



U.S. Coast Guard Auxiliary District 11 Northern Region



To: COMO Curtis Han
CC: District Board & Staff
Subject: DSO-FN Report –09APRIL2024

Dues and Financials

1. April YTD financial report is attached.
2. 2024 Annual Dues invoices were distributed to all DCDR's and SO-FN's. Thank you to all those units who have sent in their payment already.
3. D11NR's 2024 Annual Coast Guard Auxiliary Dues have been sent to the appropriate Coast Guard Auxiliary Association address as requested by National to meet the receivable deadline of 15 April 2024.
4. Thank you to all those units who have sent in their completed 7025's. If anyone has any outstanding questions or issues, please don't hesitate to contact me directly to assist.

Important Updates

1. National recently shared new language requirements to be included on all invoices and any distributed member listings going forward:

"The information contained in this document is subject to the provisions of the Privacy Act of 1974, and may only be used for the official business of the Coast Guard or the Coast Guard Auxiliary."

Please update your invoice templates and email communiques accordingly.

2. PROMULGATION OF THE AUXILIARY FINANCIAL AND MATERIALS CONTROL STANDARD OPERATING PROCEDURES (*this is an update to the Auxiliary Finance SOP which includes Materials as well for all those MA officers*).

Ref: (a) Auxiliary Financial and Materials Controls Standard Operating Procedures, AUX-SOP-008(B)

(b) Auxiliary Financial Controls Standard Operating Procedures, AUX-SOP-008(A)

This ALAUX announces promulgation of reference (a). It supersedes reference (b). Key highlights include:

- a. Additional detail and clarity are provided pertaining to the expectations about grant management and the interaction between Auxiliary units and the Coast Guard Auxiliary Association, Inc. regarding grants.

b. Affinipay is approved as the third authorized system along with PayPal and Square for use to accept payments.

c. Extensive additional detail and clarity are provided pertaining to the unit's finance and materials reports and records. This includes extension to April 1 for delivery of these annual end-of-year reports to the Director of Auxiliary (DIRAUX) and exemption from the provisions of this SOP of any equipment or property that is subject to Rescue and Survival Systems (R&SS) management under the purview of the DIRAUX.

d. Extensive additional detail and clarity are provided pertaining to the conduct of finance and materials audits, and a detailed Audit Committee Guide is provided as its own appendix.

Similar to the promulgation of reference (b), an SOP familiarization module is being developed and will soon be provided to District Staff Officers for Finance and Materials (DSO-FN and DSO-MA). Point-of-contact for module development is Auxiliarist Donna Miller, Seventh District DSO-FN.

No paper distribution will be made of this SOP. An electronic version will be posted on the Chief Director of Auxiliary section of the Coast Guard Auxiliary web site: [SOPs \(uscgaux.info\)](http://SOPs.uscgaux.info). If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

I have a copy of the new SOP, AUX-SOP-008(B) included with this reports submission to the board and staff for reference and distribution as needed. Please feel free to contact me directly with any questions.

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**

Morgan J. Swiggett
D11NR DSO-FN
m.swiggett.uscgaux@icloud.com
510-410-5138

END OF REPORT.

United States Coast Guard Auxiliary District D11NR

Statement of Activity

January 1 - April 12, 2024

	TOTAL
Revenue	
District Dues	
Dues Expense	
Dues - Annual Expense	-22,248.00
Total Dues Expense	-22,248.00
Dues Income	
Annual District Dues Income	18,486.00
Total Dues Income	18,486.00
Total District Dues	-3,762.00
National Store Rebate	237.29
Total Revenue	\$ -3,524.71
GROSS PROFIT	\$ -3,524.71
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
Staff Expense	63.36
Web Hosting	85.95
Total Expenditures	\$4,012.50
NET OPERATING REVENUE	\$ -7,537.21
NET REVENUE	\$ -7,537.21