THE AMERICAN LEGION
*Veterans Strengthening America*

# Tyler Cates Post 281, Mt. Juliet, TN
# The Finance Officer's Guide

# Tyler Cates Post 281, Mt. Juliet, TN

# The Finance Officer's Guide

Revised September 2026

## Finance Officer

***"You have been chosen to assist your commander in the wise and effective financial management of that office and to serve not only your fellow Legionnaires, but also those whose relationship to the organization has led them to look for us for guidance and relief. You will find the duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of our programs depends, to a great extent, upon you and your performance of the duties of your office."***

# TABLE OF CONTENTS



## Appendices



*The Finance Officer's Guide*

Mission: The Finance Officer safeguards the financial integrity of the Post by maintaining accurate records, enforcing sound cash management practices, and ensuring full compliance with all American Legion National, Department, and government requirements. The Finance Officer manages the Post's resources with transparency, accountability, and prudence so that every dollar entrusted to the Post strengthens our ability to serve veterans, support their families, and contribute to our community. Through careful budgeting, responsible stewardship, and clear reporting, the Finance Officer protects the Post's long-term stability and upholds the trust of its members.

1. **General:**

   a. **Purpose**

   The Finance Officer's work shall follow standard cash accounting practices in meeting the needs of our Post. In cash accounting, income is recognized when received and expenses are recognized when paid. The Finance Officer shall be a person of integrity in performing the following responsibilities and as directed by the Executive Committee:

   (1) Administer the Post's checking and investing activities

   (2) Maintain records of income and expenses

   (3) Advise Post leadership on formulating and administering financial policies, especially the preparation, submission, and execution of the Annual Budget

   (4) Serve as Chairperson and manage the Budget Committee by providing guidance and oversight during the budget preparation process

   (5) Prepare and present the monthly financial report ('Snapshot") at Executive Committee and monthly general membership meetings

   (6) Prepare the semiannual Budget Comparison Report that compares the first six months of actual income and expenses to the budgeted amounts

   (7) Prepare the Annual Financial Report

   (8) Prepare the annual IRS Form 990-N, Electronic Notice (e-Postcard) for tax-Exempt Organizations for every tax year (Jan – Dec) before April 15

   (9) Renew the annual State of Tennessee Charitable Organization Registration before June 30

   b. **Authoritative guidance**

   (1) The American Legion National Constitution and By-Laws, August 2025

   (2) The American Legion Department of Tennessee Constitution and Bylaws, June 28, 2026

   (3) Constitution and By-Laws of the American Legion, Post 281, September 2024

   (4) The American Legion's Post Adjutant's Guide, revised annually by National Headquarters

   (5) AL Post 281 Members Handbook, June 2023

   c. **Internal management controls**

   (1) These controls are specific policies, procedures, and activities that the Post establishes and implements to manage risk. Cash operations involving receipt of income and paying

expenses are inherently risky with respect to fraud, waste, abuse, miscalculation, omissions, errors, or misstatement. Internal management controls attempt to reduce or eliminate risks. The Finance Officer and others involved implement these controls to eliminate opportunities to conceal errors or irregularities and assign work so that no one individual controls multiple phases of a transaction. Timely reconciliations of monthly banking statements and an annual audit of financial transactions and operations must include a review of internal management controls to determine their adequacy, compliance, and effectiveness.

(2) Separation of duties is not always practical or possible due to time constraints, manpower shortages, or the use of electronic payment systems. Post officers must be aware of situations where valid, long-standing separation of duties cannot be achieved, recognize that internal controls have been weakened as a result, and introduce compensating activities to mitigate identified risks.

**2. Cash Management and Investment Management:**

The Finance Officer is an elected position under the control of the Post Commander and the Post Executive Committee. As part of the responsibilities stated in paragraphs 1.a. and paragraph 4., the Finance Officer shall:

a. Implement these disbursing and cash management policies and propose changes or new ones

b. Respond to all inquiries pertaining to the Post's cash and investment management

**3. Accountability and Responsibility of Accountable Persons:**

a. Accountable persons are Post officers and members accountable to the general membership, Post Executive Committee, Department of Tennessee, and the National Headquarters of the American Legion. Any individual who occasionally receives income or makes expenses on behalf of the Post does not need to be formally appointed as an accountable person. Funds may be received at times, at locations, and under circumstances that preclude any advance arrangement for their receipt. Persons receiving funds, other than those formally designated, must promptly send funds received to the Finance Officer or to another person formally designated to receive those funds.

b. Accountable Persons include the Post Commander, Adjutant, Finance Officer, and others as approved by the Executive Committee.

c. The Post Adjutant is responsible to the Finance Officer for the following procedures:

(1) Post receipts and disbursements, whether made by cash, check, debit card, credit card, or electronic payment platforms such as PayPal, Square, Venmo, or other approved applications

(2) Copies of all membership transmittals submitted to the National Headquarters

d. Post members are accountable to the Finance Officer for the authorized use or disposition of any cash, checks, debit cards, or other financial instruments entrusted to them.

