



**Homeland
Security**

U.S. Coast Guard Auxiliary
District 11 Northern Region
Serving Northern California, Nevada, Utah



To: DCO Kirkwood
CC: District Board & Staff
Subject: DSO-FN Report – 10 September 2019

1 September ended the dues cycle for 2020 dues. All flotillas' dues should have been collected by now. Any unpaid members in September should be contacted for payment or disenrollment Form 7035 processed by 1 October.

If there is a change of Finance Officer please contact me so I can assist the incoming officer.

I will be teaching a Finance Officers' class at the September PCA Fair. Topic will be The Finance Officers Calendar and there will be time for Q&A on any topic of interest. This class is open to any member interested, including FNs, FCs and VFCs.

Notes:

EXCOM and DSOs ...**Please send your request for reimbursement quarterly at a minimum.** Use the 2019 Reimbursement Request Form.

AUDITS – 3-year Audit notices have been sent to units due this year. All but 4 audits have been completed. Thank you to all FNs for your help.

With any change in FC, FN or MA, an audit and Form 7025, Unit Financial Report, is needed. The audit may be done by a local audit committee. Both outgoing and relieving officers' signatures are needed. If any unit needs audit assistance, please contact David Wright. My contact information is listed below.

REMINDER – All units should check their rosters in AUXDATA/AUXDIR to make certain they are correct. If you get used to checking them every couple of months, we shouldn't have the problem of non-members being listed on the annual dues billing.

Please send all Division dues payments and all requests for District reimbursement to:

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