



ANNUAL BRANCH INSPECTION REPORT FORM

Ontario Command

DISTRICT / ZONE _____ BRANCH NAME and No. _____

Date of inspection: _____ RED FLAG Yes No

BRANCH PREMISES

General Condition of Branch Property: _____

Property & Liability Insurance Amount: \$ _____ Paid to Date: Yes _____ No _____

Directors and Officers (D&O) Liability Insurance Yes ___ No ___ Employees Bonded? Yes ___ No ___

Does the Branch have a Municipal Tax Exemption? Yes ___ No ___ Until When? _____

Does the Branch have an Education Tax Exemption? Yes ___ No ___ Until when? _____

Attendance at Zone & District, Conventions, Seminars, Meetings etc. Comments: _____

Are members Per Capita Tax paid and up to date? Yes ___ No ___ Total number of members _____

Does the Branch have a Ladies Auxiliary? Yes ___ No ___. Are joint meeting(s) held: Yes _____ No _____

BRANCH EXECUTIVE

Length of term of office. 1 year _____ 2 years _____

Do **ALL** Executive Members have a copy of 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 ___

Standing Committee Chairman: (*indicate all applicable*)

Seniors Chairman Yes ___ No ___ Veterans Service Officer Yes ___ No ___

Sports Officer Yes ___ No ___ Membership Chairman. Yes ___ No ___

Track & Field Chairman Yes ___ No ___ Public Relations Officer Yes ___ No ___

Youth Education Chairman Yes ___ No ___ Poppy Chairman Yes ___ No ___

Training & Organizational Development Chairman Yes ___ No ___

Charitable Foundation Chairman Yes ___ No ___ Bursary Chairman Yes ___ No ___

FINANCIAL

Did you receive 2 copies of the reviewed Financial Statements(all accounts)and attach one set to this report? Yes ___ No ___

Does the Branch have an Financial Reveiw Committee? Yes ___ No ___ How often do they meet? _____

Is there an external Auditor appointed? Yes ___ No ___ Cost? \$ _____

Does the Branch have a Finance Committee Yes ___ No ___ Number of members: _____

How often are Bank deposits made? Daily _____ Weekly _____ or Longer _____

What is the amount of Accounts Payable and Outstanding Liabilities at time of visit? _____ (approx.)

Does the Branch have a mortgage? Yes ___ No ___ Amount Owing \$ _____

Monthly Payment \$ _____ Number of payments remaining: _____

Does the Branch have an existing line of credit or loan? Yes ___ No ___ Outstanding amount \$ _____

Monthly Payment \$ _____ Number of payments remaining: _____ Approved by ON Command _____

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)

FINANCIAL Continued

Is a monthly financial statement made available to the membership? Yes ___ No ___ Verbal ___ Printed ___
 Lottery/Bingo Trust Accounts. Did you review how expenditures are approved? Yes ___ No ___
 Poppy Trust Account. Did you review how expenditures are approved? Yes ___ No ___
 Are there separate financial statements for Poppy, Break Open Tickets and Bingo? Yes ___ No ___
 Is a copy of these statements made available to the membership every month? Yes ___ No ___ Verbal ___ Printed ___
 Are there separate ledgers for all accounts? Yes ___ No ___
 Did you examine the ledgers of all accounts? Yes ___ No ___ List the current bank balance of all accounts:
 General \$ _____ Poppy \$ _____ BOT \$ _____ Bingo \$ _____
 Others – Acct. name: _____ \$ _____ Acct. name: _____ \$ _____
 Investments: _____ \$ _____ Acct. name: _____ \$ _____
 Are all Gaming activities licensed? Yes ___ No ___ Is there a blanket License? Yes ___ No ___
 Does the Branch take inventory on a regular basis? Yes ___ No ___ How often: _____
 Does the Branch have a Liquor License? Yes ___ No ___ Expiry Date: _____

EMPLOYEES

How many Employees? _____ Full Time _____ Part Time _____ Contract _____
 Are Branch Employees represented by a Union? If so, which Union? _____
 Are Bar Stewards certified with Smart Serve? If no, state why. _____
 Are Employees covered by Workers Compensation? Yes ___ No ___
 Does the Branch have a written Employment Policy? Yes ___ No ___
 Are there written Employee Job Descriptions? Yes ___ No ___
 Are employees required to sign a copy of their Job description? Yes ___ No ___
 Is there a written Progressive Disciplinary Procedure? Yes ___ No ___
 Do the Employees have a probationary period? Yes ___ No ___
 Is a copy of the current Employment Standards Act on file? Yes ___ No ___
 State any current problems or concerns regarding employees: _____

BRANCH GENERAL MEETINGS

Attendance at this General Meeting? _____
 Are branch meetings run according to Legion Procedure? Yes ___ No ___
 Are the opening and closing ceremonies properly conducted? Yes ___ No ___
 Are previous General meeting minutes read [] or distributed []. Approved? Yes ___ No ___
 Are previous Executive Meeting minutes read [] or distributed []. Approved? Yes ___ No ___
 Are Executive Committee recommendations presented for General Meeting Approval? Yes ___ No ___
 Did you examine the Minute Book for both General and Executive Meetings? Yes ___ No ___
 Are Minutes signed and motions properly recorded? Yes ___ No ___
 Does the Branch have its own Regulations Yes ___ No ___ Date approved: _____
 Does Zone have a copy? Yes ___ No ___ Does District have a copy on file? Yes ___ No ___

