



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

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## All Branch Mail Out #50

**Date:** June 2, 2023

**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:** Branch Monthly Financial Report Form

**Message:** Comrades: On behalf of the NS/NU Command Finance Committee please find attached a revised Branch Monthly Financial Report Form. It is now required that the Branch Treasurer and the Branch President both sign and print their names on the lines provided on the form.

Nova Scotia/Nunavut Command, Royal Canadian Legion

Branch Monthly Financial Report

**Please submit to Command by the 45<sup>th</sup> 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**

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

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

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

**Branch Treasurer Signature:** \_\_\_\_\_ **Branch President Signature** \_\_\_\_\_

*(please sign)*

*(please sign)*

**Branch Treasurer Name:** \_\_\_\_\_ **Branch President Name:** \_\_\_\_\_

*(please print)*

*(please print)*