



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Agenda for the GENERAL Meeting on September 16, 2025

#	Activity	Action	Report
1.	Call to Order	Chair	
2.	Indigenous Land Acknowledgment	Chair	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)		
4.	Motion to deviate from the Agenda	Motion	
5.	Introduction of Guests		
6.	Minutes of the last Meeting	Motion	In package
7.	Business arising from the Minutes and unfinished business	Secretary	
A.	Membership Dues breakdown visual	President	Verbal
8.	President's Report	Dave Cole	Verbal
9.	Treasurer's Report	Will Read	In package
10.	Sergeant-at-Arms' Report	Paul Leadston	NR
11.	Correspondence	Secretary	Verbal
12.	Reports of Standing Committees		
A.	Legion Seniors	Richard Lynn	In package
B.	Membership	Joe Guitard	NR
C.	Poppy & Remembrance	Kevin Brown	In package
D.	Public Relations	Debi Sereda	Motion
E.	Sports, Track and Field	Michelle Guitard	NR
F.	Poppy Trust Fund	Bert Boehme	NR
G.	Leadership Development	Bert Boehme	NR
H.	Branch Service Officer	Anne Cole	NR
I.	Youth Education	(Kevin Brown)	NR
J.	Bursary	(Lyle Brennan)	In package
13.	Reports of Other Committees and Standalone Positions		
A.	Bar Officer	Dave Cole	NR

#	Activity	Action	Report
B.	Constitution and Laws	Stephane Guy	NR
C.	Cadet Liaison & Scouts	Robert MacNichol	NR
D.	Entertainment, Hospitality & Special Events	Angel Guy	In package
E.	Finance Committee	Bert Boehme	Motion
F.	Grants & Assistance	Richard Lynn	Motion
G.	Honours & Awards	Lyle Brennan	NR
H.	Hospital Visits		In package
I.	Housing	Mike Vincent	NR
J.	Long Range Planning	Stephane Guy	In package
K.	Community Liaison	Dave Sereda	NR
L.	Ways & Means	Dave Sereda	NR
M.	Technology Officer	Kevin Brown	In package
N.	Chaplain (Lay)	Robert MacNichol	NR
14.	Motions or Special Business of which Notice was previously given		
A.	None for this meeting.		
15.	General and new Business including matters respecting the welfare of the Legion and the Branch		
A.	Motions 1. Public Relations: Memorial Banner 2. Finance Committee: FRC Report 3. Grants & Assistance: BFC		In package
B.	New business 1. Fortunato5 one-page reference 2. Topics from the floor...	Fortunato5 Coordinator	In package
16.	Tabling of Notice(s) of Motion(s)		
A.	None submitted for this meeting.		
17.	Motion to adjourn	Motion	
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Meeting Minutes for General Meeting held on June 17, 2025

Quorum (38 for GM)

P = Present

R = Regrets

Branch Officers (8)

President	Dave Cole	P
Immediate Past President	Lyle Brennan	P
1 st Vice President	Angel Guy	P
2 nd Vice President	Richard Lynn	P
3 rd Vice President	Robert MacNichol	P
Treasurer	Will Read	P
Sergeant-at-Arms	Paul Leadston	P
Secretary	Kevin Brown	P

Other Chairs and Appointees (11)

Bert Boehme	P	Anne Cole	P	Jennifer Dunham	P
Joe Guitard	R	Michelle Guitard	R	Stephane Guy	P
Joanne Larrett	P	Carole Anne Marleau	P	Dave Sereda	P
Debi Sereda	P	Mike Vincent	P		

#	Activity	Note
1.	Call to Order	
	The meeting was called to order by the Chair at:	19:00
2.	Indigenous Land Acknowledgment	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)	Chair
4.	Motion to deviate from the Agenda Moved by: Kim Kreuger Seconded by: Mike Vincent	Carried
5.	Introduction of Guests None at this meeting.	
6.	Minutes of the last Meeting Moved by: Graham Forest	In package Carried
7.	Business arising from the Minutes and unfinished business Nothing carried over, no discussion.	
8.	President's Report Moved by: Dave Cole Seconded by: June Dale	Carried

#	Activity	Note
9.	Treasurer's Report Moved by: Will Read Seconded by: Jennifer Read	Carried
10.	Sergeant-at-Arms' Report Moved by: Paul Leadston Seconded by: Carol Anne Marleau	Carried
11.	Correspondence A number of emails from Zone and nothing of significance by mail.	Verbal
12.	Reports of Standing Committees	
A.	Legion Seniors Moved by: Richard Lynn Seconded by: Robert MacNichol	Carried
	Discussion: September 9 th , from 1 to 4 p.m. at Branch 641, in conjunction with Barrhaven Seniors Group.	
B.	Membership Moved by: Angel Guy on behalf of Joe Guitard (not present) Seconded by: Anne Cole	Carried
C.	Poppy & Remembrance	NR
	Verbal note: Tap 2 Pay application form received and submitted for 10 new devices for this year's Poppy Campaign. New banking institution (RBC) and only \$5.00 amount. Do not know if same devices or new (and hopefully improved) devices. Confirmation on actual quantity allocated will be sent after August 15 th by Ontario Command.	
D.	Public Relations Moved by: Debi Sereda Seconded by: Linda Laframboise	Carried
E.	Sports, Track and Field Moved by: Debi Sereda on behalf of Michelle Guitard Seconded by: Caroline Boily	Carried
F.	Poppy Trust Fund	NR
G.	Leadership Development	NR
H.	Veteran Services Officer	NR
I.	Youth Education & Bursary	NR
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer	NR

#	Activity	Note
B.	Constitution and Laws	NR
	Verbal note: The Branch Clubhouse Rules and the Policies & Procedures Manual have been replaced on the bulletin board in the Lounge.	
C.	Cadet Liaison & Scouts Moved by: Robert MacNichol Seconded by: John Bowden	Carried
	Verbal Note: The participation of Scouts is also being coordinated for the Canada Day event.	
D.	Entertainment, Hospitality & Special Events Moved by: Angel Guy Seconded by: Doug Olson	Carried
	DISCUSSION A question about potentially having the Garage Sale Event outdoors was asked and would be dependent on the Property Management company giving permission to use the corner of the parking lot by the entrance, as well as the weather. While the visibility of the event would be improved, the preferred option remains indoors with extra advertising outside.	
E.	Finance Committee Proposed Budget for 2025-2026 is attached to its motion.	
F.	Grants & Assistance	NR
G.	Honours & Awards	NR
H.	Hospital Visits and Chaplain's Report	NR
	Verbal note: Wayne Bogue is at the Perley in the Ottawa East wing, Room 206, and would enjoy being visited. Permission has been granted by the family. A date for Bill Hiller's Celebration of Life is being coordinated with the family. It might take place in conjunction with	
I.	Housing	NR
J.	Long Range Planning Moved by: Stephane Guy Seconded by: Terry Claessen	Carried
	Verbal note: A 60 day extension has been approved and the contracts associated with the extended sales window are being worked on. Some additional explanations to the "Out-of-Profit" claim were added related to the "hold on funds" of two years.	
K.	Community Liaison	NR

