Finance Officer Training

Financial Management

Department of Florida Bylaws

- **Article I, Section 9.** All monies, property, or assets of any kind or nature, as well as all books and records, owned, held, or used by any activity, clubroom, holding company, or post which may be sponsored, conducted, or operated by, **or on behalf of any post**, county council, district, or department shall be the property of such post, county council, district, or department, and must be placed in the care and custody **control** of the respective finance officers.
- **Article II, Section 1.** Together with the Finance Officer, the Commander is responsible for all funds received and expended by the Department.
- **Article II, Section 6.** The Finance Officer is charged with the collection, banking, and disbursement of all Post funds and will perform as outlined in the Officer's Manual. The Finance Officer is also the Chairman of the Finance Committee.

Department of Florida Bylaws

- **Article VI, Section 9.** All Department and Post officials handling over $5,000.00 of AMVETS funds shall be properly bonded with a good and solvent bonding Surety Company as surety to cover the average amount of AMVET funds handled by such individual in a single year. In case of delinquencies in the payment of accounts due Department or National Headquarters, action shall be taken at once by the proper officials to bring about an immediate and complete settlement. The SEC shall approve the bonds provided by Department and Post officials.
- **Article VI, Section 12.** All Post funds and accounts, including receipts and disbursements, shall be under the control of the Post Finance Officer. All Post and Florida AMVETS accounts shall be kept in accordance with generally accepted accounting procedures.

Department of Florida Bylaws

- **Article VI. Section 13**. Whenever a Post Clubroom, Canteen or Social Quarters is maintained or operated for the convenience and pleasure of Post members, and the name of AMVETS or its insignia is displayed or used, a Board of at least 3 Trustees shall be elected by, and from among the membership of the Post to supervise its activities, operations, and finances. No elected Post officer may hold a position as a trustee since those are elected positions. Trustees are not considered elected post officers of the Post. ***All monies derived from such activities shall be accounted for and placed in the care and custody of the Post Finance Officer.***
- **Article XVI, Section 3 (B). File Internal Revenue Form 990 for the Post calendar or fiscal year** with the United States Internal Revenue Service (IRS), if required by current IRS regulations, and indicate on the list of current officers' form that a 990 form has/has not been sent IRS.

Post Generic Bylaws

- **Article VII, Section 3**. An annual budget shall be prepared by the Finance Officer and submitted through the Executive Committee for approval by the membership. Financial year will be _____ through _____. Accurate books and records of account activities maintained by the Finance Officer shall be subject to inspection and regulation by the Executive Committee at all reasonable times.
- **Article VII, Section 4.** The Finance Officer shall render a report of receipts and disbursements to each meeting of this Post. This office is also responsible for filing an IRS Form 990 with the District Director of the Internal Revenue Service (or a Certificate in lieu thereof where the 990 is not required) on or before the mandatory date set by the IRS.

National Officer's Manual

- **Finance Officer:** The post finance officer is the treasurer. Responsibilities include receiving membership dues, banking, disbursement of monies and accounting for all post funds. The finance officer and one other post officer, usually the commander, sign and countersign all post checks only after payment is authorized. Credit card management and use rules are essential to conducting digital business.
- The post finance officer should collect all monies due the post and keep an account of receipts for each member. All members in arrears should be notified personally. He should see that all post funds are secured in a bank account.

National Officer's Manual

- The finance officer should make a financial report at all regular meetings (to be included in the meeting minutes) and prepare a complete financial statement and budget to report at the **annual post meeting**. He should also report to the post on all receipts collected and on all bills outstanding and paid. Major expenditures, and those not within the current budget, should first be reported to the Executive Board and at a post meeting.
- The finance officer should handle all dues revenues and membership cards.
- The post must have a bank account, recommend two signatures on each check. When officers are changed, the newly authorized signatures must be given to the bank via appropriately completed signature cards. The officers who will sign the checks on the account must sign the signature cards.

Finance Officer's Duties & Responsibilities

- Post Finance Officer Responsibilities
  - Responsibilities include receiving all revenues, banking, disbursement of monies and accounting for all post funds. The Finance Officer and one other officer of the post signs and counter signs all checks ONLY AFTER PAYMENT IS AUTHORIZED.
- IDENTIFY ALL REVENUE SOURCES
  - Canteen Revenue
  - Kitchen Revenue
  - Events Revenue
  - Donations
  - Gaming Revenue
- All revenues are accounted for, recorded and deposited

Finance Officer's Duties & Responsibilities

- IDENTIFY ALL EXPENSES
  - **Fixed Expenses** – those that stay relatively the same each month
    - Mortgage, lease or rent Payments
    - Cable TV and internet service
    - Trash pick up service
    - Employee Wages
  - **Variable Expenses** – the type that will change from month to month
    - Electricity
    - Water and Sewer
    - Entertainment
  - All expenses are accounted for, recorded and paid by check

The Budget

- Creating a budget may not sound like the most exciting thing in the world to do, but it is vital in keeping your finances in order.
- Provide as much detailed information as possible
- The end result is showing where the money is coming from, where did it go and how much is left
- It is critical when trying to make financial decisions.

