



The Royal Canadian Legion
Branch 632 (Orleans)
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GENERAL MEETING

22 March 2022

Present: Comrades Ken Green, Dianne Higgins, Len MacPherson, Rita Pitre, Sherri McInnis, Joe McNulty, Wyn Fournier, Jeanine Mader, Andre Fournier, Doc Hopper, Robert Patchett, Daunette Tucker, Lucie Goderre, Bob Elrick, Rae Green, Mike Adams, Frank Stacey, Gord Atkinson, Doug Kem, Al MacDonald, George MacDonald, Shirley Day, Graham Newman, Ken Lehman, Bill Gloss, Jim MacDonald, Vern Colford, Dennis Teskey, John Donnelly, Bill Sundman, R. Malcolm Hyslop, Jerry McCorkell, Mary McCorkell, Stephen Weatherall, A.F. Bowes, Paul Pilon, Betty Ringrose, Vern Veinot, Jack Andrews, Ian Baker-Gregory, Jack Hearfield, John Daley, Johanna Carr, Harvey Parady, Dennis Smulski, Mark Cima, Trevor Lutten, Richard Guitar, Jacques Gobin, Patricia Cote, Lise Mack, M. Donaldson, Nancy Fisher, Percy Fisher, Ron Bryson, Garry Mulder, Kem Hur, George Bourdeau, Len Marks, Jim Camirand, A. Baird, Ken Pierce, Jean Beck and Garth Mader.

1. OPENING CEREMONIES AS PER LEGION RITUAL

- a. *The meeting will come to order*
- b. *Comrades, please stand*
- c. *We will now sing "O Canada"*
- d. *Before we proceed to the consideration of the business that has brought us together, let us pause to think reverently of those of our comrades who by sea, by land and in the air, laid down their lives for their Sovereign and their country. Their sacrifice will ever inspire us to labour on, to the end that those who survive and need our aide may be assured of our assistance, and that the country in which we live, and for which they died may ever be worthy of the sacrifice they made.*
- e. *During The Silence, we will remember our fallen comrades and those who have passed on since we last gathered together. (The names of the persons are to be spoken)*
- f. *The Silence (Moment of Silence)*
- g. *The Act of Remembrance* Chairman:

*They shall grow not old, as we that are left grow old;
Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning
We will remember them.*

Members: *We will remember them.*

Chairman: Chairman: *Please be seated, I now declare the meeting open.*

Comrade Ken Green called the meeting to order at 7:09 PM.

2. ROLL CALL

Comrade Andre Fournier called the roll.

16 of 29 Branch Officers and elected Standing Committee Members were present.

47 Members were present with a total of 63 Present.

This **DID** constitute a quorum.

3. DEVIATION

No Deviation.

4. MINUTES OF THE PREVIOUS GENERAL MEETING - Comrade Sherri McInnis

Since we have not had a General Meeting in the last two years there are currently none to approve. All minutes are posted on the Branch web-site and are also available to all members to review in the upstairs hall.

5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

There was no business arising from the last General meeting.

6. CORRESPONDENCE– Comrade Sherri McInnis

All items received have been forwarded to the Senior Executive and updates sent to members via a Branch email broadcast. All items have been stored on the off-site thumb drive.

7. PRESIDENT’S REPORT – Comrade Ken Green

Finally, we are reaching a long-awaited return to normality of life as we knew it prior to this Pandemic. We have all had to make dramatic decisions in keeping our Branches open without having to go into debt.

We have been very fortunate. in having a strong group of volunteers who together have gone above and beyond to keep us financially afloat.

We started off the pandemic with a Go Fund Me page where we exceeded our goals and expectations. Volunteers decided to do a fundraiser by collecting bottles to earn some money, this initiative went so well that we had to go out to our neighbours to get a loan of a 53-foot trailer which allowed us to reclaim the bottom floor of the Branch and move things outside.

We were also permitted to have an outside patio that we installed at the side and back of our Branch that allowed members to come and partake in events at the Branch.

We had a solid group of volunteers that set up our own little bubble and performed many renovations that would never have gotten done without the ability to shut down.

We wish nothing but the best to the Branches in Zone G5 and hope to see you all soon.

There are upcoming conventions on the following dates:

Zone Convention – 27 Mar 2022 at Eastview Legion

District Convention – April 2022 at Cornwall Legion; and

Provincial Convention – May 2022 at North Bay Legion

8. TREASURER/FINANCIAL OFFICER REPORTS – Comrade Rita Pitre

We are still in the COVID-19 period and therefore we have little continuity in our Financial Statements. As expected, we have a net income of \$1,980 with a year-to-date loss of **(\$30,186)**. There is no longer any money coming in from the bottle drive and practically no donations. Back in December we received

a grant of \$54,000 to have handicap doors throughout the building. This money is not available for our cashflow and therefore it is not shown as income and has been invested until the work is completed. The bar operation provided us with a Gross Profit of \$5,800 and membership provided us with \$2,700. I made a one-time adjustment to the Hall rentals income for \$11,000. Our operating expenses this month are \$19,300.

Marty applied today for another \$10,000 grant related to COVID-19 with the province of Ontario. Special attention should be given to our cashflow, and only necessary expenses should be approved. I suggest that we raise funds to take care of large maintenance items. Financial Statements are attached at the end of these minutes.

Moved by Comrade Rita Pitre and seconded by Comrade Jeanine Mader that the financial statements be accepted as presented subject to audit.

CARRIED

9. CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Ken Green

a. BRANCH ADMINISTRATOR – Comrade Melanie Delorme

Hall Rentals:

Lots of Hall Rental requests have been coming in in the last couple of weeks.

Thank you to Pat Cote for all the work in organizing hall rental requests.

1 Hall rental since the February reopening.

13 Hall rentals booked between now and end of year.

2 Hall rentals for 2023 confirmed.

Administration:

Ongoing administration tasks and updating old files.

Bar:

New prices in effect for 2022.

