



ANNUAL BRANCH INSPECTION REPORT FORM

DISTRICT / ZONE \_\_\_\_\_ BRANCH NAME and No. \_\_\_\_\_

Date of inspection: \_\_\_\_\_ RED FLAG  Yes  No
Inspection occurred at a: General meeting \_\_\_\_\_
Executive meeting \_\_\_\_\_
Other \_\_\_\_\_

BRANCH PREMISES

Are the Branch Premises Owned or Leased (rented)? Owned \_\_\_\_\_ Leased \_\_\_\_\_ Other \_\_\_\_\_
Condition of all Branch Property(s): \_\_\_\_\_
Insurance Company Name(s) \_\_\_\_\_ Policy expiry date: \_\_\_\_\_
Coverage Amounts: Property \$ \_\_\_\_\_ Contents \$ \_\_\_\_\_ Liability \$ \_\_\_\_\_
Directors and Officers (D&O) Liability Insurance Yes \_\_\_ No \_\_\_ Volunteer's Insurance: 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? \_\_\_\_\_
Does the Branch have a Liquor License? Yes \_\_\_ No \_\_\_ Expiry date? \_\_\_\_\_
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 \_\_\_. Is their relationship good? Yes \_\_\_ No \_\_\_ (if no explain) \_\_\_\_\_

Are regular joint meeting(s) held with the Ladies' Auxiliary? Yes \_\_\_ No \_\_\_

BRANCH GOVERNANCE

Does the Branch have their own Regulations? Yes \_\_\_ No \_\_\_ Review Certificate date: \_\_\_\_\_
Has the Branch submitted their own regulations? Yes \_\_\_ No \_\_\_
Does the District have a copy? Yes \_\_\_ No \_\_\_ Does the Zone have a copy? Yes \_\_\_ No \_\_\_
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 \_\_\_
Are ALL Standing Committee Chairmanships filled: Yes \_\_\_ No \_\_\_

Explain Why IF Not: \_\_\_\_\_

If YOU ATTENDED AT A GENERAL MEETING: Number of Members in attendance \_\_\_\_\_
Was the meeting conducted according to Legion Procedure? Yes \_\_\_ No \_\_\_
Were opening and closing ceremonies properly performed? Yes \_\_\_ No \_\_\_
Were the previous General Meetings Minutes read [ ] or distributed [ ] and approved? Yes \_\_\_ No \_\_\_
Were the previous Executive Meetings Minutes read [ ] or distributed [ ] and approved? Yes \_\_\_ No \_\_\_
Is a monthly financial Statement made available to Members? printed [ ] verbal [ ] 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, with motions properly recorded? Yes \_\_\_ No \_\_\_

**FINANCIAL**

**GENERAL**

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

Is a monthly financial statement made available to the Members? printed [ ] verbal [ ] Yes \_\_\_ No \_\_\_

Does the Branch take **INVENTORY** on a regular basis? Yes \_\_\_ No \_\_\_ How often \_\_\_\_\_

Does the Branch have a Financial Review 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 \_\_\_\_\_

Bank Balance of General Account (at time of visit)? \$ \_\_\_\_\_

**LIABILITIES**

What is the dollar amount of all Accounts Payable and Current Liabilities (at time of visit)? \$ \_\_\_\_\_ (approx.)

Are Branch Premises leased? Yes \_\_\_ No \_\_\_ Payment per month \$ \_\_\_\_\_ Approved by ON Command? \_\_\_\_\_

Does the Branch have a mortgage? Yes \_\_\_ No \_\_\_ Amount Owed \$ \_\_\_\_\_ Approved by ON Command? \_\_\_\_\_

Monthly Mortgage Payment \$ \_\_\_\_\_ Number of payments remaining: \_\_\_\_\_

Does the Branch have a line of credit? Yes \_\_\_ No \_\_\_ Amount Owed \$ \_\_\_\_\_ Approved by ON Command? \_\_\_\_\_

Other outstanding Loans Yes \_\_\_ No \_\_\_ Total Amount Owed \$ \_\_\_\_\_ 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)**

**LOTTERY and/or BINGO and/or BREAK OPEN TICKETS**

Does the Branch sell "Break Open Tickets" or conduct Lotteries or Bingo Yes \_\_\_ No \_\_\_ (if no skip to next section)

Does the Branch participate in the "Community Center Concept"? Yes \_\_\_ No \_\_\_ if so what percentage is allowed \_\_\_%

Are all "gaming activities" licensed? Yes \_\_\_ No \_\_\_ Does the branch have a "blanket License"? Yes \_\_\_ No \_\_\_

Are there separate financial statements for **ALL** Accounts? Yes \_\_\_ No \_\_\_

Are there separate ledgers? Yes \_\_\_ No \_\_\_

Is a monthly financial statement for these accounts made available to the Members? printed [ ] verbal [ ] Yes \_\_\_ No \_\_\_

How are expenditures approved? \_\_\_\_\_

Did you examine the ledgers for all lottery and bingo accounts Yes \_\_\_ No \_\_\_

Current Lottery and Bingo Account Balances

Account Name \_\_\_\_\_ \$ \_\_\_\_\_

Account Name \_\_\_\_\_ \$ \_\_\_\_\_

Account Name \_\_\_\_\_ \$ \_\_\_\_\_

Account Name \_\_\_\_\_ \$ \_\_\_\_\_

**INVESTMENTS**

Does the Branch have financial Investments of any type Yes \_\_\_ No \_\_\_ ( if no skip to next section)

Account Name \_\_\_\_\_ \$ \_\_\_\_\_

Account Name \_\_\_\_\_ \$ \_\_\_\_\_

Account Name \_\_\_\_\_ \$ \_\_\_\_\_



