

COMPLETION OF POPPY TRUST FUND STATEMENTS

- Title Line:** For the year = 1 OCT 2015 – 30 SEP 2016
Branch = Branch number
Command = Ontario (05)
Completed = Date you completed the statement (day, month, year)
- Section A** Year = 2015
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
 - 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 Section 1105-1109 of the General By-Laws including Hospital Trust, Charitable Foundation, Command Poppy Fund. **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 = 2016
Box G Represents the **balance in the Poppy Trust Fund** account as at Sep. 30th, 2016 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, 2016.
- Section I** **Box I** Represents the **FINAL TOTAL BALANCE** of **ALL** Poppy Trust Funds as at Sep. 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, 2016. The Statement must be received by the Zone Poppy Chair no later than 31 October, 2016.

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