Mike Adams has been hired as a back up bartender on an “as required” basis.

b. SERGEANT-at-ARMS – Comrade Andre Fournier

Tribute:

Name: Bob Wadden

Military Affiliation: Air

Légion: Past Member Branch 632 Orleans

Date and time: 07 December 2021, 1045 hrs

Place: Kelly Funeral Home Orleans, 2370 St Joseph Blvd, Orleans

Parade:

Remembrance Day Parade, 11 Nov 2021

3 Guards on parade (#1-Legion members, #2&3-33 CER), Colour Party (Ray Plourde), RCMP band.

No other activities to report since last Exec meeting 12 Oct 2021.

c. REMEMBRANCE ACTIVITIES – Comrade Dianne Higgins

We have already started working on planning the activities for this year’s Remembrance Day.

d. SERVICE OFFICER – Comrade Doc Hopper and Robert Patchett

Two new claims submitted in Feb.

Verbal assistance provided for two others to be submitted.

Ontario Command Service Officer advised of intent to visit Branch during week of 11 April 2022. Firm date/time to be confirmed.

Arranging interview schedule. Details TBC separately.

D.R. Hopper

613-837-0806

e. MEMORIAL WALK – Comrade Peter Walsh

No report.

f. LADIES AUXILIARY – Comrade Valerie Cyr

The Ladies' Auxiliary has had a quiet winter event wise. Hopefully with spring coming fast, we will be able to activate our membership with some fund raising. With closures and limited numbers allowed in our building, we have been unable to do what we do best.

In late April, we will be attending a Zone Convention in Perth for Zone G-6. This will be the first time that we will be attending in our new Zone and meeting the members of the 6 other Ladies Auxiliaries which comprise G-6. Our Provincial Command will go ahead with planning a Convention to be held in Kingston in early September.

Hopefully everything moves along toward a more normal rate and more openings will bring us back into fully operating once more.

Yours in Comradeship, Valerie Cyr, President Ladies Auxiliary Br. 632

g. HONOURS AND AWARDS – Comrade Marty Keates (Presented by Comrade Joe McNulty)

MSM awards were presented to Comrades Frank Stacey, Marty Keates and Ken Green during the past year.

h. LEADERSHIP DEVELOPMENT – Comrade Marty Keates

No report.

Moved by Comrade Ken Green and seconded by Comrade Frank Stacey that the reports of the committees under the President be accepted as presented.

CARRIED

10. REPORTS UNDER THE PAST PRESIDENT – Comrade Joe McNulty

FUTURE PLANNING AND ELECTIONS – Comrade Joe McNulty

We are currently seeking nominations for the Executive of the Legion. We particularly require a treasurer.

Elections are scheduled for 12 April. Hope to see a strong turnout.

11. CHAIRPERSON REPORTS UNDER THE 1ST VICE-PRES. – Comrade Dianne Higgins

a. BURSARY – Comrade Daunette Tucker

We are still in the process of collecting applications and reviewing applications submitted. All applications must be submitted by 31 March 2022.

b. HOUSING – Comrade Mike Adams

1. 12 minor repairs completed in January/February
2. There was one major repair on a pipe that leaked into the kitchen below. This was a copper pipe that was replaced with a PVC pipe at a considerable cost of \$4,300.00. I am suggesting that going ahead we need to come up with a priority list of items that will need to be repaired and or replaced. We need to have a budget for this as the building is getting older and many items will need to be addressed in the future.
3. A Juno Beach flag was hung in main stairwell, and this was donated to the branch by Comrade Frank Stacey.
4. 2 of 3 quotes received for door replacements - \$56,000 is so far the best submission.
5. The Hot Water Tank will be upgraded with a new high efficiency one. This will now cost an additional \$88/month but will provide savings on gas.

c. ASSET INVENTORY – Comrade Peter Walsh

A new inventory system is currently being worked on.

d. HOSPITAL VISITING – Comrade Dianne Higgins

Comrade Marta Nuijten sent a message from the hospital.

“I have been in hospital since December 21, 2020. I am well and currenting working through rehab-physio at St. Vincent's hospital with the expectation of eventually getting home.”

e. MEMBERSHIP & VOLUNTEER CO-ORD – Comrade Kim Levesque

Membership Report – March 2022

New Members (46):

| | |
|----------------------------------|---------------------------|
| David Anderson (AS) | Richard Lane (AS) |
| Raymond Anderson (OR) | Adam Lawrence (OR) |
| Marc Beland (AF) | Heather Lawrence (OR) |
| Ian Blair (OR) | Gregory Lick (OR) |
| Tracey Braithwaite (AS) | Gary MacKenzie (OR) |
| Ron Breton (OR) | Josée Mackie (AS) |
| William Brown (AF) | Alexander Mansfield (OR) |
| Jennifer Caldbick (AS) | Miranda Mason-Girard (OR) |
| Suzanne Chartrand-MacKenzie (AS) | Gerald Parlee (OR) |
| Ken Cormier (AF) | Bradley Pitcher (OR) |
| Terry Cull (OR) | Lori Poirier (AS) |
| Geraldine Dixon (AF) | Alexanne Proulx (AF) |
| Bridget Dueck (AS) | Dominic Proulx (AS) |
| Dylan Edgar (OR) | Raymond Quintal (OR) |
| John Girard (OR) | Sharon Rideout (OR) |
| Bruce Grzebinski (OR) | Leonard Rowland (AS) |
| Gail Grzebinski (AS) | Maurice (Mo) Royer (AS) |
| David Hayward (OR) | Ryan Rutherford (OR) |
| Jack Hearfield (OR) | Gordon Sanford (AS) |

| | |
|---|---|
| Pasquale Iacono (OR) Douglas Kerr (OR) Lucie Lafontaine (AF) Dorcy Eric Lacroix (OR) | Dennis Shellard (OR) Batool Siddiqui (AS) Robert Walsh (OR) Dave Woodward (AS) |
|---|---|

Transfers (12):

| | |
|---|--|
| Gilbert Anctil (OR) André Boivin (OR) Jovette Boivin (AS) Michael Donahue (OR) Lucas Hellemans (OR) Marco Lacroix (OR) | William Lenton (OR) David Loveridge (OR) Pierre Maltais (OR) Josette Mansfield (AS) David Marshall (OR) Robert Vincent (OR) |
|---|--|

Deceased Members since the previous meeting:

| | |
|--|---|
| Ervin Austin (OR) Gilbert DesBequets (OR) Walter Gardiner (AS) Lorne Green (OR) | Earl Perkins (OR) Gerard Quesnel (OR) Jeannine St. Louis (AS) |
|--|---|

2022 Early Bird Winner: Christopher Campbell (OR 10149994)

Note:

From Kim as she was absent from the meeting for the birth of her new granddaughter. Anna Kimberly Theresa Vanzyl, was born during the meeting at 7:21.

f. CONSTITUTION AND BY-LAWS, and TRAINING – Comrade Blaine Kiley

No report.

g. CADET LIAISON – Comrade Rae Green

No report.

