



**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 –09Nov2022

Dues and Financials

1. November YTD financial report is attached.
2. Q3 dues billing has been received from National and paid. We had 17 new members in Q3.
3. **When doing your annual financial report for 2022, make certain to use the new form 7025!**

EXCOM and DSOs ... Please send your request for reimbursement quarterly at a minimum. Please email request to the DSO-FN with a copy to DCO. Attach all receipts. DCO must approve ALL payments!

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 of 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.**

Fran Fisher, DSO-FN
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408-249-7163

**USCG Auxiliary, Eleventh District (NR)
2022 YTD and 2022 Annual Budget (and 2017-2021 FY for comparison)**

	YE	YE	YE	YE	YE	YTD 11/09/22	Budget 2022
Cash Flow	2017	2018	2019	2020	2021	2022	
<u>RECEIPTS</u>							
'Dues income	53,079	50,321	47,671	45,932	45,082	42,738	44,850
'Dues expenses	32,682	30,714	29,220	28,296	27,738	26,346	27,600
Net District Dues	20,397	19,607	18,451	17,636	17,344	16,392	17,250
Rebate from Natl	3,108	4,428	2,963	518	696	424	1,000
Income - Auxiliary Supplies	3,269	1,742	356	677	-150	1,995	1,000
Income - Educational Materials	-	-	0	-	-	-	-
Misc Income	-	-	-	1,372	325	-	-
OPEX	-	-	0	-	-	-	-
Interest Income	1,423	2,022	2,842	2,538	1,157	788	1,500
Total Income	28,197	27,799	24,612	22,741	19,372	19,599	20,750
<u>Disbursements:</u>							
Awards, Trophies & Gifts	1,284	1,713	2,035	2,600	45	1,699	2,600
Elected Officer Training	-	-	471	0	-	-	500
Dtrain	6,277	7,542	6,639	673	706	7,048	10,000
MA - Supplies	-	-	0	-	0	-	-
MA - Educational Mat'l	-	-	0	-	-	-	-
EXCOM	7,996	12,222	7,368	4,804	2,523	555	10,000
DCDRs	3,000	2,100	3,000	3000	3,000	3,000	3,000
Publications (Webinar)	100	-	0	-	-	-	0
Staff Officer Expenses	2,104	2,221	1,118	518	400	852	5,000
Food Services/Travel	582	998	810	257	1,124	139	1,000
Color Guard Expenses	595	598	0	-	-	-	1,000
ACV Expense	3,541	1,653	5,121	3,527	6,253	3,883	5,000
ACV Fuel	-	-	-	-	483	378	1,500
Web Services/Software	491	1,147	1,258	874	642	1,261	2,000
ASC Expenses	-	-	-	-	-	-	500
AV Expenses	-	-	202	106	375	-	700
Miscellaneous	1,500	-	0	-	-	1,132	1,500
Total Expenses	27,470	30,194	28,022	16,359	15,551	19,947	44,300
YTD Income / Expense	727	(2,395)	(3,410)	6,382	3,821	-348	-23,550

Bank Balance, 1/1/22	240,366
Income (Loss) YTD	(348)
Current Bank Balance	240,018

Restricted Cash Reserve:	\$55,000
Memorial Fund	\$5,026
Unrestricted Cash:	\$179,992
Total Cash	\$240,018

USCG Auxiliary, Eleventh District (NR) 2022 Budget Notes

BUDGET EXPLANATIONS

Receipts:

- | | | |
|---------------------------------------|---|---|
| Net District Dues | - | Based on 1175 paying members @\$15/member for 2022 |
| Income - Auxiliary Supplies | - | Our cash flow varies depending on how much inventory we replenish each year |
| Income - Educational Materials | - | Based on a projection of what we will bring in for 2022. (District Store unknown) |
| Interest Income | - | Assume same as 2021 |

Disbursements:

- | | | |
|--|---|---|
| Awards, Trophies & Gifts | - | Prices are going up. However, we have reduced the number of awards and certificates
- usually higher in even number years due to staff gifts from DCO. |
| EXCOM | - | Suggested distribution (subject to change by EXCOM) DCO- \$2,500; COS - \$2,000; DCAPT-\$1,500; IPDCO - \$1,000 |
| Elected Officer's Training | - | 1,000 per EOT |
| Division Commanders (if SR approved) | - | |
| Dtrain | - | \$10,000 to subsidize DTrain 20221. |
| Hospitality | - | Included in DTrain, EOT, Food Services and Staff Officer expenses |
| Publications | - | Assuming email publication |
| Staff Officer Expenses | - | DSOs - \$500 each, unless otherwise approved by DCO; reduced to \$5,000 -- not all DSOs have a need for or use their budgeted amounts |
| Aux-FS and Honor Guard (if SR approved) | - | \$1,000 each to offset a portion of personnel expenses for travel and specialized equipment |
| Web Services | - | Domain names, etc |
| Miscellaneous | - | Discretionary for DCO approval |
| ASC Expense | - | Travel reimbursement for Area Sector Coordinators |
| AV Expenses | - | AV recurring supply expenses; batteries, cables, etc. |

Comments:

1. Travel will be reimbursed at authorized government rate (\$0.585 per mile as of 1 Jan 2022; \$0.625 as 7/1/22)).
2. Restricted cash is \$55,000 (national dues - \$20,000; Dtrain - \$10,000; 80% of materials - \$25,000)
3. District dues are \$15 per member for 2022; National, \$24 per member. There is no longer an exemption of national dues for past elected DCOs.
4. The board voted on 15 January 2011 to subsidize the Auxiliary Memorial up to \$20,000. There is a remaining balance of \$5, 026.
5. ASC and AV Expenses added 16 November 2019
6. ACV insurance, maintenance and equipment, Fuel added in 2020 for anticipated increased use.

