



ARMY CADET LEAGUE OF ONTARIO

1200 Markham Rd., Suite 527

Toronto, Ontario M1H 3C3

Tel. 416- 431-2792

Toll Free 1800-561-4786

Fax 416-431-2022

Email armyleag@bellnet.ca

Year End Check List

The following Documents are required to submit to The Army Cadet League of Ontario on an annual basis These items listed **MUST** be submitted on or no later than October 31. You can email it, fax it or mail it into our office:

- Copy of Year End Summary Report
- Copy of the consolidated Financial Statement showing income and expenses for the year from September 1 through to August 31
- Copy of Bank Statement for the month of August.
If there is more than one bank account make sure to include a copy of all bank accounts.
- List of non DND inventory on hand (complete with dollar values and dates purchased.
This list of inventory must be a running total of inventory. Each year you would keep your list from the previous year and just add to it for the year in question.
- A Covering Letter summarizing your financial statement and explaining any large expenses

Do not send copies of the following Documents

Please confirm by checking the boxes below that these documents are being implemented and saved. (The League holds the right to request copies if needed):

- Receipts for all Cadet and Corps purchases
- Cheque requisitions for all expenses (excluding monthly bills such as telephone or postage)
- Copy of all cheques that cleared your bank in August (if the bank provides you with them.)
- A budget for the upcoming training year (This is done in consultation with the CO, Chair and Treasurer of the Support Committee)
- Monthly meetings and copies of minutes for your support committee meeting