



**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 – December 2019

- Welcome to the new fiscal year 2020 for Auxiliary finances. I'm waiting for any outstanding 2019 reimbursements to close out the year.
- With the new year appointments, if there is a change of Finance Officer please contact me so I can assist the incoming officer.
- **All 2019 reimbursement requests should be in by 20 January 2020. We want to be able to close out 2019 as early as possible. Use attached reimbursement form for all requests.**
- **January is the month for working on the “Financial Report of an Auxiliary Unit”, Form 7025. Instructions from Maryanne Collins are sent to all Finance Officers. The reports are due 31 January and overdue 1 March.**
- **I will be hosting the Finance Officers' class at the PCA Fair on Sunday morning. All FNs, Unit Commanders and anyone interested are welcome to attend.**

Notes:

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 on the Form 7025. If any unit needs audit assistance, please contact David Wright. My contact information is listed below.

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

**David Wright, DSO-FN
10419 White Rock Road
Rancho Cordova, CA 95670**

Respectfully submitted,

David Wright
DSO-FN
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