Moved by Comrade Dianne Higgins and seconded by Comrade Jeanine Mader that the reports under the 1ST Vice President be accepted as presented.

CARRIED

12. CHAIRPERSON REPORTS UNDER THE 2ND VICE-PRES – Comrade Len MacPherson

a. POPPY CHAIR – Comrade Wyn Fournier

1. The Poppy Campaign was another successful venture, raising almost \$95K. In another COVID year, this is phenomenal and speaks to the support we have from the Orleans community.
2. A huge thank you to all the volunteers who took on leadership roles throughout the campaign – it couldn't happen without you! I'd like to highlight the extra effort from Kim Levesque and Mike Adams – who stepped in to cover for me as I was away in Manitoba for most of the campaign dealing with the death of my father.
3. Dominion Command has changed the fiscal year for the Poppy Trust. This year will be an extra-long year to accommodate this change. This year will go from 1 October 2021 through to 31

December 2022. After this, all years will go from 1 Jan to 31 Dec. This is a welcome change as it means that this is the last year we have to approve expenditures in arrears.

4. There is now an official Orleans Br 632 poppy chair email: rcl632poppy@gmail.com
5. Due to Covid, we are required to go over last year's budget and all the expenditures made from the Poppy Fund since 1 Oct 2020 that were approved by the Executive Committee.

(All motions at the end of these minutes.)

6. This year's budget shows the extra expenditures expected to accommodate the extended fiscal year.
(Motion at end of the minutes.)

7. I will be handing over the reins for the Poppy Chair position at the end of this Legion year (31 May 2022). Richard Guitar, a comrade who has recently retired from the CAF, has agreed to put his name in for the position for the upcoming elections.

b. POPPY TRUST FUND – Comrade Lucie Goderre

Bank Balance – OCTOBER 1, 2021 - \$ 77,293.13

Income from Campaign & other Sources - \$ 96,214.65

Campaign Expenses & other Expenses - \$ 26,087.11

BANK BALANCE – FEBRUARY 28, 2022 - \$ 147,420.67

c. LEGION SENIORS – Comrade Robert (Bob) Elrick

I am currently looking for people who would like to engage with Seniors and Veterans. This is a lot of work for one individual so additional volunteers would be very helpful.

d. VETERANS AND AGING – Comrade Robert (Bob) Elrick

No report.

e. BANNER – Comrade Marta Nuijten and Comrade Marty Keates

A reminder to all the organizers that you should be documenting events and forwarding articles/photos including names of participants, if possible, for the Banner to Comrades Marta Nuijten or Marty Keates as soon as possible after each event to allow for formatting and editing time.

f. PUBLIC RELATIONS – Comrade Joyce Bisson

No report.

g. NEVADA – Comrade James Grant

No report.

Moved by Comrade Len MacPherson and seconded by Comrade Lucie Goderre that the reports under the 2nd Vice-President be accepted as presented.

CARRIED

**13. CHAIRPERSONS REPORTS UNDER THE 3rd VICE-PRESIDENT – Comrade Peter Walsh
(Presented by Comrade Len MacPherson)**

a. KITCHEN OPERATIONS – Comrade Peter Walsh

No report.

b. BAR INVENTORY – Comrade Wayne Edwards

A bar inventory will be carried out at the end of the month.

c. ENTERTAINMENT AND SPECIAL EVENTS – Comrade Tim Parsons

No report.

d. SPORTS – Comrade Bernard Laberge

No report.

e. YOUTH EDUCATION – Comrade Jeanine Mader

I have received the prizes from Zone for the winners who made it to that level. I have been out visiting the schools to present the winners with their prizes. This seems to work better as the kids enjoy being together with their friends when they get their prizes.

The certificates from our Legion were all ready and framed. I would like to thank Chantelle Blanchard for doing an amazing job at using her skills with calligraphy to do up all the certificates.

Moved by Comrade Len MacPherson and seconded by Comrade Wyn Fournier that the reports under the 3rd Vice President be accepted as presented.

CARRIED

15. GENERAL AND NEW BUSINESS AND MOTIONS

The Bottle Drive is scheduled to commence 3 May 2022 and we are currently looking for volunteers.

MOTIONS:

Motion 1:

Comrade Wyn Fournier moves that the 2020-21 Poppy Trust Fund budget as presented be approved. This was seconded by Comrade Jeannine Mader. (Page 15 of these minutes)

CARRIED

Motion 2:

Comrade Wyn Fournier moves to formally approve the Special Use expenditures from the Poppy Trust Fund from 1 Oct 2020 through to 30 Sept 2021, as detailed in the list presented. This was seconded by Comrade Kem Hur. (Page 16 of these minutes)

CARRIED

Motion 3:

Comrade Wyn Fournier moves to approve the 2021-22 Poppy Trust Fund budget as presented. This was seconded by Comrade Andre Fournier. (Page 17 of these minutes)

CARRIED

16. MOTION FOR ADJOURNMENT:

Moved by Comrade Wyn Fournier and seconded by Comrade Joe McNulty that the meeting be adjourned.

