

# POST QUARTERMASTER

## **Post Quartermaster is the chief financial officer of the Post**

- Custodian of all Post property
- Responsible for safeguarding all Post funds and property
- Accountable to the Post, Department, & National for:
  - All Monies
  - All Property
  - All assets

## **QUALIFICATIONS of a Post Quartermaster**

- A major factor of Post success or failure
- Held to higher standard than any other officer
- More than a bookkeeper
- Must be:
  - Dependable
  - Honest
  - Capable
  - Hard Worker

## **DUTIES of the Quartermaster**

- Secure a bond in a sum at least equal to the amount of the liquid assets
- Collect all monies due the Post
- Have charge of all monies, securities & other property of the Post
- Is the Treasurer of all committees handling funds
- Use accepted banking practices
- Disburse funds as properly authorized by the Post
- Receive dues for New & Life Members
  - Forward to National ASAP
- Provide Post Trustees with all records, files & statements
- Maintain Dues Reserve Fund
- Maintain books and records in legible and uniform format
  - Electronic means may be used
  - Backup & hard copy must be maintained
- Books & Records will be available for Inspection
- Reconcile & Verify all accounts
- Unless authorized by Post no records & books may be removed from facility
- Provide a regular full report of all transactions at regular and/or special meetings
- File all appropriate forms and reports as required by By-Laws and State and Federal laws

## **Control of Clubroom Funds**

- Any activity, clubroom, holding company or unit sponsored by a Post
  - Under the direct control of QM
- All money, property and/or assets of any kind
  - Under direct control of QM
- Subject to the same rules and regulations
- Any and all local, State or Federal laws and/or regulations apply

## **INSURANCE**

- sufficient to protect the Post
- National and Dept. named as 'Additional Insured'

## **Taking Over as Quartermaster**

- Books and records must be audited...Get Clean Slate
- Never, under any circumstances proceed without that done

## **Authority to Disburse**

- A Quartermaster may NOT disburse funds without authority
  - Authorized at meeting
- Use Vouchers
- Never too much documentation

## **eMembership**

- A quick and easy way to:
  - **Renew annual members**
  - **Change address**
  - **Report an undeliverable address**
  - **Decease a member**
  - **Request replacement annual or life membership cards**
  - **Convert an annual member to life**
  - **Become a Legacy Life Member**
  - **New member**
  - **Transfer annual or life members into your Post**
  - **Convert a Life Member to Legacy Life Membership**

# Financial Reporting/Forms

## Uniform System Ledger of Post Records & Accounts



### Post Quartermaster's Receipt

DATE		FROM OR TO	REASON	RECEIPT OR CHECK NO.	CASH AND BANK				NATIONAL AND DEPARTMENT DUES				APPLICATION FEES		
MO	DAY				RECEIVED	EXPENDED	RECEIVED	EXPENDED	RECEIVED	EXPENDED					
04	1	Brought Forward			2 7 8 6 21										
04	2	Adam Furst	Cont. 06 dues		2 3 00			1 1 00							
04	4	R.J. Thomas	Cont. 05 dues		2 3 00			1 1 00							
04	7	Ben Karnes	New Mbr. 06 dues		2 4 00			1 1 00				1 00			
04	7	City Power and Light	Light Bill	101			9 4 53								
04	10	J.C. Burton	Cont. 06 dues		2 3 00			1 1 00							
04	12	Ed Hum	Reins. 06 dues		2 3 00			1 1 00							
04	14	Ken Price	Life Mbr. fee		1 6 5 00										
04	14	First Natl. Bank	Mortgage	102			2 0 0 00								
04	16	Curtis Hoyle	New Mbr. 05 dues		2 4 00			1 1 00				1 00			
04	20	National Headquarters	Life Mbr. transmittal	103			1 6 5 00								
04	20	Post Dinner	tickets		2 1 5 50										
04	20	National Headquarters	06 dues	104			6 8 00			6 6 00					2 00
04	21	Ladies Auxiliary	donation		5 0 00										
04	23	Chris Smith	New Member 06 dues		2 4 00			1 1 00				1 00			
04	23	John Boyd	Rein. 05 dues		2 3 00			1 1 00							
04	25	Water Company	Water Bill	105			6 3 75								
04	28	National Headquarters	Cont. 05 dues	106			2 3 00			2 2 00					1 00
04	29	Transfer Funds	Hardship '05 Dues		3 3 00	3 3 00									
04	30	National Headquarters	'06 Dues			3 3 00									
<i>Receipt and Expenditure</i>					3 4 3 6 71		6 8 0 28		8 8 00	8 8 00		3 00			3 00
<i>Net</i>					2 7 5 6 43				- 0 -			- 0 -			







# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
(District/County Council/Post No.)

