



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



To: COMO Curtis Han  
CC: District Board & Staff  
Subject: DSO-FN Report –15MAY2024

### Dues and Financials

1. May YTD financial report is attached.
2. 2024 1<sup>st</sup> Quarter New Member Dues invoices and rosters were distributed to all DCDR's and SO-FN's. Thank you in advance to all those units who will be sending in payment.
3. Payment for D11NR's 2024 1<sup>st</sup> Quarter New Member Annual Coast Dues have been sent to the appropriate Coast Guard Auxiliary Association address as requested by National to meet the receivable deadline of 20 June 2024.

### 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.

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 - May 15, 2024

	TOTAL
Revenue	
District Dues	
Dues Expense	
Dues - Annual Expense	-22,248.00
Dues- New Mbr Expense	-444.00
<b>Total Dues Expense</b>	<b>-22,692.00</b>
Dues Income	
Annual District Dues Income	25,038.00
<b>Total Dues Income</b>	<b>25,038.00</b>
<b>Total District Dues</b>	<b>2,346.00</b>
National Store Rebate	424.60
<b>Total Revenue</b>	<b>\$2,770.60</b>
<b>GROSS PROFIT</b>	<b>\$2,770.60</b>
Expenditures	
DCDRs	3,000.00
Elected Officer's Training	350.00
EXCOM	
Commodore Fund	
COS	133.14
DCAPT	513.19
<b>Total Commodore Fund</b>	<b>646.33</b>
<b>Total EXCOM</b>	<b>646.33</b>
Staff Expense	63.36
Web Hosting	85.95
<b>Total Expenditures</b>	<b>\$4,145.64</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -1,375.04</b>
<b>NET REVENUE</b>	<b>\$ -1,375.04</b>