



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

61 Gloria McCluskey Avenue  
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090  
Fax: 902-429-7481

[ns.legion.ca](http://ns.legion.ca)

## All Branch Mail Out #19

**Date:** March 7, 2024

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

**From:** Comrade Conrad Gilbert  
Treasurer  
NS/NU Command, RCL

**Subject:** Branch Monthly Financial Reports Guide and Form

**Message:** Comrades: Please find attached Branch Monthly Financial Report Guide Sheet and a copy of the Branch Monthly Financial Report form. The Branch Treasurer and Branch President must both sign and print their names on the lines provided on the form.

Please submit the reports via e-mail:

[admin@nsnulegion.ca](mailto:admin@nsnulegion.ca)

If you do not receive a delivery receipt within 72 hours of sending please call Jane Scott 902-429-4090 ext.1

or fax: 902-429-7481 – please provide contact information on your fax so we can contact you to confirm receipt.

## **Branch Monthly Financial Report Guide Sheet**

The heading information is self explanatory.

1. General – Balance in the Branch General Fund at end month.
2. L.A. General – LA General fund balance if your branch still has a L.A.
3. Bingo – Balance at end month.
4. Sports – Balance at end month.
5. Building – Balance at end month.
6. VLT – Balance at end month.
7. Line of credit owing – this should be a minus figure, if money is owed.
8. Additional Accounts – This could be for your Chase the Ace, the Bar or Canteen float, etc, etc.
9. Investments (GIC) – Balance at end month of all your investments.
10. Poppy Trust Fund – Reconciled balance at end month.

### **Expenses for the month.**

11. Salaries – Total of salaries and/or wages for the month. This includes deductions for CPP, EI and/or workman's comp.
12. Utilities (heat, light, water, phone). This could also include internet expense.
13. General donations – from the General Account, not the Poppy Fund.
14. Bar – expenses for stock for resale.
15. Mortgage – monthly payment.
16. Other loans – monthly payment.
17. Insurance – the actual monthly charge.
18. Entertainment – cost for the month.
19. Building maintenance – cost for the month.
20. HST
21. Poppy Fund Expended – amounts used for each of the categories. Names are not to be entered for clients of the fund (assistance).
22. Other expenses over \$500. Do not list expenses already listed above.

The primary address for the submission of this report is; [admin@nsnulegion.ca](mailto:admin@nsnulegion.ca) or  
Fax to 902-429-7481

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)*