

encouraged to run for the Branch executive and to assume the duties of different chairs in an effort to understand the challenges of each committee.

At various times during the year, seminars may be hosted by the Zone or District. You are encouraged to attend these training sessions.

In addition, during the spring you will have the opportunity to attend up to 3 different conventions. This is an excellent opportunity to learn what is happening in the legion and meet other legion officers that have many years of experience, are happy to answer your questions and help in transferring knowledge.

#### **Your Goal as Branch Treasurer.**

Before you can set financial goals for the Branch you need to have a real good idea where the Branch currently sits financially. Keep in mind that once changes are implemented the effect or impact of the changes may not be seen for several months. When you set up your goals categorize them into short term (3-6 months), medium term (6-15 months) and long term (15-24 months).

Be careful not to set goals that are unattainable within your term in office. Goals should be discussed with the Branch President, the Finance Committee or with Zone or District officers. These are the colleagues that can help you to attain your goals. Remember, the more accurate a financial picture you can offer, the more effective your Branch will be in planning for the future. Good Luck

For a more detailed description of your duties and responsibilities as a Branch Treasurer please refer to one or more of the following:

The General By-Laws	700101
Ontario Command By-Laws	* E33101
The Legion Officers Manual	* E33102
Ladies Auxiliary By-Laws	* E33105
Ritual & Insignia Manual	700103
Rules of Procedure	700105
Membership Manual	700340
Honours and Awards	700214
Sports Guide	700249
Public Relations Manual	700315
Service Officers Handbook	700319
Chaplains Manual	700321
National Honours	700324
Real Property Development	800992
Poppy Manual	* 200134
Speakers Guide and Facts	* 200283
Legion Act to Incorporate	

The above are available from Dominion Command with the exception of those noted (\*) which are available only from Ontario Command.

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ROYAL  
CANADIAN LEGION

ONTARIO  
COMMAND

Training and Organizational  
Development Committee

Branch Officers Series

The  
Branch Treasurer

**Congratulations,** On being elected as Treasurer of your Branch. You have accepted this position, which carries the distinction of being one of the most critical positions with the Legion.

This brochure has been designed to offer tips and ideas that will help to make your term in office a success. Please take time to read and discuss this information with your Branch President, Zone Commander or Zone Treasurer. Their experience and guidance will be of great value to you during your term.

The information contained in this brochure is intended as an overview of your duties and responsibilities. On the back are listed the names and order numbers of various manuals, which are available to you and your colleagues.

**At Your Installation,** You gave a pledge to perform the duties of your office faithfully and to the best of your ability.

The duties you have undertaken as a Branch Treasurer are vast and can not be taken lightly. It will be your duty to ensure that an accurate account of all monies received or paid out are record, and a record of all other financial transactions is maintained.

You must remember that you are a member of a team and that you alone cannot resolve all of the Branch financial problems. You can and should take advice from your fellow officers and discuss with them matters of financial importance.

The future of your Branch is in your

hands. You have an opportunity to educate and train the executive. Teaching the executive how to read and interpret the Branch financial reports will make your job easier. Financial awareness and understanding supports the decision making process.

#### **From the Ontario Officers Manual**

All monies received by a Branch shall be deposited immediately into a bank, trust company or credit union. Proceeds from poppy, break-open tickets, bingo and lotteries will be deposited into separate designated trust accounts.

The general ledger is a consolidation of the journal entries being recorded to their proper accounts and it is from the general ledger that the financial statements are prepared. Separate bank accounts require separate journals, cheques, monthly report, and properly prepared annual financial statements.

The Treasurer must prepare a monthly statement of income and expense for each bank account and present these reports to the membership at the general membership meeting.

#### **Your duties to your Branch.**

You are accountable for all monies coming into and going out of the Branch. Therefore, it is your responsibility to ensure that all monies are recorded and an accurate paper trail exists. Handle this money as if it was yours and remember the membership has entrusted you to administer the funds of the Branch on their behalf.

The Treasurer should review the cost and

the selling prices of all commodities (bar, legion supplies, poppy wreaths, etc) on a continuing basis to ensure the Branch maintains a reasonable mark-up. When prices need to be adjusted you will make recommendations to the executive committee accordingly. A gross profit of 50% should be your target. To obtain a 50% gross profit your products will need to have a mark-up value of 100% plus.

The Treasurers job is to review the operating expenses of the Branch at all times. Expenses that should be monitored regularly are telephone, bank charges, advertising, miscellaneous, stationary and the largest expense for most Branches, wages and benefits.

#### **Your duties to Zone and District.**

As Branch Treasurer you have few direct responsibilities to the Zone or District. However, once a year the Zone Commander schedules an official visit to every Branch and at that time you must open your books for review. You are responsible for providing the Branch bank statements, bookkeeping ledgers and cancelled cheques, for all accounts and the year-end financial reports for each bank account. The year-end reports must consist of a balance sheet and a profit and loss (income) statement.

Prior to the Zone Commanders' visit a letter may be received outlining all of the items they want to review.

#### **Training Opportunities.**

The legion often provides opportunity for members to further their knowledge and legion experience. Members are