

COMPLETION OF POPPY TRUST FUND STATUS REPORT

- Title Line: For the year = 1 OCT 2016-30 SEPT 2017
Branch = Branch Number
Command Ontario (05)
Completed= Date you completed the statement (day, month, year)
- Section A** Year= 2016
Amount= the closing balance from your previous year's report which is also the same as your Poppy account. (Please use this balance otherwise report will be incorrect).
- Section B** Income from campaign and all other sources = the sum of all monies credited to the Poppy account.
- Section C** The total of Boxes A & B.
- Section D**
- D1** = Amount of money paid to Command for Poppies and wreaths.
 - D2** = Amount of money paid to Command for promotional material such as church programs, manuals, receipt books, canvassing trays, counter top boxes, etc.
 - D3** = Stamps
 - D4** = Advertising in local paper and Costs associated with the Campaign
 - D5** = All other local expenses **with a breakdown attached**. This would include expenses of the Service Officer, audit and stationery, etc. In effect it is every debit to the Poppy Fund which is not covered by Boxes D1, D2, D3, D4, E1, E2 and E3
 - D6** = The total of D1, D2, D3, D4 and D5
- Section E**
- E1** = Amount of money paid for the benefit of veterans or dependants. These monies are usually paid to third parties for glasses, dentures, medical devices, heating oil, etc.
 - E2** = Amount of bursaries either paid out directly or via Command's Bursary Fund.
 - E3** = Amount of donations entered here are the "Special Use" expenditures as authorized in the current Poppy Manual. **A list of donations is to be attached to the statement.**
 - E4** = LEAVE BLANK-NOT APPLICABLE FOR ONTARIO COMMAND.
 - E5** = Prizes for literary and poster contests.
 - E6** = The total of E1, E2, E3 and E5.
- Section F** **Box F** = The total of box D6 and E6.
- Section G** Year = 2017
Box G Represents the **balance in the Poppy Trust Fund account** as at Sept. 30th, 2017 and is calculated by subtracting the amount in Box F from the amount in Box C
- Section H** **Box H** Represents the amount of Poppy Trust Fund Investments as at Sept. 30th, 2017. Box I
- Section I** Represents the **FINAL TOTAL BALANCE of ALL** Poppy Trust Funds as at Sept. 30th.
- Certification** The Statement is to be signed by the Poppy Chairman and the Branch President.

Mail the report to the Zone Poppy Chair as soon as possible after 30 September, 2017. The Statement must be received by the Zone Poppy Chair no later than 31 October, 2017.

If you have questions please don't hesitate to call or contact your Zone Poppy Chairman.