4. **Administration of the Post's Cash and Investment Accounts:**

a. **Checks and checking account**

(1) Security and maintenance of blank checks:

(a) The Finance Officer shall maintain the protection and oversight of all blank checks.

(b) Blank checks shall only be issued by the Finance Officer to the Commander and/or the Adjutant, with a written record signed by the recipient and the Finance Officer indicating the check numbers and the authorized maximum amount for each check. (See Appendix 1: Record of Blank Checks Issued)

(2) Official signature and authorizations: Designated officers determine which of their given names and/or initials will comprise their official signatures, and use them on all checks, vouchers, correspondence, and official papers pertaining to the Post's financial operations. After the bank-required signature forms are completed, the following officers are authorized to sign checks on behalf of the Post:

(a) Finance Officer

(b) Adjutant

(c) Post Commander

(3) Authorization to initiate electronic funds transfers from the bank is limited to the Finance Officer and those approved by the Executive Committee. Executive Committee approval must be contained in the minutes of the meeting.

(4) Authorization of individuals to have access to Wilson County Bank and Trust's **Business Connect** online banking is limited to the Finance Officer and those approved by the Executive Committee. Approvals of the Executive Committee, as recorded in the minutes to the meeting, must indicate the name and function(s) for which access is granted.

(5) Approved users must download the bank's **Business Connect** application on their computer and/or mobile device(s). After approval, the Finance Officer will follow bank procedures in setting up and assigning user IDs and passwords to those approved.

(6) A newly elected Finance Officer, after being sworn in before June 1, must prepare a memorandum addressed to the Executive Committee, with copy retained in the Finance Officer files, that includes:

(a) Full name of the Post (American Legion Tyler Cates Post 281)

(b) Name of the prior Finance Officer and dates of office

(c) Name of new Finance Officer

(d) Opening date of the account

(e) Statement that new bank signature cards have been completed and date

(f) Beginning and ending serial number of all blank checks on hand

(g) Verification that the facilities for safekeeping funds, blank checks, debit cards and related accountable documents pertaining to the financial transactions of the Post are adequate

(7) The outgoing Finance Officer, after the incoming Finance Officer is sworn in, shall complete the following requirements before June 1:

(a) Transfer all banking and investment accounts to the incoming Finance Officer. If required, would also include a new Commander and/or a new Adjutant.

(b) Prepare the final month's (May's) financial report not later than June 7 indicating "FINAL" on the top of the report.

(c) Prepare and send a memorandum to the Executive Committee verifying that the balance of all accounts is properly documented, and the date, check number and amount of the last check issued.

(8) Death, incapacity, resignation, or removal of the Finance Officer:

(a) When the Finance Officer dies, is incapacitated, resigns, or is removed for cause (including unexcused absences, (defined in Article VI, Section 5 of the Post 281 Constitution and By-Laws as "three (3) or more unexcused absences from mandatory meetings, or American Legion functions.") from the Finance Officer position, the Commander and Adjutant may continue to disburse funds and deposit income for 90 days after the month of death, incapacity, resignation, or removal.

(b) The Post Commander shall seize all financial instruments, documents, and records to ensure the security of funds and property.

(c) Following the seizure, the Commander will appoint a qualified person to inventory the financial instruments, documents, and records on hand. Such inventory shall be presented to the Executive Committee.

(d) The Commander shall appoint an individual as the Acting Finance Officer until the next regularly scheduled election. The Acting Finance Officer shall identify any differences discovered during settlement of the accounts and render the final report of the outgoing Finance Officer. The Acting Finance Officer will sign all documents prepared in connection with the administration and settlement of accounts of the outgoing Finance Officer as follows:

___________________________________
(Name of Outgoing Finance Officer)

By: ___________________________________________
Acting Finance Officer (appointed on MM/DD/YYYY)

**b. Disbursements by check or electronic funds transfers (EFT)**

(1) Disbursements may only be made to support the approved budget (including EFT withdrawals by National Headquarters) or as approved by the Executive Committee.

