



**CONFIDENTIAL**  
**BRANCH ANNUAL OPERATING STATEMENT I**  
**CERTIFIED BALANCE SHEET**  
The Royal Canadian Legion, Quebec Command

**BRANCH**

\_\_\_\_\_ No

\_\_\_\_\_ NAME

**FOR THE YEAR ENDED**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YYYY MM DD

PLEASE SPECIFY THE DATE OF OUR FISCAL YEAR END

**ASSETS**

CURRENT

Bank account

.....

Investments

.....

Inventory

.....

Building (actual value)

.....

Equipment (actual value)

.....

**TOTAL – ASSETS**

.....

=====

**LIABILITIES**

CURRENT

Accounts payable

(suppliers, deduction at source, etc.)

.....

Mortgage payable

.....

**TOTAL – LIABILITIES**

.....

=====

**EQUITY**

Equity of branch

.....

**TOTAL – LIABILITIES AND EQUITY**

.....

=====



**CONFIDENTIAL**  
**BRANCH ANNUAL OPERATING STATEMENT II**  
**CERTIFIED INCOME & EXPENSES STATEMENT**  
The Royal Canadian Legion, Quebec Command

**BRANCH**

No \_\_\_\_\_

NAME \_\_\_\_\_

**FOR THE YEAR ENDED**

\_\_\_\_\_  
YYYY

\_\_\_\_\_  
MM

\_\_\_\_\_  
DD

PLEASE SPECIFY THE DATE OF OUR FISCAL YEAR END

**INCOME**

Bar – Liquor, beer and wine \_\_\_\_\_

Bar – other items \_\_\_\_\_

Hall Rental \_\_\_\_\_

Other income (donations, etc.) \_\_\_\_\_

**TOTAL – INCOME** \_\_\_\_\_

**EXPENSES**

Bar purchases (liquor, beer and wine) \_\_\_\_\_

Bar purchases (all others) \_\_\_\_\_

Building expenses  
(property tax, insurance, light, heat, telephone,  
maintenance, rent, etc.) \_\_\_\_\_

Payroll and payroll benefits \_\_\_\_\_

Mortgage payments \_\_\_\_\_

Capital \_\_\_\_\_

Interest \_\_\_\_\_

All administration expenses \_\_\_\_\_

**TOTAL – EXPENSES** \_\_\_\_\_

**NET INCOME OVER EXPENSES** \_\_\_\_\_