#	Activity	Note
L.	Ways & Means	NR
M.	Technology Officer	NR
14.	Motions or Special Business of which Notice was previously given	
	None.	
15.	General and new Business including matters respecting the welfare of the Legion and the Branch	In package
A.	Motions	
	1. President: Branch Officers Seconded by: Ernie Hughes	Carried
	2. President: Mandatory Standing Committees Seconded by: Diane Craig	Carried
	3. President: Appointees Seconded by: Richard Lynn	Carried
	4. President: Financial Review Committee Ernie Hughes	Carried
	5. President: Optional Committees and Standalone Positions Ernie Hughes	Carried
	6. President: LRP Signing Authority for Branch Relocation Project Gord Crump	Carried
	7. Finance Committee Chair: Proposed 2025-2026 Budget Robert MacNichol	Carried
	DISCUSSION A point of order was made that the process for moving and approving motions should be handled by the Chair.	Noted and accepted.
	An eighth motion was submitted verbally regarding an additional \$400.00 to be allocated to the Veterans' Luncheon to cover the cost of entertainment, where the previous allocation was for the food. A proper form will be added and annotated. Moved by: Lyle Brennan Seconded by: Richard Lynn	Carried
B.	New business	
	1. HMCS Ottawa Kisby Ring: The work done by the Branch Historians and in particular Terry Claessen and Caroline Boily (approximately 50 hours of work, at least) to coordinate the new display at the entrance, was brought up by Dave Cole with additional details from Debi Sereda.	
	2. Information from the floor: Bill Hillier's the funeral is scheduled for July 9 th at 11 a.m. at Kelly Funeral Home.	
16.	Tabling of Notice(s) of Motion(s)	
	None submitted for next meeting.	

#	Activity	Note
17.	Motion to adjourn Moved by: Angel Guy	
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)	Chair
	The meeting adjourned at:	19:49

MEMORIUM EORUM RETINEBIMUS

God Save the King

President

Recording Secretary

Dave Cole

Kevin Brown

REPORTS SECTION TEMPLATE

8.	President's Report	NR
9.	Treasurer's Report Annexes (see after Reports section) • Profit and Loss: P&L – 2025/26 • Balance Sheet: Statement of Financial Position - Aug 2025 • Operations: Statement of Activity - General - to date • Donations: Charitable Contributions - 2025/26 Last month: • Treasurer/Assistant Treasurer presence at weekly cash count continues. • Approved 2025/26 Budget converted to P&L format and in QBO. • Took on accounting for Poppy Trust; transactions to date have been cataloged and the account reconciled (to 31 Jul 2025) in QBO. • Implemented automatic mailing of key weekly POS reports to Treasurer@rcl641.ca. • Several minor changes to POS screens completed. This month: • Complete POS changes in support of increased Membership and Hospitality prices; other minor requested changes. • Meet with TD Small Business Manager to set up receipt of online statements for Poppy Trust, set up Stop Payments through EasyWeb, and confirm support of (free) online cheque viewing. • Complete quarterly GST/HST submission to CRA. Outstanding issues: • Understand scope, assignment and frequency of governmental and organizational reporting requirements; • Review of per diem rates for sports and conference travel, the next steps required to effect change, and who is responsible to take these steps; and • Identify opportunities for pre-authorized payment arrangements and work through Legion procedure to implement same. • Challenges: • Require collaboration of bar management in order to receive approval for several proposed POS changes, and to discuss the availability and utility of a bartender information/reminder system through the POS. Reminder: The FY 2024/25 financial report will be presented by Diane Craig at the September 2025 Executive and General Meetings.	

10.	Sergeant-at-Arms' Report	NR
11.	Correspondence	
A.	Emails 1. Legion business (Zone G5, District G and Dominion Command) 2. Branch business (governance, financial, insurance, rent, licenses)	
B.	Canada Post and / or Special Deliveries 1. Letters of condolence regarding passing of Nancy Rule	
12.	Reports of Standing Committees	
A.	Legion Seniors Cyber Seminar was a great success. Please see attached Event Report for spending and attendance.	
B.	Membership	NR
C.	Poppy & Remembrance 2. Youth Education Remembrance Poster and Literary Contest for schools and individuals being incorporated into this year's Poppy Campaign. 3. 10 Tap-to-pay boxes confirmed. Delivery expected in mid-October. 4. During Zone G5 Council meeting a presentation about a new website / online booking initiative for volunteers to sign up to shifts was given. It was tested and used by Branch 632 Orleans during the 2023 and 2024 Poppy Campaigns. Branch 641 will participate for 2025 Campaign. 5. Zone G5 Poppy Seminar on Sat 13 Sep attended by PTF and P&R chairs. 6. First meeting of Poppy Campaign Subject Matter Experts took place on Wed 03 Sep at 6 p.m. 7. Second meeting for wider Branch audience being planned for Tue Sep 23 at 6 p.m. in Valour Hall (pending confirmation with Hall Booking Agent) or at Dymon Storage Conference Room (on Strandherd near Longfields). The structure of the Poppy Campaign hierarchy of volunteers is evolving, we will need several more volunteers for coordination roles, as well as Store Captains and Traplines. Questions to Poppy.Campaign@rcl641.ca 8. Store shifts will be published on paper on the Branch Bulletin Board starting Sat Sep 27 through to Sun Oct 05. After that they will have to be done online, at the Branch public computer or from home. 9. Reviewing Officer for Remembrance Day Ceremony in Barrhaven confirmed with LGen Simoneau, new Commander MILPERSCOM and Chief Military Personnel (CMP). 10. Parade Commander confirmed, with thanks to Comrade Stephane Guy for volunteering. 11. Following up on leads for Guest of Honour for Remembrance Dinner, which is scheduled for Sat Nov 8. 12. Received a paper letter complaining about state of John McCrae Secondary School Cenotaph. After discussion with President and past Poppy Chairs, will inform them that the upkeep is a school / school board responsibility, but that we will reach out to JMSS. The "issue" is likely to disappear now that school is back in session.	

