

Draft - Sample – Branch Report to Division AGM

Documents that should be included:

- President's Remarks / Important Topics
 - Corps Numbers / Cadets / Officers / Volunteers
 - Branch Numbers / Paid Members / Life Members / Associate Members
 - Member Screening Yes - No
 - Branch Executive / Every position filled? Yes - No
 - Branch Meetings / Monthly (Sept. – Jun.) or Quarterly (dates, location, time)
 - Corps ACR date
 - Branch AGM date
 - Corps Facilities – Leased / Provided
 - List Functioning Committees
 - Finances In good standing? Money in the “Bank”?
 - Recruiting / Cadets / Officers / Branch Members
 - Fundraising Activities, give examples
 - Number of Awards / Scholarships Submitted - Corps / Branch
 - Public Relations, give examples
 - Major Projects
 - Number of Division meetings attended
 - Use of National & Division Websites
 - Inter action with Division visits and training
 - What things does the Branch want from the Division
- Copy of:
 - Most recent Annual Financial Statement including Bank / CU Account numbers and locations. Yes – No - Why
 - Most recent Auditors Report. Yes – No - Why
 - Most recent Charities Return. Yes – No - Why
 - Most recent Budget. Yes – No - Why
 - Most recent Branch AGM Minutes with Branch Officer Election information
 - List of Motions Adopted at Branch Meetings for year
 - Most recent copy of Branch Directory
 - Most recent list of Branch Membership
 - Most recent List of Screened Member's Number and Expiry Date
 - Most recent copy of Branch Inventory
 - ***Digital Copies to Recording Secretary is sufficient***