CARRIED

17. CLOSING CEREMONY

Chairman:

- a. *The meeting will stand at attention.*

- b. *The business of this meeting being concluded let us, as we part, remember our duty to our Branch, our comrades, our country and our Sovereign. May we ever strive to promote unity and the spirit of comradeship, never forgetting the solemn obligations we have assumed as members of The Royal Canadian Legion and remembering them, may we ever pray.*

Members:

- c. *Lord God of Hosts,
Be with us yet,
Lest we forget,
Lest we forget.*

Chairman:

- d. *We will now sing "God Save the Queen"*

- e. *I now declare this meeting closed.*

Amended May 2015

The meeting was adjourned with the closing ceremony at 8:00 PM.


Sherri McInnis
Branch Secretary


Ken Green
Branch President

Voting Elected Members:

| | | |
|----|---|---|
| 1 | President – Ken Green | P |
| 2 | 1st Vice/Remembrance Day Activities – Dianne Higgins | P |
| 3 | 2nd Vice/Hospital Visiting – Len MacPherson | P |
| 4 | 3rd Vice/Housing/Asset Inventory/Memorial Walk – Peter Walsh | |
| 5 | Treasurer – Rita Pitre | P |
| 6 | Secretary – Sherri McInnis | P |
| 7 | Past President/Future Planning and Elections – Joe McNulty | P |
| 8 | Remembrance Activities/Poppy Chair – Wyn Fournier | P |
| 9 | Membership/Volunteer Coordinator - Kim Levesque | |
| 10 | Nevada - Jim Grant | |
| 11 | Youth Education – Jeanine Mader | P |

Members Appointed by the President

| | | |
|----|--|---|
| 1 | Branch Administrator – Melanie Delorne | |
| 2 | Sgt-at-arms – Andre Fournier | P |
| 3 | Branch Padre – Bill Reggler | |
| 4 | Service Officer – Doc Hopper | P |
| 5 | Service Officer – Robert Patchett | P |
| 6 | Constitution and By-Law – Blaine Kiley | |
| 7 | Sports – Bernard Laberge | |
| 8 | Bar Officer – Wayne Edwards | |
| 9 | Bursaries – Daunette Tucker | P |
| 10 | Banner – Marta Nuijten | |
| 11 | Ladies Auxiliary – Valerie Cyr | |
| 12 | Poppy Trust – Lucie Goderre | P |
| 13 | Legion Seniors/Veterans and Aging - Robert (Bob) Elrick | P |
| 14 | Leadership Development/Banner/Honours and Awards – Marty Keates | |
| 15 | Cadet Liaison – Rae Green | P |
| 16 | Entertainment – Tim Parsons | |
| 17 | Public Relations – Joyce Bisson | |
| 18 | Housing – Mike Adams | P |

**Royal Canadian Legion, Branch 632
Orleans
Balance Sheet As at 2022-02-28**

ASSET

CURRENT ASSETS

| | | |
|--------------------------------|-----------------|--------------------------|
| Cash on Hand | 3,742.11 | |
| Petty Cash | 280.49 | |
| ATM Machine | -22.00 | |
| Bar Change - Back Room Boxes | 4,400.00 | |
| Bartender Float | <u>2,095.00</u> | |
| Total Cash | | 10,495.60 |
| Scotia Bank - General | 14,289.70 | |
| Scotia Bank - Allocated | 9,702.49 | |
| Scotia Bank - Savings | <u>3,043.92</u> | |
| Total Bank | | 27,036.11 |
| Short-Term Investments - GIC's | | 84,931.32 |
| Bar Inventory | | <u>4,637.79</u> |
| TOTAL CURRENT ASSETS | | <u>127,100.82</u> |

CAPITAL ASSETS

| | | |
|-----------------------------------|---------------------|--------------------------|
| Land | | 75,075.00 |
| Adjacent Lot | | 107,001.50 |
| Building | 1,761,516.37 | |
| Acc. Deprec. on Building | <u>1,317,202.09</u> | |
| Net Building | | 444,314.28 |
| Bar & Kitchen Equipment | 10,168.61 | |
| Acc. Deprec. Bar & Kitchen Equip. | <u>-8,739.78</u> | |
| Net Bar & Kitchen Equipment | | 1,428.83 |
| Furniture & Fixtures | 9,969.84 | |
| Acc. Deprec. Furniture & Fixtures | <u>-8,173.73</u> | |
| Net Furniture & Fixtures | | 1,796.11 |
| Computer Equipment | 1,450.00 | |
| Acc. Deprec. Computer Equipment | <u>-1,450.00</u> | |
| Net Computer Equipment | | <u>0.00</u> |
| TOTAL CAPITAL ASSETS | | <u>629,615.72</u> |

| | | |
|--------------------|--|--------------------------|
| TOTAL ASSET | | <u>756,716.54</u> |
|--------------------|--|--------------------------|

LIABILITY**CURRENT LIABILITIES**

| | | |
|-------------------------------------|-----------------|-------------------------|
| Accounts Payable | | -243.03 |
| Visa Scotia Bank | | 666.68 |
| HST Recoverable | -4,889.56 | |
| HST Payable | <u>4,796.82</u> | |
| Total HST Payable | | -92.74 |
| Unearned Hall Rentals-Deposits | | 1,691.00 |
| EI Payable | 278.98 | |
| CPP Payable | 548.80 | |
| Income Tax Payable | <u>717.73</u> | |
| Payroll Deductions Payable | | 1,545.51 |
| Vacation Payable | 480.66 | |
| WSIB Payable | <u>63.80</u> | |
| Total Payroll | | 544.46 |
| Memorial Walk | 1,067.62 | |
| Nevada Fund | 1,016.00 | |
| Command, Zone, District Tax Payable | 3,761.41 | |
| RCAF Dinner | 4,352.42 | |
| Mixed Darts | <u>600.00</u> | |
| Total Money Held in Trust | | <u>10,797.45</u> |
| Total Current Liabilities | | <u>14,909.33</u> |

LONG TERM LIABILITIES

| | | |
|------------------------------------|--|--------------------------|
| Commercial Loan | | <u>145,291.11</u> |
| Total Long-Term Liabilities | | <u>145,291.11</u> |

