



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #12

Date: March 10, 2022

TO: NS/NU Branches
NS/NU Executive Council
NS/NU Zone Commanders
NS/NU Past Presidents
NS/NU Command Staff

From: Comrade Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: **Reminder Branch Monthly Financial Reports**

Message: Comrades: On behalf of the NS/NU Command Finance Committee please find attached a revised Branch Monthly Financial Report form.

This form becomes effective with the report of February 2022. Reports submitted, beginning with the February report, in any other format, will be returned to the Branch for re-submission on the correct form.

Please note direct support to veterans and/or dependents are to be listed as grant to veteran/dependent.

Should you require clarification or further information I am please to be of assistance:

E-mail: v.mitchell-veinotte@ns.legion.ca,
902-429-4090 Ext.4

Nova Scotia/Nunavut Command, Royal Canadian Legion

Branch Monthly Financial Report

Please submit to Command by the 45th day after end of month

Month: _____ Year: _____

Branch Name: _____ Branch Number _____

End of the month closing balances **Expenses for the month**

General: _____ Salaries (including CRA) _____

L.A. General (optional): _____ Utilities (heat, lights, water, phone) _____

Bingo: _____ General Donations: _____

Sports: _____ Bar: _____

Building: _____ Mortgage: _____

VLT: _____ Other loans: _____

Line of credit owing: _____ Insurance: _____

Additional accounts: _____ Entertainment: _____

Investments (GIC): _____ Building maintenance: _____

Poppy Trust Fund: _____ HST/GST: _____

Please record all Poppy Fund Expenses (Please attach additional sheet if required)

Item	\$	Item	\$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other general expenses over \$500.00

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Branch Treasurer: _____ Branch President: _____