



ANNUAL BRANCH INSPECTION REPORT FORM

Ontario Command

DISTRICT / ZONE _____ BRANCH NAME and No. _____

Date of inspection: _____ RED FLAG Yes No

Inspection occurred at a: General meeting _____ Executive meeting _____ Other _____

BRANCH PREMISES

1. Are the Branch Premises Owned or Leased (rented)? Owned _____ Leased _____ Other _____
2. Condition of all Branch Property(s): _____
3. Insurance Company Name(s) _____ Policy expiry date: _____
4. Coverage Amounts: Property \$ _____ Contents \$ _____ Liability _____
5. Directors and Officers (D&O) Liability Insurance Yes ___ No ___ Volunteer's Insurance: Yes ___ No ___
6. Does the Branch have a Municipal Tax Exemption? Yes ___ No ___ Until when? _____
7. Does the Branch have an Education Tax Exemption? Yes ___ No ___ Until when? _____
8. Does the Branch have a Liquor License? Yes ___ No ___ Expiry date? _____
9. Are members Per Capita Tax paid and up to date? Yes ___ No ___ Total number of members? _____
10. Does the Branch receive income from an outside source? ie. lease income? Yes ___ No ___
11. Does the Branch have a Ladies' Auxiliary? Yes ___ No ___. Is their relationship good? Yes ___ No ___
(if no explain) _____

12. Are regular joint meeting(s) held with the Ladies' Auxiliary? Yes ___ No ___

BRANCH GOVERNANCE

13. Does the Branch have their own **Regulations**? Yes ___ No ___ **Review Certificate date:** _____
14. Has the Branch submitted regulations? Yes ___ No ___ Amendment to Regulations? _____
15. Does the District have a copy? Yes ___ No ___ Does the Zone have a copy? Yes ___ No ___
16. Length of term of office. 1 year _____ 2 years _____
17. Do **ALL** Executive Members have a copy of or access to the following: *(indicate all applicable)*
 - The Officers Manual. Yes ___ No ___
 - Provincial Command By-Laws. Yes ___ No ___
 - General By-Laws. Yes ___ No ___
 - Rules of Procedure for Legion Meetings. Yes ___ No ___
18. Are **ALL** Standing Committee Chairmanships filled: Yes ___ No ___
19. Explain Why IF Not: _____

20. Are Executive Committee recommendations presented for General Meeting approval? Yes ___ No ___
21. Did you examine the minute book for both General and Executive Meetings? Yes ___ No ___
22. Are minutes signed, with motions properly recorded? Yes ___ No ___

MEETING ATTENDED: _____

Number of Members in attendance _____

23. Was the meeting conducted according to Legion Procedure? Yes ___ No ___
24. Were opening and closing ceremonies properly performed? Yes ___ No ___
25. Were the previous General Meetings Minutes read [] or distributed [] and approved? Yes ___ No ___
26. Were the previous Executive Meetings Minutes read [] or distributed [] and approved? Yes ___ No ___

FINANCIAL

GENERAL

27. Did you receive 3 copies of the "reviewed Financial Statements" (for all accounts) and have attached two sets for each account to this report? Yes ___ No ___ Gen. Account Poppy Trust Lottery(s)/Bingo

Building

28. Is a monthly financial statement made available to the Members? Printed [] verbal [] Yes ___ No ___
29. Does the Branch take **BAR INVENTORY** on a regular basis? Yes ___ No ___ How often _____
30. Does the Branch have a Financial Review Committee? Yes ___ No ___ How often do they meet? _____
31. Is there an external reviewer appointed? Yes ___ No ___ Cost? \$ _____
32. Does the Branch have a Finance Committee? Yes ___ No ___ Number of members: _____
33. How often are Bank deposits made? Daily _____ Weekly _____ Other _____
34. Bank Balance of General Account (at time of visit)? \$ _____

LIABILITIES

35. What is the dollar amount of all Accounts Payable and Current Liabilities (at time of visit)? \$ _____ (approx.)
36. Are Branch Premises leased? Yes ___ No ___ Payment per month \$ _____ Approved by ON Command? _____
37. Does the Branch have a mortgage? Yes ___ No ___ Amount Owed \$ _____ Approved by ON Command? _____
38. Monthly Mortgage Payment \$ _____ Number of payments remaining: _____
39. Does the Branch have a line of credit? Yes ___ No ___ Amount Owed \$ _____ Approved by ON Command? _____
40. Other outstanding Loans Yes ___ No ___ Total Amount Owed \$ _____ Approved by ON Command? _____
41. Are HST, Employee Source Deductions and WSIB paid and up to date? Yes ___ No ___

(Attach a copy of the most recent Certificates of payment for HST, Employee Source Deductions and WSIB)

LOTTERY and/or BINGO and/or BREAK OPEN TICKETS

42. Does the Branch sell "Break Open Tickets" or conduct Lotteries or Bingo Yes ___ No ___ (if no skip to next section)
43. Does the Branch participate in the "Community Center Concept"? Yes ___ No ___ if so what percentage is allowed ___%
44. Are all "gaming activities" licensed? Yes ___ No ___ Does the branch have a "blanket License"? Yes ___ No ___
45. Are there separate financial statements for **ALL** Accounts? Yes ___ No ___
46. Are there separate ledgers? Yes ___ No ___
47. Is a monthly financial statement for these accounts made available to the Members? printed [] verbal [] Yes ___ No ___
48. How are expenditures approved? _____
49. Did you examine the ledgers for all lottery and bingo accounts Yes ___ No ___

50. Current Lottery and Bingo Account Balances

Account Name _____ \$ _____
Account Name _____ \$ _____
Account Name _____ \$ _____

INVESTMENTS

51. Does the Branch have financial Investments of any type Yes ___ No ___ (if no skip to next section)

Account Name _____ \$ _____
Account Name _____ \$ _____
Account Name _____ \$ _____

POPPY TRUST ACCOUNT

52. Is there a separate Poppy Trust Account? Yes ___ No ___ is it **registered** with Revenue Canada? Yes ___ No ___

53. Is a monthly Poppy financial statement made available to the Members? Printed [] Verbal [] Yes ___ No ___

54. How are expenditures approved? _____

55. Did you examine the ledger for this account? (both deposits and expenditures) Yes ___ No ___

56. Is the Poppy Trust Account held in a different **Financial Institution** than the General Account Yes ___ No ___

57. Current Poppy Trust Account Balance \$ _____

EMPLOYEES

58. Does the Branch have employees? Yes ___ No ___ (if answer is 'no' disregard this section)

59. Does the Branch have "employee dishonesty insurance"? Yes ___ No ___

60. Number of Employees? _____ Full Time ___ Part Time ___ Contract _____

61. Are Branch Employees represented by a Union? Yes ___ No ___ If yes, which Union? _____

62. Are Bar Stewards certified with Smart Serve? Yes ___ No ___ If no, state why _____

63. Does the Branch have WSIB? Yes ___ No ___ Rate Paid _____

64. Does the Branch have a written Employment Policy? Yes ___ No ___

65. Are there written Employee Job Descriptions? Yes ___ No ___

66. Are employees required to sign a copy of their Job description? Yes ___ No ___

67. Is there a written Progressive Disciplinary Procedure? Yes ___ No ___

68. Do the Employees have a probationary period? Yes ___ No ___

69. Is a copy of the current Employment Standards Act available to staff? Yes ___ No ___

70. Is a copy of the Human Rights Act available to staff and executive? Yes ___ No ___

71. State any current problems or concerns regarding employees: _____

ZONE COMMANDER`S COMMENTS