DEFERRED CONTRIBUTIONS

| | | |
|-------------------------------------|--|--------------------------|
| Deferred Contribution | | <u>136,263.08</u> |
| Total Deferred Contributions | | <u>136,263.08</u> |

| | | |
|------------------------|--|--------------------------|
| TOTAL LIABILITY | | <u>296,463.52</u> |
|------------------------|--|--------------------------|

EQUITY**EARNINGS**

| | | |
|-----------------------|--|--------------------------|
| Retained Earnings | | 490,438.80 |
| Current Earnings | | <u>-30,185.78</u> |
| TOTAL EARNINGS | | <u>460,253.02</u> |

| | | |
|---------------------|--|--------------------------|
| TOTAL EQUITY | | <u>460,253.02</u> |
|---------------------|--|--------------------------|

| | | |
|-------------------------------|--|---------------------------------|
| LIABILITIES AND EQUITY | | <u><u>756,716.54</u></u> |
|-------------------------------|--|---------------------------------|

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ROYAL CANADIAN LEGION ORLEANS

Comparative Income Statement

| | Feb 2022 | Feb 2021 | Variance | YTD Feb 2022 | YTD Feb 2021 | Variance |
|--|------------------|-----------------|------------------|-------------------|------------------|------------------|
| OPERATING INCOME | | | | | | |
| BAR, HALL & KITCHEN REVENUE | | | | | | |
| Beer/Liquor Sales | 7,978.59 | 3,235.86 | 4,742.73 | 97,971.63 | 41,594.61 | 56,377.02 |
| Snack and Coffee Sales | 1,398.22 | 258.34 | 1,139.88 | 10,160.75 | 3,020.70 | 7,140.05 |
| Kitchen Income | 270.00 | 20.00 | 250.00 | 2,645.00 | 770.00 | 1,875.00 |
| Total | 9,646.81 | 3,514.20 | 6,132.61 | 110,777.38 | 45,385.31 | 65,392.07 |
| COST OF SALE | | | | | | |
| Beer/Liquor Purchases | 2,971.66 | 2,626.20 | 345.46 | 41,924.12 | 19,689.37 | 22,234.75 |
| Snack and Coffee Purchases | 413.53 | 108.89 | 304.64 | 4,033.61 | 1,392.31 | 2,641.30 |
| Bar & Kitchen Supplies | 129.00 | | 129.00 | 2,127.41 | 355.05 | 1,772.36 |
| B & K Spoilage | 109.75 | 39.00 | 70.75 | 917.04 | 964.55 | (47.51) |
| Cash Variances | 226.74 | | 226.74 | (921.61) | (181.66) | (739.95) |
| B & K Inventory Adjustments | | | | | 1,475.16 | (1,475.16) |
| B & K Equipment Maintenance | | | | 2,605.72 | 1,218.00 | 1,387.72 |
| B & K Dishes, Glassware, Equipment | | | | 994.46 | 1,191.86 | (197.40) |
| Total | 3,850.68 | 2,774.09 | 1,076.59 | 51,680.75 | 26,104.64 | 25,576.11 |
| GROSS PROFIT | 5,796.13 | 740.11 | 5,056.02 | 59,096.63 | 19,280.67 | 39,815.96 |
| Hall Rentals | 11,072.48 | | 11,072.48 | 21,011.73 | 3,005.50 | 18,006.23 |
| Hall Setup | | | | 2,454.50 | 60.00 | 2,394.50 |
| Hall Rental - Net | 11,072.48 | | 11,072.48 | 18,557.23 | 2,945.50 | 15,611.73 |
| OTHER OPERATING INCOME | | | | | | |
| Facilities Usage Fee Income | 560.00 | | 560.00 | 3,120.00 | | 3,120.00 |
| Membership Dues | 2,702.90 | 2,609.91 | 92.99 | 25,416.98 | 22,662.19 | 2,754.79 |
| Branch Pool Tables | 118.00 | 148.00 | (30.00) | 562.00 | 584.00 | (22.00) |
| Total | 3,380.90 | 2,757.91 | 622.99 | 29,098.98 | 23,246.19 | 5,852.79 |
| TOTAL OPERATING INCOME | 20,249.51 | 3,498.02 | 16,751.49 | 106,752.84 | 45,472.36 | 61,280.48 |
| OPERATING EXPENSES | | | | | | |
| WAGES & EMPLOYEE BENEFITS | | | | | | |
| Wages | 7,356.21 | 5,001.11 | 2,355.10 | 65,911.42 | 38,881.80 | 27,029.62 |
| CEWS | | (802.94) | 802.94 | (11,688.97) | (20,394.08) | 8,705.11 |
| Vacation Pay | 376.70 | 227.17 | 149.53 | 3,290.18 | 1,524.11 | 1,766.07 |
| EI Expense | 162.74 | 110.61 | 52.13 | 1,536.59 | 889.96 | 646.63 |
| CPP Expense | 274.40 | 59.23 | 215.17 | 1,701.02 | 1,539.74 | 161.28 |
| WSIB Expense | 36.04 | 24.51 | 11.53 | 451.99 | 197.20 | 254.79 |
| Total | 8,206.09 | 4,619.69 | 3,586.40 | 61,202.23 | 22,638.73 | 38,563.50 |
| OFFICE & ADMIN EXPENSES | | | | | | |
| Printing, Postage, Supplies, etc. | 246.99 | 46.00 | 200.99 | 2,333.96 | 1,252.25 | 1,081.71 |
| Licences: Food, Alcohol, City, etc. | 263.52 | | 263.52 | 2,550.97 | 1,263.00 | 1,287.97 |
| Professional Fees | | | | | 2,698.55 | (2,698.55) |
| Entertainment Expenses | 550.00 | | 550.00 | 6,765.57 | | 6,765.57 |
| Total | 1,060.51 | 46.00 | 1,014.51 | 11,650.50 | 5,213.80 | 6,436.70 |
| UTILITIES | | | | | | |
| Hydro | 1,844.62 | 1,265.38 | 579.24 | 16,410.82 | 11,690.10 | 4,720.72 |
| Gas & Heat | 1,337.19 | 481.63 | 855.56 | 6,519.70 | 4,570.03 | 1,949.67 |
| Telephone | 654.40 | 483.55 | 170.85 | 4,234.91 | 4,662.00 | (427.09) |
| Water | | | | 2,823.15 | 2,308.03 | 515.12 |
| Television Network | | | | 327.20 | (21.40) | 348.60 |
| Total | 3,836.21 | 2,230.56 | 1,605.65 | 30,315.78 | 23,208.76 | 7,107.02 |