(2) All disbursements must be promptly recorded (within 15 calendar days) in the Post's financial records and supported by valid receipts, invoices, bills, or other written or electronic documentation. Disbursements and supporting documentation will be reviewed during monthly bank statement reconciliations.

(3) Outstanding checks for more than six months shall be voided, but may be reissued upon request of the payee.

**c. Automated teller machines (ATMs)**
ATMs may be used by the Finance Officer to make balance inquiries, deposits, and cash withdrawals. Cash withdrawals from ATMs are not permitted except when approved on a case-by-case basis by the Post Commander. Each approval must be subsequently approved by the Executive Committee and documented in the minutes.

**d. Deposits**

(1) Unless "Remote Deposit" is used to deposit checks, a Cash Verification form (Appendix 2) must be prepared when the Post receives more than $200 in U.S. currency/bills. All deposits should be made within three business days of receipt. All checks for deposit must be properly endorsed with Post's name and bank account number. Dishonored checks and amounts will reduce the checking account balance. The Finance Officer shall make necessary adjustments to the account(s) to reflect the dishonored check(s) and shall attempt to recoup funds from the check issuer.

(2) All bank-validated deposit slips, except for "Remote Deposits" must be properly prepared and retained until the deposit is confirmed on the monthly checking account statement.

(3) All receipts from PayPal, Square, Venmo, or other electronic payment applications must be transferred to the Post's checking account within 10 business days of transaction. The Adjutant will provide the Finance Officer with the name(s) of members who pay their dues with something other than currency or personal checks, unless otherwise provided on a previous transmittal of membership information to National Headquarters.

e. **Debit cards**

(1) The Finance Officer shall provide oversight of all debit cards. Only the Finance Officer's debit card will be used for ATM balance inquiries, cash withdrawals, and/or cash deposits.

(2) Debit cards to other officers may be approved by the Finance Officer. The Finance Officer shall maintain a written record (Appendix 3) signed by the debit card holder and the Finance Officer itemizing the responsibilities of those who use a debit card and the maximum dollar amount of $500 per daily limit.

(3) Debit cards in possession of approved members may temporarily release them on a case-by-case basis to other members for specific purposes. After use, the approved member is responsible for obtaining a receipt for the approved purchase and providing that receipt to the Finance Officer to support the monthly bank reconciliation.

f. **Investments**
Whenever the checking account accumulates a balance more than the Post's current needs, the Finance Officer shall recommend an investment amount to the Executive Committee. If the Executive Committee approves any amount, the investments shall only be made in a bank Certificate of Deposit. Monthly and annual reports must contain the amount, interest rate, and maturity date of each investment.

5. **Maintenance of Post Records of Income and Expenses:**

a. All records will be maintained in an orderly fashion to efficiently conduct the financial operations of the Post.

**b.** Critical internal controls include separation of duties, specifically with respect to monthly reconciliation of the bank statement with the Post's electronic checkbook. The Post's crime insurance requires that the monthly reconciliation be conducted by an officer other than those who handle deposits or write checks. Monthly reconciliation must be accomplished within two weeks of the bank statement date.

6. **Development, Maintenance, and Updating of Financial Policies and Procedures**
The Finance Office shall develop, maintain, and update these procedures as required and submit proposed changes to the Executive Committee for approval.

7. **Preparation of the Annual Budget:**

a. The Post's fiscal year shall be from the first day of June through the last day of May.

b. The Finance Office shall serve as the Chairperson of the Budget Committee. The Finance Officer will present for approval the proposed Annual Budget to the Executive Committee and at the general membership meeting in May of each year.

c. Membership of the Budget Committee, other than the Finance Officer, shall be determined by the Executive Committee.

**8. Preparation of Monthly Financial Report:**

a. The Finance Officer shall prepare a template for the monthly financial report similar to that represented in Appendix 4. Line-item descriptions on monthly reports should mirror those on the annual budget and the semiannual Budget Comparison Report (see paragraph 9). Line items may, at the discretion of the Finance Officer, be consolidated into a category, and disaggregated in the notes. Changes to the template must be presented for approval by the Executive Committee.

b. The monthly report represents monthly income and expenses and shall be aligned with the approved budget.

c. The monthly report shall be presented at monthly Executive Committee and general membership meetings. Any member of the Post may request a copy of the monthly report.

d. Any future income and expenses not previously approved in the budget shall be submitted to the Executive Committee for approval.