Creating the Budget

- Gather every financial statement you can
  - Bank statements
  - Investment accounts
  - Utility bills and any other bills
- Record all of your revenues
- Create a list of monthly expenses and categorize them
  - Fixed expenses (those that stay relatively the same
  - Variable expenses (those that change from month to month)

Creating a Budget

- Total the monthly income and expenses
  - If incomes exceed expenses you are in good shape
  - If expenses exceed income you need to make adjustments
- Making Adjustments
  - Reduce Expenses
    - ✓ Reduce or eliminate if possible
    - ✓ Compare prices and purchase the lower cost without sacrificing quality
    - ✓ Is it a need to have or a nice to have (tough decisions)
  - Increase Revenues
    - ✓ Increase the price of what you sell
    - ✓ Post fundraisers

The Budget

Monthly Spending

CATEGORY	BUDGET	ACTUAL	DIFFERENCE
INCOME			
Canteen	$18,000	$15,500	$2,500
Kitchen	$12,000	$9,000	$3,000
Membership	$3,500	$3,000	$500
Special Events	$4,000	$3,000	$1,000
Donations	$5,000	$3,500	$1,500
Games	$10,000	$7,500	$2,500
TOTAL INCOME	$52,500	$41,500	$11,000

The Budget

Monthly Spending

CATEGORY	BUDGET	ACTUAL	DIFFERENCE
EXPENSES			
Mortgage	$2,000	$2,000	$0
Canteen COGS	$9,000	$8,500	$500
Kitchen COGS	$6,000	$5,500	$500
Membership	$2,500	$2,700	-$200
Special Events	$2,000	$1,500	$500
Games	$1,250	$1,000	$250
Entertainment	$3,000	$2,000	$1,000
Equipment Maintenance	$1,000	$750	$250
Building Maintenance	$2,500	$2,000	$500
Utilities	$4,000	$2,500	$1,500
Phone	$2,000	$1,500	$500
Cable/Internet	$2,100	$1,700	$400
TOTAL EXPENSES	$37,350	$31,650	$5,700

The Budget

Monthly Spending

CATEGORY	BUDGET	ACTUAL	DIFFERENCE
TOTAL INCOME	$52,500	$41,500	$11,000
TOTAL EXPENSES	$37,350	$31,650	$5,700
NET PROFIT (LOSS)	$15,150	$9,850	$5,300

Double Entry Bookkeeping System

- September 1, 2017 Twenty members pay their dues $700
- September 15, 2017 Ten members pay their dues $350
- September 30, 2017 The 1st Vice processes 30 members online $750
- October 15, 2017 10 members paid their dues for a total of $350

CASH			
Date	Debit	Credit	Balance
1-Sep-17	$700		$700
15-Sep-17	$350		$1,050
30-Sep-17		$750	$300
15-Oct-17	$350		$650

Membership			
Date	Debit	Credit	Balance
1-Sep-17		$700	$700
15-Sep-17		$350	$1,050
30-Sep-17	$750		$300
15-Oct-17		$350	$650

Monthly Finance Report to the Membership

- Roberts Rules of Order Section 48, Page 478

Report of the Finance Officer of AMVETS Post 6666
For the Month Ending September 30, 2017

Balance on hand September 1, 2017		$35,750
Receipts:		
Member dues	$350	
Canteen Sales	$2500	
Kitchen Sales	$1300	
Proceeds from Labor Day	$500	
Donations	$150	
Total Receipts		$4,800
Total		$40,550
Disbursements		
Mortgage Payment	$750	
Membership	$250	
Utilities	$250	
Canteen Expense	$1250	
Kitchen Expense	$650	
Office Supplies	$50	
Total Disbursements:		$3,200
Balance on Hand October 1, 2017		$37,350

Signed: John Deere, Finance Officer

IRS 990 Filing

- IRS 990 (Taxes)
  - IRS Form 990N – ***GROSS RECEIPTS*** < $50K
  - IRS Form 990 EZ – ***GROSS RECEIPTS >50K*** < $200K<500K total assets
  - IRS Form 990 – ***GROSS RECEIPTS*** >$200K and total assets are $500K or more
    - ✓ Filings due 15th day of the 5th month after close of financial year
    - ✓ Reference IRS Publication 3386 Tax Guide – Veterans Organization (google IRS Pub 3386)

Questions & Answers

The weight of the World Is not on the Finance Officer