

## APPENDIX

### **ZONE FINANCIAL RULES**

1. **Establishment:** A General Fund shall be established and maintained in the following manner:
  - a) The Command may authorize the Zone and District Conventions to raise a per capita levy on all Branches within the said Zone jurisdiction to meet such expenditures as may be authorized by the Zone and District Councils.
  - b) Per capita tax is calculated based upon the "Total Membership" of a Branch reported by Dominion Command, as of the 31st of December of the preceding calendar year. It will include all classifications of membership, as set forth in the General By-laws.
  - c) Branch Presidents are responsible for ensuring that Per Capita Taxes are paid to the Zone Treasurer by 31 of March of each calendar year. The Treasurer will notify the Zone Commander by 30 of April of each year of Branches who are in default.
  - d) Funds received for a specific purpose, i.e., District Per Capita Tax, District Bursary, Youth Sports, Youth Education, Hospital Visiting and PRVHC cable may be included with the Zone General Funds.
  - e) Bank interest will be deposited in the Zone General Funds.
2. **Purpose:** The Zone General Fund may be used for any of the following purposes:
  - f) Expenses of the Zone Commander attending Conventions, to the extent that such expenses are not paid by any other Legion authority. Reimbursement will be in accordance with, and not exceed the scale of expenses used by Ontario Provincial Command.
  - g) Expenses of the Deputy Zone Commander attending District Conventions and the Provincial Executive Committee meetings to the extent that such expenses are not paid by another Legion authority. Reimbursement will be in accordance with, and not exceed the scale of expenses used by Ontario Provincial Command.
  - h) Reimbursement of expenses incurred by members of Zone Council in the operation of their Offices, providing the expenses incurred are not covered by another Legion authority. All expenses will have the prior approval of the Zone Commander, and reimbursement will be in accordance with, and not exceed the scale of expenses used by Ontario Provincial Command.
  - i) Funds received for a specific purpose and deposited in the Zone General Fund may only be expended for the specific purpose with the approval of the Zone Commander.

3. **Deposits:** The Zone Treasurer will be responsible for ensuring that all funds received, are deposited in a chartered bank or financial institution, as approved by the Zone Convention.
4. **Payments:** Payments from the General Fund shall be made by cheque excluding the provisions respecting payments from a Petty Cash Fund as contained in S.802. of the Zone By-Laws.
5. **Signing Officers:**
  - j) Signing Officers for the Zone General Fund shall be the Zone Treasurer and either the Zone Commander or Deputy Zone Commander.
  - k) Signing officers for the Sports, Youth Sports shall be the respective Chairmen and either the Zone Commander or Deputy Zone Commander.
  - l) Signatories on any cheque shall not be related by Blood, Marriage or Common Law relationship. In the event that two Signing Officers are related, the alternate signing authorities listed above will be required to be one of the two signatories.
  - m) All cheques shall bear two signatures and the signatories will be as noted above.
  - n) No blank cheque shall be signed by any of the signatories.
6. **Approvals:** All payments from the Zone General Fund will be approved by the Zone Commander and reported to the Zone Council and Zone Convention.
7. **Auditors:** Shall be appointed and report in accordance with the Zone By-Laws.
8. **Financial Year:** The Zone Financial year is from June 1 to May 31 of each year. The books of all committees shall be audited annually.
9. **Finance Reports:** The Treasurer and Chairmen handling funds shall make interim reports to each Zone Council and Convention, or at the request of the Zone Commander.
10. **Reserve Funds:** The Treasurer may purchase short and long term GIC's with the approval of the Zone Commander, Zone Council and Zone Convention.
11. **Special Accounts:** The Zone Sports Officer is authorized to open an account for the operation of his/her chair. Signing Officers shall be in accordance with Section 5 as noted above and these accounts shall be audited annually.
12. **Bonding:** All designated Bank signing authorities shall be bonded.

- 13. Raising Funds:** No funds shall be raised or liability incurred in the name of Zone G-5, directly or indirectly without the approval of Zone Convention.
- 14. Amending:** These rules may be altered or amended with the approval of a Zone Convention. Notice of motion and a copy of the amendment shall be presented at the preceding Zone Council Meeting and distributed to Branches for consideration, and approval at the next Zone Convention.