**9. Preparation of Semiannual Budget Comparison Report:**

a. The Finance Office shall prepare a semiannual Budget Comparison Report for the period June 1 to November 30 and present it to the Executive Committee in January.

b. After approval of the Executive Committee, documented in the minutes, the Budget Comparison Report shall be included in the Finance Officer's report during the next regular meeting.

c. The Budget Comparison Report shall consist of four columns (Appendix 5):

(1) Budget line items, including "Other Income" and "Other Expenses," approved by the Executive Committee

(2) Budget line-item amounts approved by the Executive Committee

(3) Cumulative income and expenses for the reporting period

(4) Variance amount between actual and approved income and expenses

**10. Preparation of the Annual Financial Statement:**

a. The Finance Officer shall prepare an Annual Financial Statement (Appendix 6) and submit it to the Executive Committee no later than the August meeting. It shall incorporate all income and expenses during the period June 1, 20X1, to May 31, 20X2, representing the transactions conducted during fiscal year 20X2.

b. The Finance Officer has discretion in the format of the statement, but items included should be consistent with the monthly financial reports/snapshots.

**11. Audit of the Annual Financial Statement:**

a. The auditor shall be granted **read-only electronic access** to the Post's bank and investment accounts. The Post Finance Officer will provide all requested information related to account transactions and balances to members of the audit team. Supporting documentation includes, but is not limited to monthly bank reconciliations, receipts, invoices, cash-verification forms, minutes of Executive Committee and general membership meetings, IRS Form 990-N, insurance policies and coverage amounts, and the State of Tennessee Charitable Organization renewal.

b. An annual financial audit shall be completed within **60 days** following the Finance Officer's completion of the Annual Financial Statement. Upon completion, the audit report shall be presented to the Executive Committee, and its receipt shall be recorded in the Executive Committee meeting minutes

c. The annual review shall consist of the items listed on the Financial Audit Checklist; located in this document at Appendix 7.

## Appendix 1: Record of Blank Checks Issued

### Blank Checks Holder Agreement

I, ________________________________[name]), hereby acknowledge that the Finance Officer has issued me (#) blank checks sequentially numbered________________________________________.

I have requested these Post 281 blank checks and agree to comply with the following terms and conditions:

1. I understand that my actions as a Blank Checks Holder constitute financial commitments on behalf of Post 281.
2. I understand that failure to use these blank checks in accordance with the terms and conditions of this agreement may result in revocation of my Blank Checks Holder privileges.
3. I understand that I am personally responsible for the safekeeping and appropriate use of the Blank Checks.
4. I agree to use the Blank Checks only for authorized Post 281 business purposes.
5. I agree to limit the amount of any single Blank Check to $500.00 .
6. I understand that Post 281 will request reimbursement for any personal or unauthorized purchases.
7. I understand that Post 281 will review or audit my use of the Blank Checks.
8. I agree to promptly provide any additional information requested by the Finance Officer or Commander concerning any of my Blank Check transactions.
9. I agree to retain original documentation (receipts, invoices, bills, etc.) for all payments made.
10. I agree to return all unused Blank Checks immediately to the Finance Officer or Commander upon request, when my membership expires, or when the need for the Blank Checks no longer exists.
11. If one or more Blank Checks are lost or stolen, I will promptly notify the Finance Officer.

__________________________________ __________________________________

Blank Checks Holder Name (Printed) Blank Checks Holder Name (Signature)

__________________________________ __________________________________

Finance Officer Date

# Appendix 2: Cash Verification Form

**(only when total cash/U.S. currency is over $200)**

**Tyler Cates American Legion Post 281**
**Mt. Juliet, TN 37122**

## CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

**UNIT NAME** ____________________

**ACTIVITY** **DATE**

**COINS**

| | | | |
|---|---|---|---|
| ________ | x 1¢ | = | ________ |
| ________ | x 5¢ | = | ________ |
| ________ | x 10¢ | = | ________ |
| ________ | x 25¢ | = | ________ |
| ________ | x 50¢ | = | ________ |
| ________ | x $1 | = | ________ |
| | **TOTAL $** | | ________ |

**CURRENCY**

| | | | |
|---|---|---|---|
| ________ | x $ 1 | = | ________ |
| ________ | x $ 5 | = | ________ |
| ________ | x $ 10 | = | ________ |
| ________ | x $ 20 | = | ________ |
| ________ | x $ 50 | = | ________ |
| ________ | x $100 | = | ________ |
| | **TOTAL $** | | ________ |

**CHECKS** *Attach proof of total for of itemized checks.*

| | | | |
|---|---|---|---|
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |
| # ______ | $ ______ | # ______ | $ ______ |