D.	Public Relations (Memorial Banner Motion)																																											
E.	Sports, Track and Field	NR																																										
F.	Poppy Trust Fund	NR																																										
G.	Leadership Development	NR																																										
H.	Branch / Veteran Services Officer	NR																																										
I.	Youth Education	NR																																										
J.	Bursary 1. Local bursary application process for the current academic year is open 1 Sep as advertised on the branch website and applications will be accepted until 31 October; 2. The Ontario Commander Bursary process is open annually from 1 Sep until the last Friday in March of the current academic year; 3. More information is available on the branch website. 4. Questions may be sent to Bursary@rcl641.ca																																											
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D.	Entertainment, Hospitality & Special Events Hospitality has been quiet in August with 2 meals a month and 2 Open Mic. We have been almost sold out every Friday for dinner and it has been very good. And still going on. The sale of tickets for the baskets is going very well. Basket sale report over the years Fundraiser Land & Building Fund <table border="1"> <tr> <td>June 28, 2024</td><td>Friday Night Basket Draw</td><td>\$165.00</td></tr> <tr> <td>July 1, 2024</td><td>Canada Day Basket Sale</td><td>\$120.00</td></tr> <tr> <td>October 4, 2024</td><td>Basket Sale</td><td>\$155.00</td></tr> <tr> <td>December 13, 2024</td><td>Basket sale</td><td>\$165.00</td></tr> <tr> <td>March 17, 2025</td><td>St Pat's Day Basket Sale</td><td>\$160.00</td></tr> <tr> <td>June 13, 2025</td><td>Baskets Sales</td><td>\$100.00</td></tr> <tr> <td>June 20, 2025</td><td>Baskets Sales</td><td>\$195.00</td></tr> <tr> <td>July 11, 2025</td><td>Sale Basket value of \$75</td><td>\$125.00</td></tr> <tr> <td>July 25, 2025</td><td>Basket sale from Laura Kerr</td><td>\$45.00</td></tr> <tr> <td>July 25, 2025</td><td>Basket X 2 sale from Laura Kerr</td><td>\$120.00</td></tr> <tr> <td>August 15, 2025</td><td>Baskets Sale value of \$85</td><td>\$130.00</td></tr> <tr> <td>August 26, 2025</td><td>Basket Sale value of \$75.00</td><td>\$75.00</td></tr> <tr> <td>August 29, 2025</td><td>Basket picnic value of \$120</td><td>\$160.00</td></tr> <tr> <td colspan="2"></td><td>\$1,715.00</td></tr> </table>	June 28, 2024	Friday Night Basket Draw	\$165.00	July 1, 2024	Canada Day Basket Sale	\$120.00	October 4, 2024	Basket Sale	\$155.00	December 13, 2024	Basket sale	\$165.00	March 17, 2025	St Pat's Day Basket Sale	\$160.00	June 13, 2025	Baskets Sales	\$100.00	June 20, 2025	Baskets Sales	\$195.00	July 11, 2025	Sale Basket value of \$75	\$125.00	July 25, 2025	Basket sale from Laura Kerr	\$45.00	July 25, 2025	Basket X 2 sale from Laura Kerr	\$120.00	August 15, 2025	Baskets Sale value of \$85	\$130.00	August 26, 2025	Basket Sale value of \$75.00	\$75.00	August 29, 2025	Basket picnic value of \$120	\$160.00			\$1,715.00	
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	Events in September: _Wednesday, September 3, 2025_ Open Mic _Friday, September 5, 2025_ Meal: _Roast Beef Dinner_ Band: _Hallman & Hoffman_ _Friday, September 12, 2025_ Meal: _Pub Night_ Band: _Albert & The Collection_ _Wednesday, September 17, 2025_ Open Mic _Friday, September 19, 2025_ Meal: _Salmon OR Chicken_ Band: _Snap, Crackle & Pop_ _Friday, September 22, 2025_ Meal: _Lion's Catering_ _Friday, September 26, 2025_ Meal: _Steak_ Band: _The BedRockers 7pm to 11pm _	
E.	Finance Committee (FRC Report Motion)	
F.	Grants & Assistance (BFC Motion)	
G.	Honours & Awards	NR
H.	Hospital Visits (Members' names released with their permission) 2025-09-04 1300 Hours Visited Wayne Voegel at Perley Hospital. He was better physically, but suffering mentally with depression after having being sent back to Perley from the hospital he was transported to for more specialized care. He was happy for the visit and the get-well card from the Legion. Really needs visits from others from our Legion Branch. 2025-09-04 1352 Hours Visited Doug Olsen in Queensway Carleton Hospital. He was doing much better, in great spirits, awaiting and hoping for release. Very thankful and pleased for the visit and get-well soon card.	
I.	Housing	NR
J.	Long Range Planning Unit 164, which is the condo that the purchaser defaulted on the contract, was on sale through Moussa Group under an agreement with Phoenix and this period ended on August 19. The evaluation of the housing market, and other factor including the recommendation from Moussa Group that we should end the resale period and ask for an immediate release has been supported by our Long-Range Planning Committee. Consequently, and due to the imminent end of the resale period, Branch 641 requested an immediate release, which has been supported by Phoenix. Of note, and because of this release our profit has been reduced from 400K to 280K.	
K.	Community Liaison	NR
L.	Ways & Means	NR

M.	Technology Officer Projects completed: • Remote viewing capability acquired, tested and used for Cyber Seminar as a Microsoft Teams “Town Hall” with Questions and Answers chat window (no video or sound from online audience). Projects in progress: • Determining Remote Viewing settings for MS Teams to enable General Meeting voting and audio interaction. • Satellite dish alignment (requires coordination with Mall Manager) • Support to Poppy & Remembrance online web registration testing and preparations for 2025 Poppy Campaign. Projects pending: • Enhanced General Meeting Attendance capture of Membership numbers. • Impact analysis of Microsoft reduction in Not-For-Profit configuration and taking back the 10 premium business licenses (providing only Basic Business Licenses as of December 01, 2025). We may need to acquire up to six (6) standalone licenses to install desktop apps on Branch computers (Treasurer, Accounting Team, Membership/Bartenders, Lounge Laptop) and potentially one or two more.	
N.	Chaplain (Lay)	NR