| | | | | | | | |
|---------------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|
| BUILDING MAINTENANCE | | | | | | | |
| Cleaning Supplies | 340.70 | 21.00 | 319.70 | 1,487.85 | 1,402.70 | 85.15 | |
| Waste Removal | 167.98 | 159.54 | 8.44 | 1,838.87 | 1,519.52 | 319.35 | |
| Ground Maintenance | 1,725.00 | 1,545.00 | 180.00 | 7,060.00 | 6,055.00 | 1,005.00 | |
| Building Cleaning | 2,039.42 | 925.80 | 1,113.62 | 13,962.72 | 6,685.80 | 7,276.92 | |
| Building Security Services | | | | 359.40 | 834.40 | (475.00) | |
| Building Insurance | 951.68 | 912.66 | 39.02 | 8,487.08 | 7,884.45 | 602.63 | |
| Building Furniture & Equipment | | 1,000.21 | | 1,988.29 | 2,370.94 | (382.65) | |
| Building Maintenance & Repairs | 540.78 | 1,474.00 | (933.22) | 16,800.80 | 6,826.67 | 9,974.13 | |
| Total | 5,765.56 | 6,038.21 | 727.56 | 51,985.01 | 33,579.48 | 18,405.53 | |
| FINANCIAL EXPENSES / (INCOME) | | | | | | | |
| Bank Charges | 47.90 | 147.75 | (99.85) | 2,371.58 | 1,664.81 | 706.77 | |
| Interest Expenses | | 795.13 | (795.13) | | 1,699.68 | (1,699.68) | |
| Commercial Loan Interest | 380.35 | (27.00) | 407.35 | 1,645.66 | 5,664.22 | (4,018.56) | |
| ATM Revenue | | | | (78.00) | (157.50) | 79.50 | |
| Total | 428.25 | 915.88 | (487.63) | 3,939.24 | 8,871.21 | (4,931.97) | |
| TOTAL OPERATING EXPENSES | 19,296.62 | 13,850.34 | 6,446.49 | 159,092.76 | 93,511.98 | 65,580.78 | |
| NET OPERATING INCOME | 952.89 | (10,352.32) | 10,305.00 | (52,339.92) | (48,039.62) | (4,300.30) | |
| OTHER BRANCH INCOME/(EXPENSES) | | | | | | | |
| SPECIAL EVENTS | | | | | | | |
| Canada Day | | | | | | | |
| Veterans' Dinner | | | | 2,400.00 | | 2,400.00 | |
| New Year's Eve | | | | 85.00 | | 85.00 | |
| Banner & TV Advertising | 432.00 | | 432.00 | 432.00 | 288.00 | 144.00 | |
| Donations | 255.00 | 3,293.00 | (3,038.00) | 7,958.55 | 38,143.24 | (30,184.69) | |
| Grants | | 15,481.00 | (15,481.00) | | 15,481.00 | (15,481.00) | |
| GoFundMe | | | | | 555.62 | (555.62) | |
| Breakfast Club | 55.00 | 110.00 | (55.00) | 1,201.00 | 802.00 | 399.00 | |
| Bottles & Cans Drive | 261.60 | 2,479.70 | (2,218.10) | 17,629.67 | 23,267.10 | (5,637.43) | |
| Interest Income | 34.15 | | 34.15 | 287.11 | 64.42 | 222.69 | |
| Honours & Awards | | | | (396.77) | | (396.77) | |
| Legion Articles | | | | (515.92) | (2,417.34) | 1,901.42 | |
| Hospitality | (11.50) | (17.25) | 5.75 | (1,046.05) | (315.60) | (730.45) | |
| Branch Functions | | | | (5,880.45) | (275.00) | (5,605.45) | |
| Total | 1,026.25 | 21,346.45 | (20,320.20) | 22,154.14 | 75,593.44 | (53,439.30) | |
| NET INCOME (LOSS) | 1,979.14 | 10,994.13 | (10,015.20) | (30,185.78) | 27,553.82 | (57,739.60) | |

Poppy Campaign Budget - Proposed 1 Oct 2020 - 30 Sep 2021

| | |
|--------------------------------------|---------------|
| Funds Available as of 1 Oct 2020 | \$ 47,744.82 |
| Funds Raised in the 2020 Campaign | \$ 118,390.76 |
| Balance as of 30 Nov 2020 | \$ 143,017.58 |
| Expenses accrued 1 Oct - 31 Dec 2020 | \$ 20,193.20 |
| Balance as of 31 Dec 2020 | \$ 145,942.38 |