**Cash Total:** ____________ **Check Total:** ____________

**Cash Total:** ____________
**Check Total:** ____________
**Grand Total:** ____________

**Membership Dues**

# ____ members @ $ _____ (dues) = $_____ + donations = $______ **Grand Total $**________

**FOR OFFICIAL USE ONLY**

| | |
|---|---|
| Signature ____________ | **Amount Received: $** ____________ |
| Signature ____________ | Signature ____________ |
| Signature ____________ | **Date** ____________ |

*Revised December 2022*

## Appendix 3: Debit Card Holder Agreement

Debit Card Holder's Name: ______________________________ Phone: ____________
Debit Card Number: __________________________________

I have requested a Post 281 debit card and agree to comply with the following terms and conditions:

1. I understand that my actions as a Card Holder constitute financial commitments on behalf of Post 281, Mt. Juliet, TN.
2. I understand that failure to use my debit card in accordance with the terms and conditions of this agreement may result in revocation of my Card Holder privileges.
3. I understand that I am personally responsible for the safe-keeping and appropriate use of the card.
4. I agree to use the debit card only for authorized Post 281 business purposes.
5. I understand that Post 281 will request reimbursement for any personal or unauthorized purchases.
6. I understand that Post 281 will review or audit my use of the debit card.
7. I agree to promptly provide any additional information requested by the Finance Officer or Commander concerning any of my debit card transactions.
8. I agree to limit individual transaction amounts to $500.00, and retain original documentation (receipts, invoices, bills, etc.) for all purchases made on my debit card.
9. I agree to return the debit card immediately to the Finance Officer or Commander upon request, when my membership expires, or when the need for the debit card no longer exists.
10. If my debit card is lost or stolen, I will promptly notify the Finance Officer.
11. I understand that the Post 281, Mt. Juliet, TN, may terminate my debit card privileges at any time for any reason at their discretion.

______________________________ ______________________________
Debit Card Holder's Name (Printed) Debit Card Holder's Name (Signature)

______________________________ ______________________________
Finance Officer Date

## Appendix 4:  Template for Monthly Financial Report

| AMERICAN LEGION TYLER CATES POST 281 | | | | | |
|---|---|---|---|---|---|
| **Bank Reconciliation - Month/Year** | | | | | |
| | | | | | |
| **Ending Bank Statement** | | | | **M/Y** | Amt. |
| **Outstanding Cks** | **Ck#** | **$ Amt** | | | |
| | **#** | **$** | | | |
| | | | | | |
| | M/Y | Income | | | $ |
| | M/Y | Expenses | | | $ |
| | M/Y | Ending Balance | | | $ |
| | | | | | |
| | **M/Y** | **Bank Statement** | | | |
| | | Reconciliation (Difference) | | | - |
| | | | | | |
| **CHECK BOOK** | **Cleared Bank** | | **Check** | | |
| | **Date** | **Deposit** | **Number** | **Exp $$** | **Balance** |
| | | | | | Amt. |
| Boys State Pymt (Name) | D/M/Y | $ | | | $ |
| BS Pymt (Name) / Flowers-(Name) | D/M/Y | $ | | $ | $ |
| BS Pymt (Name) / NFP (Crime Ins) | D/M/Y | $ | Ck # | $ | $ |
| Off Max/Binders, Venmo BS-(Name) | D/M/Y | $ | | $ | $ |
| (Name) donation $192.85, Emblem Sales 2( | D/M/Y | $ | | $ | $ |
| M-Ship X-Fer to Nat'l/State | D/M/Y | | | $ | $ |
| MJ Trophies $130,  Pizza 71.91 | D/M/Y | | | $ | $ |
| (Name) donation checks | D/M/Y | $ | | | $ |
| MJ Rotary donation-BS, $1000 | D/M/Y | $ | | | $ |
| (Name)-Shirts, 1-Mship, Cash Bkt | D/M/Y | $ | | | $ |
| Boys State Pymt - (Name) | D/M/Y | $ | | | $ |
| Boys State Ck Pymt to TN Dept | D/M/Y | | Ck # | $ | $ |
| Boys State Pymt - (Name) | D/M/Y | $ | | | $ |
| BS Pymt-(Name), 1-Mship (Name) | D/M/Y | $ | | | $ |
| NSA Storage $111, Stamps $10.50 | D/M/Y | | | $ | $ |
| | | | | | |
| | **Income** | **-** | | **-** | **Expense** |
| | | | | - | Net |

| **DEPOSIT D/M/Y** | |
|---|---|
| **Name** | **$$** |
| (Name) - BS (Venmo) | $100.00 |

