



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #59 - 2018

Date: October 17, 2018

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

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

Subject: Revised Branch Financial Report Form

Message: Comrades on behalf of NS/NU Command Treasurer Donna McRury please find attached a revised Branch Financial Report Form.

Treasurer McRury provides the revision as per Executive Council decision of September 15 2018 to change NS/NU Command By-law 1010. By-law 1010 now reads as follows:

All Branches of Command shall within 45 days of the end of the previous month, provide a financial statement to Command on a Command approved format.

This change is effective immediately.

NS/NU Command By-law and Policy publications will be updated as soon as possible.

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: _____

Poppy Fund Expended: Assistance: _____

Bursary.: _____

Misc./Order: _____

Other expenses over \$500.00

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

District/Zone Comments:

Branch Treasurer: _____

Branch President: _____