Bank balance at end Nov and is the total used for the FY budget

(1 Oct balance + Funds raised) - Accrued expenses

| Items (Poppy Manual article) | Spent 2018/19 1 Oct - 30 Sep | Spent 2019/20 1 Oct - 30 Sep | Budget 2020/21 1 Oct - 30 Sep | Spent 2020 1 Oct - 31 Dec | Remaining Current FY | Comments |
|--|---------------------------------|---------------------------------|-------------------------------------|---------------------------------|-------------------------|---|
| Provincial SO (East Region) (402.ii.a) | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ - | |
| District G Charitable Fund (402.vii) | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ - | Amounts paid out are dictated by ON Comd |
| Zone G5 Hospital Visits | \$ 2,000.00 | \$ 2,117.00 | \$ 2,500.00 | | \$ 2,500.00 | |
| Zone G5 Poems & Essays | \$ 575.20 | \$ 647.40 | \$ 1,000.00 | | \$ 1,000.00 | |
| Supplies (402.i.a) | \$ 28,474.43 | \$ 6,904.04 | \$ 30,000.00 | \$ 17,492.10 | \$ 12,507.90 | |
| Campaign Admin; Travel, Seminar (402.i.c & 402.v.a) | \$ 761.70 | \$ 1,661.33 | \$ 3,000.00 | \$ 3,719.75 | -\$ 719.75 | |
| Advertising (402.i.c) | \$ 1,653.20 | \$ 1,254.30 | \$ 2,000.00 | | \$ 2,000.00 | |
| Poppy Storage (320.b.ii) | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ - | Max amt allowed |
| Br 632 Youth Education (402.vi.c&d) | \$ 1,252.23 | \$ 1,363.12 | \$ 1,500.00 | \$ 830.00 | \$ 670.00 | |
| Army Cadets (403.ii.g) | \$ 8,500.00 | \$ 5,400.00 | \$ 5,000.00 | \$ 5,000.00 | \$ - | Based on #days worked |
| Air Cadets (403.i.g) | \$ 6,500.00 | \$ 3,600.00 | \$ 3,000.00 | \$ 3,000.00 | \$ - | |
| Handicap Eqpt Repairs and Maint (Require SUF; 403.ii.j; Max 50% of current balance) | \$ 6,794.43 | \$ 2,050.91 | \$ 4,000.00 | \$ 2,184.02 | \$ 1,815.98 | To cover costs of maintaining handicapped elevator, repairs to it and handicapped doors, and maintaining emerg eqpt |
| Monument Maint (Require SUF; 403.ii.f) | \$ - | \$ 960.50 | \$ 1,000.00 | | \$ 1,000.00 | cenotaph upkeep |
| Br 632 Service Officer (402.ii.b) | \$ 3,215.81 | \$ 845.00 | \$ 5,000.00 | | \$ 5,000.00 | |
| Veterans and Aging, Comforts (402.ii.c) | \$ 10,352.07 | \$ 3,916.03 | \$ 12,000.00 | \$ 333.35 | \$ 11,666.65 | |
| Bursaries Branch 632 (402.vi.a) | \$ 20,500.00 | \$ 24,000.00 | \$ 30,000.00 | \$ 21,650.00 | \$ 8,350.00 | |
| Veterans Dinner x2 (Nov & Apr) Require SUF; 403.ii.h Max \$25 / Vet & spouse/caregiver | \$ 3,400.00 | \$ 975.00 | \$ 3,000.00 | | \$ 3,000.00 | Nov 2020 Vet dinner and Spring 2021 AF Vet dinner |
| Donations to Vet Organizations (All Require SUF; 403.ii, some limits) | \$ 19,000.00 | \$ 14,500.00 | \$ 21,900.00 | | \$ 2,000.00 | Total amount budgeted. For specific donations see list |
| - Perley & Rideau | \$ 10,000.00 | \$ 5,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ - | |
| - Mil Fam Resource Center | \$ 5,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ - | |
| - Camp Maple Leaf | \$ 1,000.00 | \$ 1,000.00 | \$ 1,200.00 | \$ 1,200.00 | \$ - | |
| - Op Service Dogs | \$ 1,000.00 | \$ 1,000.00 | \$ 1,200.00 | \$ 1,200.00 | \$ - | |
| - Healing Heros on the Fly | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | |
| - Op Leave the Streets Behind | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | |
| - Adaptive Sports Canada - Calabogie | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | |
| - Women Warriors Healing Garden | | \$ 2,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | |
| - Quilts of Valour | | | \$ 1,000.00 | \$ 1,000.00 | \$ - | |
| - | | | \$ 1,000.00 | \$ - | \$ - | |
| - | | | \$ 1,000.00 | \$ - | \$ - | |
| Contingency | | \$ 500.00 | \$ 1,267.58 | \$ 500.00 | | |
| TOTALS | \$ 129,753.87 | \$ 87,444.63 | \$ 143,017.58 | \$ 91,459.22 | \$ 47,290.78 | |

**Special Use Fund requests
Since 1 Oct 2020**

| SUF | AMOUNT | DATE APPROVED by ON Comd |
|--|---------------------|-----------------------------|
| Capital Elevator Quarterly | \$ 232.00 | 14-12-2020 |
| Coin Sorter | \$ 37.54 | 17-02-2021 |
| RCL Branch 632 Storage | \$ 350.00 | 23-02-2021 |
| RCL Branch 632 PPE | \$ 500.00 | 23-02-2021 |
| Operation Service Dogs | \$ 1,200.00 | 23-02-2021 |
| Leave the Streets Behind | \$ 1,000.00 | 23-02-2021 |
| Heroes Mending on the Fly | \$ 1,000.00 | 23-02-2021 |
| Camp Maple Leaf | \$ 1,200.00 | 23-02-2021 |
| Perley Rideau Health Centre | \$ 10,000.00 | 23-02-2021 |
| CADS - Calabogie | \$ 1,000.00 | 23-02-2021 |
| Women Warriors Garden | \$ 1,000.00 | 23-02-2021 |
| Quilts of Valour | \$ 1,000.00 | 23-02-2021 |
| Army Cadets | \$ 5,000.00 | 23-02-2021 |
| Air Cadets | \$ 3,000.00 | 23-02-2021 |
| Ottawa MFRC | \$ 2,500.00 | 02-03-2021 |
| Capital Elevator Repairs | \$ 412.00 | 21-04-2021 |
| TSSA License - Prorated adjusted amount | \$ 56.02 | 21-05-2021 |
| Capital Elevator Quarterly | \$ 232.00 | 06-07-2021 |
| TSSA License - New | \$ 250.00 | 03-08-2021 |
| Capital Elevator Repairs | \$ 770.00 | 15-09-2021 |
| Capital Elevator Quarterly | \$ 232.00 | 22-09-2021 |
| RCL 632-Vets Dinner | \$ 1,175.00 | 08-12-2021 |
| Capital Elevator Repairs | \$ 225.00 | 09-12-2021 |
| | | |
| TOTAL | \$ 32,371.56 | |