P&L - 2025/26

Royal Canadian Legion Branch 641 Barrhaven

June 1-August 31, 2025

DISTRIBUTION ACCOUNT		TOTAL
Income		
4000 Sales of Product Income		\$0.00
4100 Bar		\$56,428.33
4200 Hospitality		\$23,599.46
4300 Hall Rental		\$3,612.88
4400 Membership		\$1,768.42
4600 Events		\$16,778.74
4800 Other Income		\$9,242.38
4900 Trust Revenue		\$27,045.68
Total for 4000 Sales of Product Income		\$138,475.89
Total for Income		\$138,475.89
Cost of Goods Sold		
5000 Cost of Goods Sold		\$0.00
5100 Bar		\$24,942.00
5200 Hospitality		\$12,819.36
5800 Poppy Campaign Merchandise		70.00
Total for 5000 Cost of Goods Sold		\$37,831.36
Total for Cost of Goods Sold		\$37,831.36
Gross Profit		\$100,644.53
Expenses		
6000 Charitable Contributions		\$52,969.89
7000 All Other Expenses		\$0.00
7100 Housing		\$39,600.95
7200 Operating Expenses		\$11,255.89
7300 Advertising		\$75.00
7600 Events		\$5,976.53
7700 Sports		\$612.92
7800 Charitable Expenses		\$240.00
Total for 7000 All Other Expenses		\$57,761.29
Total for Expenses		\$110,731.18
Other Income		0.00
Other Expenses		
2199 Previous FY GST/HST Payable		1,359.70
7999 Previous FY Expense		3,416.59
Total for Other Expenses		\$4,776.29
Profit		-\$14,862.94

Statement of Financial Position - Aug 2025

Royal Canadian Legion Branch 641 Barrhaven

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1001 Cash on hand	2,735.00
1100 General Account	61,593.79
1101 Building Account	59,590.85
1200 Bingo Trust Account	27,889.17
1300 Nevada Trust Account	13,113.57
1400 Poppy Trust Account (A)	88,626.15
1500 Land & Building Trust Fund	294,192.50
Total for Cash and Cash Equivalent	\$547,741.03
Accounts Receivable (A/R)	0.00
1002 Cash in safe	272.10
Total for Current Assets	\$548,013.13
Non-current Assets	\$0.00
Total for Assets	\$548,013.13
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	-\$147.20
Credit Card	0.00
2100 GST/HST Payable - RG_GST_HST	989.97
Total for Current Liabilities	\$842.77
Non-current Liabilities	0.00
Total for Liabilities	\$842.77
Equity	
3010 Retained Earnings	-6,133.12
Profit for the year	-14,862.94
3001 Opening Balance Equity	568,166.42
Total for Equity	\$547,170.36
Total for Liabilities and Equity	\$548,013.13

Statement of Activity - General - to date

Royal Canadian Legion Branch 641 Barrhaven

June 1-August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 Sales of Product Income	\$0.00
4100 Bar	\$56,428.33
4200 Hospitality	\$23,599.46
4300 Hall Rental	\$3,612.88
4400 Membership	\$1,768.42
4600 Events	\$16,778.74
4800 Other Income	\$1,768.03
Total for 4000 Sales of Product Income	\$103,955.86
Total for Income	\$103,955.86
Cost of Goods Sold	
5000 Cost of Goods Sold	\$0.00
5100 Bar	\$24,942.00
5200 Hospitality	\$12,819.36
5800 Poppy Campaign Merchandise	70.00
Total for 5000 Cost of Goods Sold	\$37,831.36
Total for Cost of Goods Sold	\$37,831.36
Gross Profit	\$66,124.50
Expenses	
7000 All Other Expenses	\$0.00
7100 Housing	\$39,600.95
7200 Operating Expenses	\$11,255.89
7300 Advertising	\$75.00
7600 Events	\$5,976.53
7700 Sports	\$612.92
Total for 7000 All Other Expenses	\$57,521.29
Total for Expenses	\$57,521.29
Other Income	0.00
Other Expenses	
2199 Previous FY GST/HST Payable	1,359.70
7999 Previous FY Expense	3,416.59
Total for Other Expenses	\$4,776.29
Profit	\$3,826.92

Charitable Contributions - 2025/26
Royal Canadian Legion Branch 641 Barrhaven
June 1-August 31, 2025

Distribution account	Total
6000 Charitable Contributions	
6100 Cadets	
6110 40 Falkland Sea Cadets	1,500.00 Bingo
6120 75 Barrhaven Air Cadet Squadron	6,500.00 Bingo
6130 640 Camerons Army Cadets	5,000.00 Bingo
6140 2332 Major Holland E.J.G. VC Army Cadets	1,500.00 Bingo
6150 2958 1st Anti-tank Regiment Royal Canadian Army Cadets	1,500.00 Bingo
6160 742 National Capital Squadron	1,000.00 Bingo
6170 925 Edmond Lanthier Air Cadet Squadron	5,000.00 Bingo
6180 2317 Field Artillery Army Cadets	1,000.00 Bingo
Total for 6100 Cadets	\$23,000.00
6200 Local	
6201 The Ottawa Mission	500.00 General
6204 Barrhaven Canada Day	5,000.00 Bingo
6205 Interval House of Ottawa	1,000.00 General
6206 Hospice Care Ottawa	1,000.00 General
Total for 6200 Local	\$7,500.00
6300 Provincial	
6301 Camp Quality Canada	1,000.00 General
Total for 6300 Provincial	\$1,000.00
6400 National	
6403 Diabetes Canada D Camps	1,000.00 Nevada
6404 MPNMR	500.00 General
6405 MDSC	500.00 General
Total for 6400 National	\$2,000.00
6500 Poppy Disbursements	
6503 Donations (E3)	19,469.89 Poppy
Total for 6500 Poppy Disbursements	\$19,469.89
Total for 6000 Charitable Contributions	\$52,969.89

Accrual Basis Friday, August 29, 2025 09:05 PM GMTZ

ROYAL CANADIAN LEGION BRANCH 641 BARRHAVEN

EVENT REPORT (To be completed for each event by the event OPI & submitted to the Finance Committee Chair)

Name of Event: Cyber Seminar

Date of Event (dd/mm/yr): 09-Sep-25

EXPENSES	AMOUNT	Description	# @	PRICE	AMOUNT
Food	\$187.39	Approved at C Executive Meeting in August			
Gift Blankets	\$87.97	Approved at C Executive Meeting in September			

TOTAL EXPENSES	\$275.36	TOTAL REVENUES	\$0.00
PROFIT/LOSS	\$275.36		

COMMENTS: 78 people registered in advance for this event. Of those 61 came out.
Signature:

Name: Richard Lynn

Date of Report (dd/mm/yr): _____ 12-Sep-25

Note: This report is to be prepared for each event sponsored by Branch 641 and is to be submitted to the Chair of the Finance Committee within one month after the date of the event. Only quarterly Reports, covering the Friday Night Dinner/Dance and other events, is required.

