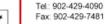




Nova Scotia/Nunavut Command The Royal Canadian Legion

61 Gloria McCluskey Avenue Dartmouth, Nova Scotia B3B 2Z3



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

Branch Monthly Financial Reports Guide and Subject:

Form

Comrades: Please find attached Branch Message:

> 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

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.
- 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 or Fax to 902-429-7481

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 Exp	enses for the month	
General:	Sala	aries (including CRA)	
L.A. General (optional):	Util	ities (heat, lights, water, phone)	
Bingo:	Ger	neral Donations:	
Sports:	Bar	: :	
Building:	Mor	tgage:	
VLT:	Oth	er loans:	
Line of credit owing:	Insi	ırance:	
Additional accounts:	Ente	ertainment:	
Investments (GIC):	Buil	lding maintenance:	
Poppy Trust Fund:			
Please record all Poppy Fi	ınd Expenses (Please attach additional sheet if req	uired)
Item	\$	Item	\$
Other general expenses	over \$500.00		
S	5	\$	
<i>S</i>	5	\$	
	S	\$	
Branch Treasurer Signa	ture:	Branch President Signature	
	(please si	ign)	(please sign)
Branch Treasurer Name		Branch President Name:	
	(please pr	int)	(please print)