Department of \_\_\_\_\_ for the Fiscal Quarter ending \_\_\_\_\_, 20\_\_\_\_

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
<b>14. TOTALS:</b>	\$	\$	\$	15. \$

16. OPERATIONS	
Have required payroll deductions been made?	_____
Have payments been made to the proper State and Federal agencies this quarter?	_____
Have sales taxes been collected and paid?	_____
Are club employees bonded?	_____
Amount of outstanding bills	\$ _____
Value of Real Estate	\$ _____
Amount of liability insurance	\$ _____
Owed on Mortgages and Loans	\$ _____
Value of Personal Property	\$ _____
Amount of Property Insurance	\$ _____

17. RECONCILIATION OF CASH & INVESTMENTS	
<b>General Fund Checking Account</b>	
Ending Balance Per Bank Statement	\$ _____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
Account Balance	_____
<b>Other Checking Accounts (if applicable)</b>	
Ending Balance Per Bank Statement	\$ _____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
Account Balance	_____
Savings Account Balance	_____
Cash on Hand	_____
Total Cash	_____
Bonds and Other Investments	_____
Total Cash and Investments	\$ _____

## 18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date \_\_\_\_\_, 20\_\_\_\_

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of \_\_\_\_\_  
(District/County Council/Post No.)  
for the Fiscal Quarter ending \_\_\_\_\_ in accordance of the National By-Laws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster \_\_\_\_\_ (Name) Signed: \_\_\_\_\_ Trustee  
 \_\_\_\_\_ (Address) Signed: \_\_\_\_\_ Trustee  
 Signed: \_\_\_\_\_ Trustee

This is to certify that the Office of the Quartermaster is bonded with \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

# Federal Tax Information

## Income Tax Issues for Exempt Organizations

- several categories of organizations that are exempt from federal income taxes
  - **Section 501 (c) (3)** : charitable, educational, and religious organizations
  - **Section 501 (c) (4)** : social welfare organizations;
  - **Section 501 (c) (7)** : social clubs.

### Income Tax Form 990

- Required to file Form 990
- By the 15<sup>th</sup> of the 5<sup>th</sup> month following close of accounting year

### Gross receipts are considered to be less than \$25,000 if the organization is:

1. Up to a year old and has gross receipts of \$37,500 or less during the first tax year;
2. Between one and three years old and has averaged \$30,000 or less in gross receipts during each of its first two tax years; or
3. Three years old or more and has averaged \$25,000 or less in gross receipts for the immediately preceding three tax years.

If gross receipts are less than \$1,000,000 and total assets at end of year less than \$2,500,000 file form 990-EZ.

## Warnings for VFW Posts

1. Don't assume your Post is exempt.
2. Know which section of the Internal Revenue Code your Post is exempt
3. Remember that Ladies and Men's Auxiliaries are separate...they may not be exempt
4. If a Post has "social members", the Post is not in compliance with the By-Laws
  - and the Post may not be in compliance with the requirements
5. Non reporting and non-payment of payroll taxes puts the Post and officers at risk

## RECORDS RETENTION GUIDELINES

Item	Retention Period
Accounts payable invoices	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Annual financial reports (including certified audit reports)	Permanently
Annuity & deferred payment plans	Continuing record
Audit reports, periodic	2 years
Audit work papers	5 years
Balance sheets	5 years
Bank deposit slips	5 years
Bank statements and reconciliations	5 years
Bills of Lading	2 years
Bonds - Fidelity	3 years after termination
Bonds - Surety	3 years after termination
Budgets	5 years
By-Laws	Until superseded
Cancelled checks (for important payments, i.e. , taxes, purchases of property, special contracts, etc.) (checks should be filed with papers pertaining to the underlying transactions)	Permanently
Cancelled checks - other	7 years
Cash receipt records	7 years
Charts of Accounts	Permanently
Community Activity Reports	3 years
Contracts and leases	7 years following expiration
Correspondence, executive	10 years
Correspondence, general	3 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Election Reports	5 years
Employee accident reports	30 years after settlement
Employee contracts	7 years after termination of employment
Employee insurance records	11 years after termination
Employee records	4 years following termination of employment
Employee withholding records	7 years
Employment application	7 years following termination of employment for employees, 1 year for applicants not employed



Entertainment, gift & gratuity records	3 years
Expense vouchers	7 years
Freight bills	3 years
Freight claims	2 years
Garnishments	7 years after termination of employment
General ledger	Permanently
Gifts, records of gifts	Permanently
Income statements, annual	Permanently
Incorporation papers	Permanently
Inspection reports	3 years
Insurance policies, reports and claims (current)	4 years after expiration
Inventory records	Permanently
Invoices	7 years
Journals	Permanently
Labor cost records	3 years
Lease records	3 years after termination
Legal correspondence	Permanently
Membership applications	Permanently
Membership rosters	5 years
Minute books of directors and stockholders, including by-laws and charter	Permanently
Minutes of Post meetings	5 years
Notes receivable ledger and schedules	7 years
Payroll register	Permanently
Periodic financial reports	3 years
Petty cash records	3 years
Physical inventory tags	3 years
Postal records	1 year after end of fiscal year
Property appraisals by outside appraisers	Permanently
Property records	Permanently
Purchase orders	7 years
Quartermaster reports	5 years
Retirement and pension records	Permanently
Sales records	7 years
Savings bonds registration records of employees	3 years
Shipping & Receiving documents	2 years
Stock and bond records; ledgers, transfer registers, coupons	Permanently
Subsidiary ledgers	7 years
Tax records	Permanently
Trade mark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (including allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 years

# Post Inspection

- Every Post shall be inspected annually

## The requirements of this inspection are:

- That the books and records be inspected.
- By-Laws must be enforced.
- Rules of order be followed
- By-Laws, Manual of Procedure and Ritual will be followed
- A report be made on the decorum of meetings.
- Reports concerning finances, records and property must be provided