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Public Relations Officer
PRESENTING MEMBER	Stephane Guy / Debi Sereda
Executive Meeting Date	Electronic Vote
Moved by:	Stephane Guy
Seconded by:	Debi Sereda
Executive Meeting Carried:	Yes
General Meeting Date	2025-09-16
Moved by:	Stephane Guy
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

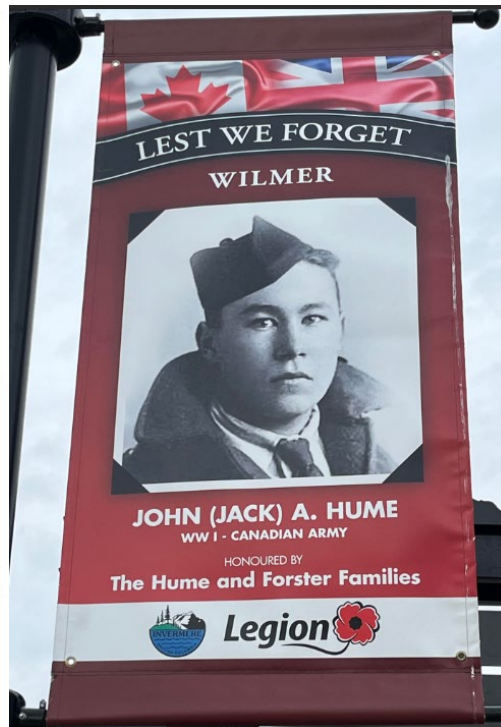
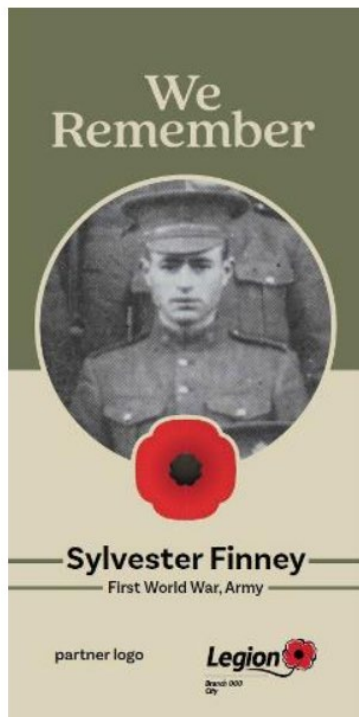
MOTION

1. I move that we spend not to exceed \$5,000 including taxes to purchase the hardware and materials to produce and raise 10 Memorial Banners on flag/light poles along Malvern Road by Walter Baker.

BACKGROUND

2. We want to develop Memorial Banners to display in the community for the month of November to celebrate and honour our Veterans.
3. The cost to purchase the hardware is approximately \$1500 plus tax.
4. The cost to prepare and print 10 banners is approximately \$1100 plus tax.
5. The cost to install the hardware for the banners is approximately \$1000 plus tax and the cost to remove the 10 banners is approximately \$700 plus tax. The total cost for all of this is \$4,776.62 including tax. Please see the attached quote obtained from a local service provider by the Barrhaven Business Improvement Association (BBIA).
6. We will offer all members the opportunity to purchase a Memorial Banner for deceased, retired or serving members at the cost of \$400. The banners will be raised for the month of November and will then be removed, cleaned and returned to the families. In the end, the charge of \$400 per banner will cover all except \$700 of the initial purchase of the hardware, banner production, installation of the banners and the removal of same. Future banners will cost the branch approximately \$275 each for the printing, installation and removal, leaving us a profit of approximately \$100 per banner per year.

7. We will use the Legion templates as a guide but customize to our preference. See examples at the end of this motion.
8. We have communicated with Councillors David Hill and Wilson Lo to obtain permission to proceed with this project as the hardware will need to be installed on their property. The location of the banners on poles along Malvern Drive was suggested by Andrea Steenbakkers, Exec Director of the BIA as this location will provide excellent visibility to students and other traffic along Malvern. We have offered the City the option of raising their own banners on our hardware for the rest of the year for a nominal fee, which will in turn provide revenue to the branch. We may choose to produce and raise one or two generic 641 Legion banners to remain along Malvern for longer a period to advertise the branch.
9. This is an excellent way of honouring our Veterans.





G13-831-9622

PROPOSAL

106 Tansley Dr, Carp, ON K0A 1L0

251095-01

Date: 14/08/2025

Expires: 29/08/2025

Drawing Numbers:

Project: Barrhaven BIA Banners + Hardware + Installation
900 Greenbank Rd,
NEPEAN, ON K2J 4P6

Client: Barrhaven BIA
407-900 Greenbank Road
Ottawa, ON K2J 4P6

Contact: Andrea Steenbakkers execdirector@barrhavenbia.ca

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Price:	Qty:	Item Total:
1. BA - Double Pole BA - Double Pole - Hardware Set 24" Supply only Kingston Streetpole Banner Mounting Kit Cast aluminum mounting brackets and fiberglass poles Includes stainless steel bands Banner additional QTY: 10 \$139.68	\$148.21	10	\$1,482.10
2. BA - Double Pole - Banner Supply only Height: 48 Inch Width: 24 Inch Pole Pocket Size: 2 Inch Print to be double sided on 18oz white banner Folded with banner tape, belt webbing and stitched Grommets on inside top and bottom Reference: BA - 001 Design: TBD QTY: 10	\$108.00	10	\$1,080.00
3. Installation Services Install 10 Banners + Hardware onto poles.	\$925.00	1	\$925.00

Salesperson: Ryan Houston

Buyer _____ Seller _____



106 Tansley Dr, Carp, ON KOA 1L0

PROPOSAL

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Ottawa, ON K2J 4P6

Contact: Andrea Steenbakkers exccdirector@barrhavenbia.ca

4. Banner replacement service

Remove from polls, roll and deliver existing banners to Barrhaven BIA \$740.00 1 \$740.00
Replace with other banners existing or provided by others
QTY 10

Subtotal: \$4,227.10
HST: \$549.52
Tax Total: \$549.52
Total: \$4,776.62

Please note: All pricing is subject to change without notice due to fluctuations in material costs and applicable tariffs. These changes may override the 15-day pricing validity window outlined in this proposal.

