

BRANCH ANNUAL REVIEW FORM*



To: Officers and Members of BC 14 Sidney & District
(Branch Code & Name)

From: Catharine Schuetze
(Internal Committee)

Financial:

I/We have examined the records of the BC 14 Sidney Branch of the National Association of Federal Retirees for the year ending December 31 2020 showing Earnings (Loss) of \$ 5,928.76 and found them to be **Acceptable / Marginal / Unacceptable**
(please circle one)

All monies received by the Branch have been deposited in a branch bank account.

All payments have been made by cheque.

The balance in the branch bank account(s) as of Dec 31, 2020 agrees with the treasurer's records.

Membership: (please select one)

☒ The Branch does not process or cancel memberships locally. Membership functions are provided by the National Office. (skip to Banking section)

☐ The Branch processes and cancels memberships locally AND:
Cheque or cash-paying membership records show that dues for _____ single memberships, _____ double memberships were paid for the in the current year. All payments received have been updated in the National database system.

For ALL Non-DDS: Year-end membership lists confirm all membership past due over 90 days have been dropped from active status for non-payment of dues. **Yes / No**
(please circle one)

Banking: Please provide full details for all financial accounts held by the branch AND copy(s) of Dec 31st statement from each financial institution*

*Bank Name: Coast Capital Savings

*Bank Address: 2297 Beacon Avenue, Sidney, BC V8L 1W9

*Other Institutions: _____

*Bank Account Numbers: 11000369249 ; 100619262478
(Attach additional page for financial institutions*, if required)

Catharine Schuetze
Reviewed by: (Signature of Internal Reviewer)

Catharine Schuetze
(Print Name of Reviewer)

Reviewed by: (Signature of Internal Reviewer)

(Print Name of Reviewer)

Vijay Vyas
Accepted by: (Signature of branch executive)

VIJAY VYAS - TREASURER
(Print Name of Executive)

Date: February 26, 2021

* This information is collected pursuant to Association Regulation 4.2 (7).

This form is to be completed and submitted annually with the Branch Representation Letter, copies of Reviewed Financial Statements, copies of Dec 31st bank statements from all institutions, and a copy of the draft AGM minutes where the reviewed statements were presented.

RESERVES MOTIONS TEMPLATE



Sidney & District Branch

Reserves for the year 2020

Reserved Equity- Defense of Benefits \$0	Removal of old reserve	2020	Branch would not have direct cost association with DOB. Any action would be lead by National.	N/A
Reserved Equity- Advocacy \$4000	Town hall meetings for the next federal, and provincial elections.	2021-2022	Hall \$500, refreshments \$1500 each for 2 events = \$4000	Board may use up to \$2000 per event without additional approval
Reserved Equity- Special Events \$2000	40 th Anniversary celebration or one-time satellite meeting.	2021-2022	Anniversary \$500 hall & \$500 entertainment; satellite meeting, \$500 hall & \$500 refreshments = \$2000	Board may use up to \$1000 per event without additional approval
Reserved Equity- Training/Succession Planning \$3500	Potential new President to National meetings once every 3 to 5 years; board governance seminar.	2022-2023	AMM \$1500 on-site hotel & meals + \$1000 travel; board governance training \$1000	Board may use up to \$2000 per event without additional approval
TOTAL			\$9,500	

Moved by _____, Seconded by _____, Carried / Not Carried

Note: Either copy and paste the filled-out table directly into the AGM/GM minutes or attach it to minutes **only if** amounts represented in the above table also appear in the minutes. This will help to tie the minutes to the attachment to ensure the documents referred to agree.

Financial Statement

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Balances



Year

2020

Branch Sidney & District Branch

	2019 Actual	2020 Actual
Assets		
Assets - Chequing	\$12,935.62	\$19,973.10
Assets - Savings	\$881.44	\$0.00
Assets - Other	\$2,309.50	\$2,262.74
Assets - Petty Cash	\$0.00	\$0.00
	\$16,126.56	\$22,235.84
Liabilities		
Liabilities - Accounts Payable	\$0.00	\$272.32
Liabilities - Future Year Fees	\$478.45	\$386.65
	\$478.45	\$658.97
Net Assets	\$15,648.11	\$21,576.87
Reserved		
Reserved Equity - Defense of benefits (National)	\$1,350.00	\$1,350.00
Reserved Equity - Equipment	\$1,000.00	\$1,000.00
Reserved Equity - Other	\$4,881.44	\$0.00
Reserved Equity - Special Events	\$2,000.00	\$2,000.00
Reserved Equity - Training/Succession Planning	\$0.00	\$2,000.00
	\$9,231.44	\$6,350.00
Unreserved		
Unreserved Equity	\$8,882.91	\$9,298.11
Earnings (Loss)	\$2,466.24	\$5,928.76
	\$6,416.67	\$15,226.87
Total Equity	\$15,648.11	\$21,576.87

Current year Equity = prior year Net Assets +/- current year Earnings (Loss)

Financial Statement

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Budget

Earnings/Loss for the year ended December 31, 2020

Year 2020

Branch Sidney & District Branch

	2019 Actual	2020 Actual	2021 Budget
Revenue			
Fees - National (incl. per capita & CC fees)	\$8,799.27	\$8,883.20	\$8,000.00
Fees - Adjustments	-\$84.16	\$91.80	0
Charitable Fundraising LESS Donations (see REG. 5.3)	-\$2,450.00	\$-881.44	0
Draws & 50/50's	\$134.50		0
Interest	\$3.75	\$0.77	0
Other Inc.	\$90.00	\$54.00	
	\$6,493.36	\$8,148.33	\$8,000.00
Expenses			
Branch Meeting Expenses	\$998.13	\$125.00	\$1,500.00
Branch Advocacy	\$483.67	\$502.42	\$600.00
Branch Information Sharing	\$1,001.96	\$361.92	\$200.00
Postage PO Box	\$313.98	\$247.80	\$400.00
Stationary / Supplies	\$417.45	\$13.98	\$100.00
Branch Membership Recruitment & Engagement	\$308.96	\$107.56	500
Branch Volunteer Support & Engagement	\$529.14		500
Branch Governance	\$81.08		200
Reg/Dist/National Meeting Expenses	\$4,314.45		\$4,000.00
Meals & Events LESS Ticket Sales		0	0
Community Activities	\$510.78	\$860.89	
	\$8,959.60	\$2,219.57	\$8,000.00
Earnings (Loss)	\$2,466.24	\$5,928.76	\$0.00

February 9, 2021

National Association of Federal Retirees
Board of Directors
865 Shefford Road
Ottawa, ON K1J 1H9

This representation letter is provided in connection with the financial statements of the National Association of Federal Retirees Branch #014, located at Sidney, BC, for the year ended December 31, 2020.

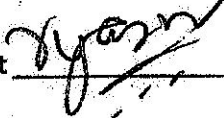
We confirm the following, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

- We have fulfilled our responsibilities in relation to preparation and provision of the financial statements provided.
- Significant assumptions used by us in making accounting entries, included those measured as fair value, are reasonable.
- We have provided copies of statements relating to all financial accounts held by the branch.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud within the branch.
- To our knowledge there has been no fraud or suspected fraud that effects the Association and involves
 - Branch executive
 - Branch volunteers
 - Branch employees
 - others where the fraud could have a material effect on the financial statements.
- We have provided a certificate of insurance to National Office (where the branch has its own insurance coverage).
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending legal action that may impact the branch.

Yours truly,



Branch President



Branch Treasurer