Poppy Campaign Budget - 1 Oct 2021 - 31 Dec 2022 (approved at Gen Mtg: _____)

| | |
|--------------------------------------|---------------|
| Funds Available as of 1 Oct 2021 | \$ 77,293.13 |
| Funds Raised in the 2021 Campaign | \$ 94,782.65 |
| Balance as of 30 Nov 2021 | \$ 151,172.63 |
| Expenses accrued 1 Oct - 31 Dec 2021 | \$ 21,989.71 |
| Balance as of 31 Dec 2021 | \$ 159,086.07 |

This balance is the amt used for the budget

(1 Oct balance + Funds raised) - Accrued expenses

| Items (Poppy Manual article) | Spent 2019/20 1 Oct - 30 Sep half CoVid | Spent 2020/21 1 Oct - 30 Sep all CoVid | Budget 2021/22 1 Oct 21 - 31 Dec 22 | Spent 2021 1 Oct - 28 Feb | Remaining Current FY | Comments |
|--|---|--|--|---------------------------------|-------------------------|--|
| Provincial SO (East Region) (402.ii.a) | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ - | \$ 15,000.00 | Amounts paid out are dictated by ON Comd |
| District G Charitable Fund (402.vii) | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ - | \$ 1,500.00 | |
| Zone G5 Veteran Comfort / Youth Funding | \$ 2,784.50 | \$ - | \$ 3,500.00 | \$ 3,165.40 | \$ 334.60 | |
| Supplies (402.i.a) | \$ 6,904.04 | \$ 17,492.10 | \$ 34,000.00 | \$ 18,068.11 | \$ 15,931.89 | |
| Campaign Admin; Travel, Seminar (402.i.c & 402.v.a) | \$ 1,561.33 | \$ 3,719.75 | \$ 4,500.00 | \$ 600.30 | \$ 3,899.70 | |
| Advertising (402.i.c) | \$ 1,254.30 | \$ - | \$ 2,500.00 | \$ 141.25 | \$ 2,358.75 | |
| Poppy Storage (320.b.ii) | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ - | \$ 350.00 | Max amt allowed |
| Br 632 Youth Education (402.vi.c&d) | \$ 1,363.12 | \$ 830.00 | \$ 2,000.00 | \$ 980.05 | \$ 1,019.95 | |
| Army Cadets (403.ii.g) | \$ 5,400.00 | \$ 5,000.00 | \$ 4,000.00 | \$ - | \$ 4,000.00 | Based on #days worked |
| Air Cadets (403.ii.g) | \$ 3,600.00 | \$ 3,000.00 | \$ 4,000.00 | \$ - | \$ 4,000.00 | |
| Handicap Eqpt Repairs and Maint \$950 quarterly lift maint inspection (\$232 x4=\$928 - Dec/Mar/Jun/Sep; amt allows for \$ increase during year) \$250 for annual lift license renewal; \$400 for Emerg Eqpt Maint. (All require SUF; 403.ii.j; Max 50% of current balance) | \$ 2,050.91 | \$ 2,184.02 | \$ 2,500.00 | \$ 457.00 | \$ 2,043.00 | To cover costs of maintenance / repair for handicapped elevator, lift license, repairs for handicapped doors, and maintaining emerg eqpt |
| Monument Maint (Require SUF; 403.ii.f) | \$ 960.50 | \$ - | \$ 1,000.00 | \$ - | \$ 1,000.00 | cenotaph upkeep |
| Br 632 Service Officer (402.ii.b) | \$ 845.00 | \$ - | \$ 6,000.00 | \$ - | \$ 6,000.00 | |
| Veterans and Aging, Comforts (402.ii.c) | \$ 3,916.03 | \$ 333.35 | \$ 7,250.00 | \$ - | \$ 7,250.00 | |
| Bursaries Branch 632 (402.vi.a) | \$ 24,000.00 | \$ 21,650.00 | \$ 29,000.00 | \$ - | \$ 29,000.00 | |
| Veterans Dinner x3 (Nov, Apr & Nov) Require SUF; 403.ii.h Max \$25 / Vet & spouse/caregiver once/yr In 2022 a Vet may do both Nov 2021 & 22 | \$ 975.00 | \$ - | \$ 4,000.00 | \$ 1,175.00 | \$ 2,825.00 | For 2022 only will include Nov 2021, Apr 2022 AND Nov 2022 |
| Donations to Vet Organizations (All Require SUF; 403.ii, some limits) | \$ 14,500.00 | \$ 19,900.00 | \$ 28,500.00 | \$ 1,000.00 | \$ 27,500.00 | Total amount budgeted. For specific donations see list |
| - Perley & Rideau | \$ 5,000.00 | \$ 10,000.00 | \$ 15,000.00 | \$ - | \$ - | |
| - MI Fam Resource Center | \$ 2,500.00 | \$ 2,500.00 | \$ 1,500.00 | \$ - | \$ - | |
| - Camp Maple Leaf | \$ 1,000.00 | \$ 1,200.00 | \$ 1,500.00 | \$ - | \$ - | |
| - Op Service Dogs | \$ 1,000.00 | \$ 1,200.00 | \$ 1,500.00 | \$ - | \$ - | |
| - Healing Heroes on the Fly | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ - | \$ - | |
| - Op Leave the Streets Behind | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ - | \$ - | |
| - Adaptive Sports Canada - Calabogie | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ - | \$ - | |
| - Women Warriors Healing Garden | \$ 2,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ - | |
| - Quilts of Valour | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ - | |
| - Vet's House Ottawa Grocery Cards | \$ - | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ - | |
| - Operation Vet Build | \$ - | \$ - | \$ 500.00 | \$ - | \$ - | |
| - | | | \$ 500.00 | \$ - | \$ - | |
| - | | | \$ 500.00 | \$ - | \$ - | |
| Contingency | \$ 500.00 | \$ 500.00 | \$ 1,572.63 | \$ 500.00 | \$ 1,072.63 | PPE for Legion |
| TOTALS | \$ 87,444.73 | \$ 91,459.22 | \$ 151,172.63 | \$ 26,087.11 | \$ 125,085.52 | |