Terms: Net 30 days from day invoice was sent from Sign FX. 2% monthly interest will be charged on overdue accounts at Sign FX Inc.'s discretion

Notes: All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change.

Exclusions: Sign permits, structural engineering, traffic control equipment and permits are not included in the above quotations and if required shall be invoiced on a time and material basis, unless quoted. Electrical services to the proposed sign(s), unless specifically quoted above, provided by others.

Salesperson: Ryan Houston

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Finance Committee
PRESENTING MEMBER	Bert Boehme
Executive Meeting Date	2025-09-02
Moved by:	Bert Boehme
Seconded by:	Paul Leadston
Executive Meeting Carried:	Yes
General Meeting Date	2025-09-16
Moved by:	Bert Boehme
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move acceptance of the Financial Review Committee's attached Annual Review Report for Fiscal Year 2024/25 (1 June, 2024 to 31 May 2025), covering all financial accounts with the exception of the Poppy Trust Fund, which will be completed at the end of the Poppy Fiscal Year 31 December, 2025.

BACKGROUND

2. The Financial Review Committee has undertaken the required annual review. Their Report and certification dated 17 August 2025 is attached.
3. There are no major observations that require corrective action.

2024 - 2025

Previous
FRC



The Royal Canadian Legion
Ontario Provincial Command

FINANCIAL REVIEW COMMITTEE HANDBOOK

1. PURPOSE

Section 616 of the General By-Laws of The Royal Canadian Legion (GBL) and Section 1201-1203 of the General By-Laws for Branches Ontario Command (GBLB) specifies that a Branch must have a Financial Review Committee to examine the accounts of the Branch. The Financial Review Committee plays an important role in the financial operations and controls within the Branch.

Where the Branch accounts are not audited by an external audit and are only subjected to a review engagement - the Financial Review Committee of the Branch must certify the validity of the financial statements and a copy of the certified statement shall be retained on the Branch files.

Many Branches assume that the preparation of the statements under a Review Engagement with an external accountant meets this requirement - but the Financial Review Committee should be doing regular reviews throughout the fiscal year to ensure that the financial operations are on track (a paper trail review).

By-Laws on this subject have been in place for a very long time - nothing has changed except they are now being strictly enforced, because many Branches have found themselves in serious financial problems due to poor management, mishandling of funds and yes in quite a few cases, unscrupulous members who have taken advantage of loopholes in systems, to steal money or items from their Branches. Money that has been hard worked for by volunteers.

The main role of the Financial Review Committee is to ensure that adequate control systems are in place and are being followed accurately by everyone. Examine those systems and recommend additional controls to the Executive be put into place as required to protect the Branch from mismanagement or any possible fraud, theft etc. and to ensure the Branch is not consistently spending more than it is making. Once your reports and recommendations are submitted to the Executive and General Meetings, your responsibility is completed, and it will be up to the Executive to follow up on your recommendations.

The complete Financial Review does not have to be done all at once!

By meeting monthly, or at least quarterly, the Committee can complete one or more sections at a time then, by the end of the fiscal year (31 May) (31 December for Poppy Trust Funds) the Review will be complete together with the required Certification

August 2022

1

sign-off.

The FRC Chair will report to the General Meeting at least quarterly and be prepared to respond to any questions from members either directly, or by directing them to the Officer that can answer the questions.

The Financial Review Committee will only be held responsible for the Review Procedure. Any discrepancies in the Branch financial control systems are the responsibility of the Executive and Treasurer. The Financial success of the Branch is the responsibility of its members, administered through the Executive Committee. Financial Reviews done regularly will promptly alert the Branch Executive to any discrepancies that can be addressed right away. This cannot be left to just an annual review when discrepancies may be too old to correct effectively, or problems may have compounded.

2. THE COMMITTEE

To comply with the Dominion and Provincial By-Laws - the Branch President appoints the Financial Review Committee (FRC) as designated by the Branch Regulations with the approval of the Executive and General Meetings. It is strongly recommended these appointments be ratified at the first General Meeting of the new term in June in order to receive proper orientation and begin the ongoing and regular review from the start of the Fiscal Year.

3. QUALIFICATIONS

The Chair and Committee Members need not be Chartered Accountants and may or may not be a member of the Legion. They shall not be members of the Branch Executive Committee or employees of the Legion. It is strongly recommended that family members are not appointed. The FRC Chair should have a reasonable basic knowledge of bookkeeping and financial reporting and the committee will become knowledgeable of Legion Branch Operations through training and experience.

4. RESOURCES

Training is available through the Zone Branch Advisory and Leadership Development Committees. The Branch Treasurer will be available to provide assistance in locating source documents and other records that comprise the Branch Financial Management and provide orientation to the committee about Branch Financial Policies and Procedures. The Branch Regulations, Legion Officer's Manual, Provincial By-Laws/General By-Laws for Branches, AGCO Lottery Policies, the Legion's Poppy Manual plus this handbook are all good sources of information to assist the FRC.

5. TERM OF OFFICE

The term of office is one year.

6. WHAT YOU WILL NEED

To perform a successful Review - the FRC must receive the following:

- Branch Financial Statements for all accounts monthly.
- Copy of the Branch Regulations to know the financial parameters the Branch Executive is governed by.
- Copy of the monthly meeting Minutes to check that spending decisions are properly approved.
- Copy of the monthly Bank Statements and Bank Reconciliations for all accounts.
- Listing of Accounts Receivable monthly
- Listing of Accounts Payable monthly
- Copy of monthly bar inventory report.
- Copy of the HST remittance documents
- Access to payroll and employee time sheets.
- Copy of the current issue of the Poppy Manual
- Copy of the completed annual Branch Poppy Status report and Breakdown Sheet
- Copy of the Poppy Financial Review Certificate
- Copy of current Lottery Licenses
- Copy of municipality approved Lottery Fund eligible use percentage
- Copy of the AGCO policies for Raffles, Bingo and Break Open Tickets as applicable.

