



**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 –8Aug2022

Dues and Financials

1. I have attached the August financial report.
2. Q2 Dues from Divisions 5, 8 and 11 are outstanding. Please get them in as soon as possible.
3. Please note travel reimbursement will be \$0.625 per mile for any travel as of 7/1/22.

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

AUDITS – Temporarily on hold due to Covid.

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.**
4. **Paper copies al all items must be kept for the first 6 years.....After that one can digitalize.**
5. **Finance officer and elected leader cannot be related.**
6. **Electronic payments may be accepted using Paypal or Square only! No other forms are accepted.**

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