



**Homeland
Security**

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



To: Curtis Han, COS
CC: District Board & Staff
Subject: DSO-FN Report – 17May2022

Dues and Financials

1. I have attached the April financial report.
2. Annual dues – all paid
3. Q1 dues billing has not yet been received from National

EXCOM and DSOs ... **Please send your request for reimbursement quarterly at a minimum.**

AUDITS – Temporarily on hold due to Covid.

DSO-FN position - Please remember we are looking for my replacement. I am willing to stay on as ADSO-FN through the transition period.

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 requests for District reimbursement to:

**Fran Fisher, DSO-FN
275 Alviso Street
Santa Clara, CA 95050**

NEW – National has come out with a new Financial SOP. After the meeting with National, I will do a new presentation. Meanwhile,

1. **please inform all units that they must now keep financial records no less than 8 years!**
2. **No expenditures (even those approved in the budget) cannot be made without the elected officials sign off – FC, DCDR, DCO**
3. **Copies of all checks cleared on the bank statement must be kept or available online. Otherwise, the unit is required to change banks.**

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