7. WHAT HAPPENS NEXT?

One of the simplest ways to plan your Financial Review of the Branch accounts is to break it down into Monthly or Quarterly segments - whichever you chose your schedule to be - to review each segment. You only need to review each segment once in the year, unless there are issues of concern – have them corrected then review again before year end.

Check that Branch policies, procedures and control forms are in place for the following items and test them to make sure they are being followed by randomly checking each step of the procedure with actual documents and cash processing using the checklist that follows – reporting on all negative responses in your Committee Report....

Make sure the person responsible is present when doing the check (e.g. bar steward) to show you where documents are, and to answer any questions you might have. Recommend new procedures to the Executive in your report - where none are in place or control is inadequate. Do not accept verbal answers as evidence of compliance – say “show me”. So here are the essential segments that need to be reviewed...

Online Banking: Review the authorization procedure that the branch has in place to pay accounts online and randomly check a transaction

Are Automatic withdrawal payees authorized by the Executive?

☒ Yes ☐ No.

- Has the Branch appointed an Administrator (Financial Security Measures)?

☒ Yes ☐ No

Are there adequate controls in place for online access? Access Cards?
Passwords? ☒ Yes ☐ No

Financial Statements: Do all Financial Statements have a proper identifying heading showing the Name and Number of the Branch and the title of the Report?

☒ Yes ☐ No

Petty Cash: Randomly check Petty Cash that it balances to the authorized amount between cash and receipts. Make sure there is an appropriate control log and reimbursement process in place.

- Are Petty Cash funds independently counted and reconciled with vouchers at least monthly? ☒ Yes ☐ No
- Are Branch Regulations observed with respect to maximum amount allowed in cash payments? ☒ Yes ☐ No
- Are Petty Cash Amounts recorded as a cash asset on the Financial Balance Sheet of the account they are issued from? ☒ Yes ☐ No

Floats: These are specific amounts of cash provided to those who provide a service involving sales. A Float provides start-up cash in various denominations for making change. Such as Bar Stewards, Fundraising events, Food services etc. The opening Float and closing Float remain the same. Purchases of items must not be made from a Float

- Are all cash floats recorded as a cash asset on the Financial Balance Sheet of the account they are issued from? ☒ Yes ☐ No
- Is there a Policy that prevents Cash Floats from being used to make purchases?
☒ Yes ☐ No

Is there a provision for a temporary float to be issued, then returned at the end of the event and is that recorded on the Balance Sheet under cash assets?

☒ Yes ☐ No

Cash Receipts: There must be a control procedure for bar cash receipts and cash receipts from member events through Event Reports. This includes signed cash count sheets to accompany the cash. Randomly check receipt of the cash from all sources and ensure that it is processed through to the bank, along with appropriate control records.

- Are all cash receipts verified, recorded, and deposited promptly? ☒ Yes ☐ No
- Is control maintained over cash sales and other counter receipts through cash register tapes and pre-numbered receipts? ☒ Yes ☐ No

Cash disbursements:

- Does the system prohibit the cashing of payroll or other Branch cheques through bar cash or floats? ☒ Yes ☐ No
- Does the system prohibit persons from making purchases using bar cash or floats? ☒ Yes ☐ No
- Are all payments (except Petty Cash) made by cheque in accordance with the policy contained in the Branch regulations? ☒ Yes ☐ No
- Does the Executive always obtain General Meeting approval for expenditures according to their authorized limits? ☒ Yes ☐ No
- Are all cheques pre-numbered and cheque numbers accounted for in numerical sequence? ☒ Yes ☐ No
- Are cheques completely filled out and accompanied by approved vouchers and source documents when presented for signature? ☒ Yes ☐ No
- Are there two signatures on all cheques? (verify with cashed cheques copies received with Bank Statements) ☒ Yes ☐ No
- Are the signatories on all accounts in accordance with the authority contained in the Branch regulations? ☒ Yes ☐ No
- Does the system prohibit the drawing of cheques payable to "cash"? ☒ Yes ☐ No

Bank Reconciliation: Make sure the person reconciling the bank is not the same person who authorizes cheque payments, or that the reconciliation is checked by someone else.

- are bank reconciliations done monthly? ☒ Yes ☐ No
- are they initialed after review? ☒ Yes ☐ No

Accounts Receivable;

- Are aging accounts receivable reports examined regularly? ☒ Yes ☐ No
- Are reasons for overdue accounts receivable examined by the Treasurer and

reported to the Executive? ☒ Yes ☐ No

- Is there a policy regarding NSF cheques or other bad debts? ☐ Yes ☐ No

Fixed Assets: Your Insurance Company should arrange appraisal of fixed assets through its renewal process – they have staff experienced to do this and knowledge of current market values.

Accounts Payable and Purchases: Randomly test the accounts payable process from receipt of invoice, approval for payment, recording payment and writing of cheque and bank reconciliation, especially government payments. Establish how regularly accounts are paid - taking into account bank charges, cash flow etc. Paying all accounts every two weeks is a good economic policy, except those that require a more timely payment deadline schedule.

- Are all accounts paid regularly to avoid penalties, including and especially those owing to Canada Revenue Agency, WSIB etc.? ☒ Yes ☐ No
- Are all invoices received checked as to price, extensions and freight or other charges? ☒ Yes ☐ No
- Are all invoices marked paid by attaching cheque stub or writing of cheque number and date paid information? ☒ Yes ☐ No
- Are invoices approved and coded by the Treasurer before payment?
☒ Yes ☐ No

Notes payable and long term debt: (loans, line of credit etc.) Make sure the Branch has plans in place to ensure prompt payments are made to dispose of loans according to terms, or better. Randomly test to ensure payments are made promptly. Check to ensure that loan repayments are part of the Annual and long-term Budget for the Branch and that all loans/lines of credit are approved by the Branch membership and the Provincial Headquarters in writing.

