



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

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## All Branch Mail Out #40 - 2018

**Date:** July 4, 2018

**To:** NS/NU Command Branches  
NS/NU Zone Commanders  
NS/NU Executive Council  
NS/NU Past Presidents

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

**Subject:** Monthly Branch Financial Report Form

**Message:** Comrades: Because of multiple complications caused by providing the Branch Financial Report in a fillable format, the form is now only available in pdf format. Therefore, the form must be printed, completed, including appropriate signatures, and scanned, faxed or mailed to Command Office. The form is available at the following link  
[http://www.ns.legion.ca/images/Branch\\_Monthly\\_Financial\\_Report\\_Form\\_2018\\_revised\\_June\\_2018\\_Non-fillable\\_.pdf](http://www.ns.legion.ca/images/Branch_Monthly_Financial_Report_Form_2018_revised_June_2018_Non-fillable_.pdf)  
and has been attached for your perusal.

Please find following co-ordinates for submission:  
[info@ns.legion.ca](mailto:info@ns.legion.ca) or  
902-429-7481 or  
61 Gloria McCluskey Avenue, Dartmouth, NS;  
B3B 2Z3

Should further information or clarification be required I would be pleased to be of assistance. I may be reached by phone at extension 4 or by e-mail, [v.mitchell-veinotte@ns.legion.ca](mailto:v.mitchell-veinotte@ns.legion.ca)

Nova Scotia/Nunavut Command, Royal Canadian Legion

Branch Monthly Financial Report

Please submit to Command by the 21<sup>st</sup> of the following 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: \_\_\_\_\_ Poppy Fund Expended: Assistance: \_\_\_\_\_

Bursary: \_\_\_\_\_

Misc./Order: \_\_\_\_\_

**Other expenses over \$500.00**

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Branch Treasurer: \_\_\_\_\_ Branch President: \_\_\_\_\_

**District/Zone Comments:**