## Appendix 5: Template for Semiannual Budget Comparison Report

| Budget Comparison Report<br>For Semiannual Period from June 1 to November 30, 20XX) | | | |
|---|---|---|---|
| **Line Item** | **Approved Budget Amount** | **Actual Income and Expenses** | **Variance Between Approved and Actual $ and/or %** |
| **Income** | | | |
| Membership Fees | | | |
| Donations – Del Webb Lake Providence Veterans Club for Boys State and Girls State | | | |
| Donations – TAL Riders | | | |
| Donations – Honor Guard | | | |
| Donations – Emergency Fund/Vets in Need | | | |
| Memorial Day Flag Event | | | |
| Christmas Dinner Reservations | | | |
| Other Income | | | |
| | | | |
| **Expenses** | | | |
| Membership Fees to Department/National | | | |
| Boys State (8 x $425) | | | |
| Youth Baseball Support | | | |
| Donations – TAL Riders Run for the Wall | | | |
| Donations – Scouting | | | |
| Donations – TAL Riders Legacy Fund | | | |
| Donations MJHS Marine JROTC | | | |
| Donations GHHS Army JROTC | | | |
| Donations TAL National Emergency Fund | | | |
| Christmas Dinner Expenses | | | |
| Postage/Supplies/Ads, etc. | | | |
| Post Banners/Sponsors | | | |
| Insurance (Liability & Crime) | | | |
| Honor Guard Expenses | | | |
| Honor Guard Weapons Maintenance/Shipping | | | |
| Honor Guard Storage Unit | | | |
| Mt. Juliet Chamber of Commerce / Website | | | |
| IRS 990-N and State of Tennessee Corporation License | | | |
| Social/Food/Picnic Expenses | | | |
| Commanders Discretionary Fund | | | |
| Emergency Fund / Vets in Need | | | |
| Building Rental Fees | | | |
| Other Expenses | | | |

# Appendix 6:  Template for Annual Financial Statement

Annual Financial Report for Post 281, Mt. Juliet, TN
for Period March 1, 20XX through February 2X, 20XX

| | | |
|---|---|---|
| Cash and Investments: | | |
| Checking Account | XXX.XX | |
| Advances (See Note 1) | XXX.XX | |
| Certificates of Deposit (See Note 2) | XXX.XX | |
| **Total** | | XXX.XX |
| | | |
| Income: | | |
| Membership Fees | XXX.XX | |
| Donations -- DWLP Veterans Club | XXX.XX | |
| Donations -- TAL Riders | XXX.XX | |
| Donations -- Honor Guard | XXX.XX | |
| Donations -- Emergency Fund/Vets in Need | XXX.XX | |
| Memorial Day Flag Event | XXX.XX | |
| Christmas Dinner Reservations | XXX.XX | |
| Other Income | XXX.XX | |
| **Total Income** | | XXX.XX |
| Expenses: | | |
| Membership Fees to State/National (See Note 3) | XXX.XX | |
| Boys State Sponsorships | XXX.XX | |
| Girls State - Transfer to Auxiliary | XXX.XX | |
| Youth Baseball Support | XXX.XX | |
| Donations -- TAL Riders Run for the Wall | XXX.XX | |
| Donations -- Scouting | XXX.XX | |
| Donations -- TAL Riders Legacy Fund | XXX.XX | |
| Donations -- MJHS Marine JROTC | XXX.XX | |
| Donations -- GHHS Army JROTC | XXX.XX | |
| Donations -- TAL National Emergency Fund | XXX.XX | |
| Christmas Dinner Expense | XXX.XX | |
| Postage/Supplies/Ads, etc. | XXX.XX | |
| Post Banners/Sponsors | XXX.XX | |
| Insurance (See Note 4) | XXX.XX | |
| Honor Guard Expenses | XXX.XX | |
| Honor Guard Weapons Maintenance/Shipping | XXX.XX | |
| Honor Guard Storage Unit | XXX.XX | |
| Mt. Juliet Chamber of Commerce / Website | XXX.XX | |
| Federal IRS 990-N and TN State Corp. License | XXX.XX | |
| Social/Food/Picnic Expenses | XXX.XX | |
| Commander's Discretionary Fund | XXX.XX | |
| Emergency Fund/Vets in Need | XXX.XX | |
| Building Rental Fees | XXX.XX | |
| Other Expenses | | XXX.XX |
| **Total Expenses** | | |

**Note 1**: Advance made to the Exchange Club of West Wilson County to defray cost of flag poles and flags for Memorial Day flag event.

