



**U.S. Coast Guard Auxiliary
District 11 Northern Region**



To: COMO Curtis Han
CC: District Board & Staff
Subject: DSO-FN Report –21FEB2024

Dues and Financials

1. January YTD financial report is attached.
2. A reminder to please be sure and use the new form 7025 when doing your financial reports.

EXCOM and DSOs - Please send your requests for reimbursement quarterly at a minimum. Please email requests and be sure to attach receipts to the DSO-FN with a copy to DCO who approves payments.

REMINDER – All units should check their rosters in AUXDATA/AUXDIR to make certain they are correct. Checking them every couple of months will help us quickly identify non-members in order for us to create an accurate annual dues billing.

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

**Morgan Swiggett, DSO-FN
2365 Benham Ct.
Walnut Creek, CA 94596**

Some important highlights to remember regarding the latest Financial SOP:

1. All units are required to keep financial records for 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 and then digitalized.
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 at this time.

Morgan J. Swiggett – DSO-FN
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510-410-5138

United States Coast Guard Auxiliary District D11NR

Statement of Activity

January 1 - February 21, 2024

	TOTAL
Revenue	
National Store Rebate	237.29
Total Revenue	\$237.29
GROSS PROFIT	\$237.29
Expenditures	
DCDRs	3,000.00
Elected Officer's Training	350.00
EXCOM	
Commodore Fund	
DCAPT	513.19
Total Commodore Fund	513.19
Total EXCOM	513.19
Web Hosting	85.95
Total Expenditures	\$3,949.14
NET OPERATING REVENUE	\$ -3,711.85
NET REVENUE	\$ -3,711.85