Volunteers:** Contact the branch's insurance provider to confirm whether there is a requirement for additional insurance.
- ☐ Forward all documentation to Mai Hansson, Administration Manager, at mai.hansson@legionbcyukon.ca.