Annual Financial Report for Post 281, Mt. Juliet, TN
for Period March 1, 20XX through February 2X, 20XX

**Note 2**: Post 281 holds two Certificates of Deposit issued by [Bank]. CD #1 for $XXX @ X.X% matures on [date]; CD #1 for $XXX @ X.X% matures on [date].

**Note 3**: Membership dues for annual renewals are $45.00 per year. Of that amount, $14.00 supports Post 281 programs; $12.50 goes to the Tennessee Department for veterans support within the state; and $18.50 goes to TAL National to support their operations, address veterans' issues, and representing veterans during legislative hearings in the U.S. House of Representatives and the U.S. Senate.

**Note 4**: Insurance payments consist of Crime Insurance/Bonds for Officers of $XXX.XX and Post Liability Insurance of $XXX.XX.

## Appendix 7: Annual Financial Audit Checklist

Inclusive Dates of Audit: ______________________________

Name(s) of Auditor and Audit Team: ______________________

Date(s) of Last Audit: ________________________________

| | Yes | No | N/A |
|---|---|---|---|
| **A. Description…** | | | |
| In accordance with The Finance Officer's Guide, paragraph 11, page 9, the Finance Officer shall provide documentation relating to any specific deposit or expenditure upon request of the auditor. This also includes documentation on budget-related reports and Executive Committee approvals make outside those specified in the budget. | | | |
| 1. Beginning-Ending Dates of Banking Statements Reviewed: | | | |
| 2. Beginning-Ending Check Numbers Reviewed: | | | |
| 3. Cancelled/Voided Check Numbers: | | | |
| **B. Beginning Balance Records…** | | | |
| 1. Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in the electronic checkbook register? | | | |
| 2. Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance of the last audit? | | | |
| **C. Bank Reconciliation…** | | | |
| 1. Have all monthly bank statements been reconciled by the Finance Officer ? | | | |
| 2. Does the ending balance of the checkbook agree with the last reconciled bank statement? | | | |
| 3. Have all deposits been recorded in the check register and bank statement? | | | |
| 4. Do all deposits and withdrawals appear in the monthly Finance Officer report? | | | |
| 5. Have all bank reconciliation discrepancies been explained? | | | |
| 6. Have monthly bank statement balances been reconciled by a separate member of the Executive Committee? | | | |
| **D. Membership Dues…** | | | |
| 1. Are the deposit amounts supported by the monthly reconciliation to indicate sources of payment and linked to specific members? | | | |
| 2. Did the Finance Officer receive all the Post Adjutant's membership dues transmittals to support deposits that include the Department and National's shares? | | | |
| 3. Do National Headquarters electronic withdrawals reconcile with the Post Adjutant's transmittals and the Finance Officer's monthly reconciliation to indicate the National and Department shares of membership dues? | | | |
| 4. Are all cash and/or check receipts deposited into the bank within five business days after receiving receipt? | | | |