- Is all borrowing properly authorized by General Meeting and Provincial Headquarters approval? ☒ Yes ☐ No

Payrolls: (Executive authority only) - Include properly signed and approved time sheets from employees. Randomly test a time sheet through to pay-cheque being issued and that all deductions are accounted for and promptly paid.

- N/A - Are payroll records kept in sufficient detail separate to personnel files and in a secure location? ☐ Yes ☐ No
- N/A - Are payrolls checked for clerical accuracy before cheques are signed?
☐ Yes ☐ No

Mortgaging, Leasing, Property Sale or Renovations:

- Is every property sales, renovation, leasing or mortgaging of the Branch property approved by Provincial Headquarters? ☒ Yes ☐ No

Poppy Trust Fund: Follow the above procedures as applicable for the Poppy Trust Fund and make sure the Poppy Manuals are being followed. Examine Minutes for approvals for expenditures. Strict confidentiality must be observed. The Poppy Trust Fund is not Branch Money, but its management is entrusted to authorized Branch committee members.

- Is the Poppy Bank Account named as a TRUST Account? ☒ Yes ☐ No
- Are all transactions processed in compliance with the Poppy Manual Do's and Don'ts? ☒ Yes ☐ No
- Are copies of Provincial Headquarters approved Special Use Forms attached to their paid invoices? ☒ Yes ☐ No

Lottery Trust Fund: Follow the above procedures as applicable for the Lottery Trust Fund and check that the AGCO and Legion regulations are present and being followed. Examine Minutes for approvals for expenditures. The Lottery Trust Fund is not Branch Money, except for an allowed percentage for Branch use as authorized by the local municipality which must also be checked. The licensee shall have the option of: (1) Opening and maintaining one designated lottery trust account to administer all lotteries conducted by the licensee; or (2) Opening and maintaining separate designated lottery trust accounts for each type of lottery conducted by the licensee.

Where only one designated lottery trust account is maintained, the licensee shall maintain ledgers outlining financial details of each lottery event conducted, including proceeds derived from each, expenses paid in the conduct of the event, and a list of how the proceeds have been distributed. There can be no transfer of monies from the designated lottery trust account (s) into an operating or general account

- Is the Lottery Trust Account(s) in compliance with the above requirements? ☐ Yes ☐ No
- Is the Bank Account named as a Trust Account? ☒ Yes ☐ No
- Is Lottery accounting checked for accuracy and compliance to ensure that lottery funds are only used in accordance with the license issued or special approvals given by the licensing authority in writing? ☒ Yes ☐ No
- Are all withdrawals or payments from the designated lottery account made by cheque for payment of expenses incurred in the operation of the lottery or for the distribution of net proceeds for the stated charitable purposes, less the amount awarded in cash prizes? And for eligible use amounts allowed to the Branch? ☒ Yes ☐ No
- Does the system prevent cash withdrawals? ☒ Yes ☐ No

- Does the system prevent cheques payable to 'cash'? ☒ Yes ☐ No
- Does the system ensure that any interest accrued on the lottery account(s) is used for the charitable purposes of the lottery? ☒ Yes ☐ No

Physical Inventory Count Check List

1. Review the inventory count instructions to ascertain if the instructions are complete so that:
an accurate physical inventory can be taken
 - a) How often is inventory taken on the following items:
 - b) Bar Stock: Monthly
 - c) Canteen Items Monthly
 - d) Kitchen Items Yearly
 - e) Draw tickets Monthly
 - f) Break Open tickets Monthly
2. Can you confirm that no inventory was missing this year? ☐ Yes ☒ No
If no, how much? \$

THE FOLLOWING CERTIFICATE IS TO BE ATTACHED TO THE FRC REPORT FOR EACH ACCOUNT... (Note: This certificate is also available online www.on.legion.ca in a .pdf fillable format, under Forms & Manuals/Leadership Development. There is also one for the Poppy under Forms & Manuals/Poppy.)

FINANCIAL REVIEW CERTIFICATION

We the undersigned appointed by the membership, of Branch 641 at the General Meeting held on June 17, 2025 (d/m/y) to conduct the Annual Financial Review of the Branch, do hereby attest and declare that the completed financial review has been done in accordance with the guidelines and that we have conducted sufficient tests of those accounting records susceptible to testing to satisfy ourselves that the financial statements for the period from June 1, June 1 to May 31, 2025 present fairly and reasonably the financial position of the Branch 2024. The Year End Financial Statement is attached for submission.

ACCOUNT REVIEWED General Accts 10 / 08 / 2025
day month year

COMMENTS/RECOMMENDATIONS: (continue on separate page if necessary)

Branch Location: 3500 Fallowfield Rd., Nepean, ON K2S 4A7 Date: 17 / 08 / 2025
day month year

Financial Review Committee:

Please print name on top line, and sign below

Chair Name: Stephen Whalen

Signature: Stephen Whalen

Committee Member Name: Melanie Brown

Signature: [Signature]

Committee Member Name: _____

Signature: _____

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	2025-09-02
Moved by:	Richard Lynn
Seconded by:	Joanne Larrett
Executive Meeting Carried:	Yes
General Meeting Date	2025-09-16
Moved by:	Richard Lynn
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

I move we donate \$10,000.00 to the Barrhaven Food Cupboard.

BACKGROUND

They are a very worthwhile charity that we donate to every year and this year should be no different. We are seeing costs rise with no end in site more and more people are in need of help. This is our community, and our neighbours need our help.



Walter Baker Centre
100 Malvern Drive
Nepean, ON
K2J 2G5
613-825-4505
info@barrhavenfoodcupboard.ca

Statistics from the month of July – unfortunately it was another record month for the Food Cupboard, and not in the direction that they would like to be going.

- Number of Families Served – 698
- Number of People Serve – 3,048
- Amount of money spent on food – over \$72,000

Fortunato 5 One Page Reference



- Provincial Lottery
- Royal Canadian Legion Ontario Command is Licensee and is responsible for all reporting and fees
- \$10 / Ticket (5 Game Play Areas - Bazeengoh, Raffle, Instant Win).
- Up to \$540,000 in Cash Prizing.
- Bazeengoh reveal and Raffle draw will be take place on a set date.
- No reporting requirement for branches.
- Municipal Licensing is NOT required.
- Free & easy AGCO registration.
- Branch commission \$300 / Box (276 Tickets). No additional fees.
- Branches can spend money at their discretion, no restrictions.

641 Barrhaven member questions to Fortunato5@rcl641.ca