

Military Order of the Purple Heart Department of California

FINANCE OFFICER
DUTIES AND RESPONSIBILITIES



Your Duties

- ▶ Bylaws: Per National
- ▶ **Article V, Section 5 - FINANCE OFFICER.** The Finance Officer shall:
- ▶ A. *Hold and be responsible for the funds, securities, vouchers, and other property of the Chapter, and pay out monies only upon proper warrant drawn by the Adjutant and approved by the Commander.*

What does this mean? It means that you are responsible for the properties of the Chapter which, believe it or not, includes the flags, banners, vehicles, trailers, you name it.

To pay out monies per a proper warrant dawning by the Adjutant and approved by the Commander. As a footnote, No Monies Should Be Expensed Unless Approved By The Chapter Unless There Is A Budget That Has Been Approved By The Chapter At The Beginning Of The Chapter's Fiscal Year.

He shall keep an active account of each active member; co-sign each check issued by the Chapter; and perform such other duties as the laws of the Corporation may require.



B. *Prepare a complete annual financial report covering the period May 1 to April 30 and provide a copy to the Department Finance Officer by May 31 and the National Adjutant by or before June 30.*

This is important!!! National requires this and they use it in allowing votes for the Department at the National Convention. Not covered in this is National also requires a copy of the 990N or 990EZ or 990 which ever is filed.

C. *Deliver to his successor in office, or to anyone designated by the Chapter, all monies, books, financial statements, and other property of the Chapter in his possession or under his control*

Books, ie; Accounting Software Programs and Database, or Spreadsheets.

There is nothing within the CBL's that say you must keep a certain kind or set of books. What maybe good for one Chapter may not be good for another. With the modern age of computers Excel is an easy way of keeping records.

Receipts:

This is monies, Cash, Checks etc. that you receive from the Adjutant.

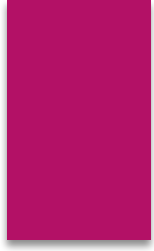
A written Receipt should be issued by the Adjutant to you to show who the monies came from and for what. The Receipt should be numbered.

Warrants:

This is a written request for you to issue a check.

The Warrant will have to whom the check is to be issued, for how much to write the check for and what it is for. The Warrants should be numbered and signed by the Adjutant and Commander.

As the Finance Officer you are to keep a copy of the warrant and or receipts for your records. On the Warrant there should be someplace to enter the check number issued and date issued. On the Receipt there should be someplace to show what bank account the monies were deposited into and date of the deposit. As a footnote, when you have multi receipts going to the bank it is advisable to copy the deposit slip you filled out before going to the bank and then when the deposit is made and you get a deposit slip from the bank to attach it to the copy deposit slip.



Bank Accounts:

General Account:

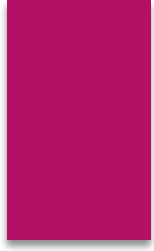
The General Account is for the everyday expense of the Chapter.

SWR (Service, Welfare and Rehabilitation) Account:

This is just what it says. SWR. Monies that are restricted to and for only Service, Welfare and Rehabilitation. This is monies used to help a veteran in need, provide supplies not covered by the VA to Clinics, or Veteran Service Offices and VAVS, VA Clinics or hospitals for equipment not covered by the VA.

Footnotes:

Donations received that are designated as SWR Funds can only be used for SWR. You could take from those funds no more than 15% for Administration Fees. Viola sales are restricted to SWR and the cost of the Viola's are deductible from the sales and nothing else. SWR funds received from the Department of California for SWR cannot have the 15% deducted for Administration Fees.



Term “Co-mingling”:

The mixing of SWR funds with your general fund in one bank account. Even though there is nothing within the CBL's or Procedure Manual the general rule is do not combine the funds.... Recommendation is that you have two checking accounts one for general fund and one for SWR funds; if you have only one account and have SWR funds in the general funds, **please** make sure you have very good accounting for both funds.