



TEMPORARY INSANITY II

MONEY— HOW TO GET IT, HOW TO SPEND IT

Finance/Legal/Audit Workshop
D-Train 2010

WORKSHOP OVERVIEW

- The team
- The tease—new AuxMan enroute...
- The plan
 - Brief presentation
 - Questions...and even some answers
- The End

Sources of Funds

- Dues
- Public Education Classes
- Donations and Grants
- Casual Fundraising

Dues

- Upstream dues set by governing units
- Flotilla net set by Flotilla membership
- Process from your Standing Rules
 - Mandatory provision 8.1
 - Majority vote
 - Seven (7) days' written notice of meeting/intent
- Balance 'pain' against sources/uses

Public Education

- Fees up to the unit (and the market...)
- Pay attention to costs (books, space, logistics)
- Be clear on your goals
 - Source of funds?
 - Outreach?
 - Safety education?
- Use for any authorized purpose –EXCEPT 4th cornerstone only events (but...)

Donations and Grants

- AUXMAN, CH5, SEC H.1 Policy
 - “No fundraising or solicitation of monetary (or in kindly (*sic*) support) by any Auxiliary unit or Auxiliarist, from any outside organization or persons, is permitted, except by the local flotilla as specifically defined and authorized below.”
 - Current draft of new Manual—all units

Solicited Gifts

- Asking for money (including ‘Grants’)
- Prior written approval—DCO and Director
- Prohibited source determination (DSO-LP)
- Local support of your authorized programs
- \$2500 per gift
- \$5000 per year from any one donor
- United Way authorized

Unsolicited Gifts

- Up to \$2500
 - DCO must approve
 - Prohibited source determination
- \$2500 up to \$5000
 - District Commander (not DIRAUX) approves
 - Prohibited source determination
- Over \$5000
 - Commandant
- From a government (e.g., USCG, City council)
 - You can accept
 - Same rules apply for approval

Casual Fundraising

- Selling stuff at events
 - DCO/Director prior approval
- Banquet raffles
 - DCO/Director prior approval
- Passing the hat
 - Always permitted
 - ‘Pizza night’—just a hat with food

Spending It!

- Always limited to authorized programs
 - AUXMAN
- Budget line item or adopted resolution
 - FC Discretionary—Standing Rules/Budget
 - Put it in your minutes
 - Keep receipts
 - Keep contemporary records

Form 7025

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD ANSC 7025 (11-97)	UNITED STATES COAST GUARD AUXILIARY FINANCIAL REPORT OF AN AUXILIARY UNIT
REPORTING UNIT (NAME & NUMBER)	TYPE OF REPORT - CHECK ONE <input type="checkbox"/> REGULAR <input type="checkbox"/> RELIEF <input type="checkbox"/> CORRECTED
	TYPE OF UNIT - CHECK ONE <input type="checkbox"/> DISTRICT <input type="checkbox"/> DIV <input type="checkbox"/> FLOTILLA
Do not enter real estate, equipment, inventory, or other property on this page. See reverse side.	
1. BEGINNING BALANCE 1/1/ _____	
a. Checking account b. Savings, CDs c. Trust Funds d. Other cash items	\$ _____ \$ _____ \$ _____ \$ _____
2. Total Beginning Cash Items \$ _____	
3. CASH RECEIPTS	
a. Dues b. PE course fees c. Cash contributions d. Uniform, flags, insignia e. Conferences, mtgs f. Other cash items, specify _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
4. Total Cash Receipts \$ _____	
5. Total Cash Items & Receipts \$ _____	
6. CASH DISBURSEMENTS	
a. Dues (Dist/Div) b. PE expenses c. Uniforms, flags, insignia d. Conferences, mtgs e. Material & equipment f. Building repair/maint g. Utilities h. Trophies, awards i. General disb. (specify) _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
7. Total Cash Disbursements \$ _____	
8. ENDING BALANCE 12/31/ _____	
a. Checking account b. Savings, CDs c. Trust Funds d. Other cash items	\$ _____ \$ _____ \$ _____ \$ _____
9. Total Cash Items at Year End \$ _____	
I, the undersigned certify the above to be true and correct to the best of my knowledge and belief, and I accept responsibility for the same	
FN _____ PREPARER	FC/DCP/DCO _____ APPROVAL
FN _____ RELIEVING OFFICER	DCO/DCP/FC _____ RELIEVING OFFICER
_____ AUDIT COMM IF REQUIRED	_____ DIRECTOR

Previous editions are obsolete

Form 7025 pg 2

Back of ANSC 7025 (11-97)

UNIT INVENTORY RECORD

A. List date and description of real estate, equipment, inventory, Stocks and bonds, and other property purchased by the unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary.

B. List date and description of Real estate, equipment, inventory, Stocks and bonds, and other property donated or contributed to the unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary.

C. List name of lender and description of equipment and other property on loan to you from the Coast Guard or other Government entities.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheets if necessary

I certify that the above listed property has been verified by me and is true and correct to the best of my knowledge. I, the relieving Officer accept responsibility for the Unit inventory as stated above.

FC/DCP/DCO _____ DATE _____ FC/DCP/DCO _____ RELIEVING OFFICER _____ DATE _____

MA _____ DATE _____ MA _____ RELIEVING OFFICER _____ DATE _____

Audit Comm _____ IF REQUIRED _____ DATE _____ DIRAUX _____ DATE _____

Due March 1, or according to District Policy. Distribution DIRAUX via DSO-FN

THE AUDIT...

- Three years of books and records
- 7025's
- Budgets
- Bank statements
- Original receipts
- Original receipts
- Original receipts...what kind of receipts?

The Bottom Line

- Make a plan
- Have a budget
- Get approval where needed
- Keep good records
- Have fun and boat safely....

Thank you.

Don't leave yourself
hanging out there.