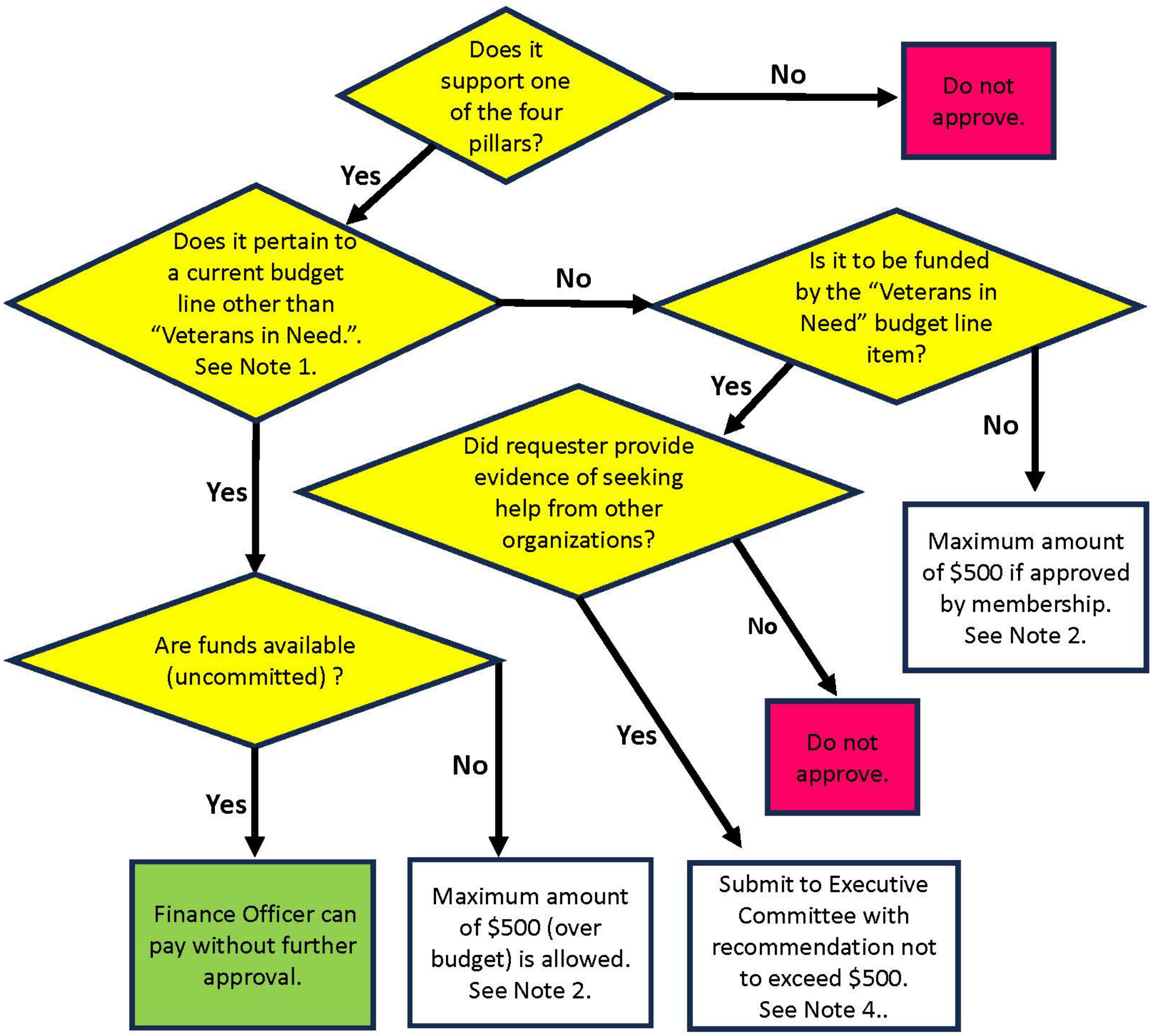
| **E. Finance Officer's Reports…** | | | |
|---|---|---|---|
| 1. Has the annual budget for the following fiscal year been approved by the Executive Committee and documented in the minutes of the meeting? and updates/changes been approved by the Executive Committee and the approved motion included in the minutes of meeting? | | | |
| 2. Has any changes and/or updates to the approved budget been approved by the Executive Committee and the approved motion included in the minutes of the meeting? | | | |
| 3. Has the annual budget been approved at a general membership meeting and documented in the minutes of the meeting. | | | |
| 4. Were any donations or uses of funds in excess of those already approved in the budget approved at a general membership meeting and documented in the minutes of the meeting? | | | |
| 5. Does the Annual Financial Statement (Appendix 4) and associated explanatory notes presents all cash, investments, income, and expense balances? | | | |
| 6. Does the Annual Financial Statement reflect any significant assets or liabilities that are owned or owed? | | | |
| 7. Was the semiannual Budget Comparison Report prepared and presented to the Executive Committee showing the approved budget, actual income and expenses, and variance amount for each budget line item? | | | |
| 8. Did the Executive Committee document the receipt of the semiannual Budget Comparison Report in the minutes of the meeting? | | | |
| 9. Does the balance of any financial report balance equal the sum of the individual items in that category? | | | |
| 10. Do all investments display the issuer/custodian, type of investment, amount, interest rate, and maturity date? | | | |
| 11. Was the annual IRS tax form for tax-exempt organizations filed and accepted? | | | |
| 12. Was the annual Tennessee Charitable Organization renewal form filed and accepted/approved? | | | |
| 12. Are the financial records maintained in an orderly fashion? | | | |
| **F. Authorizations for Payment…** | | | |
| 1. Have all checks been written for approved amounts? | | | |
| 2. Were checks in excess of $500 signed by two authorized officials? | | | |
| 3. Were all checks properly signed by an authorized official? | | | |
| 4. Were all signed checks sequentially numbered,, except for blank checks with the Adjutant or voided checks)? | | | |
| 5. Are all checks and EFT disbursements supported by a receipt, invoice, bill, or a disbursement request? | | | |
| 5. Are all debit card transactions supported by a receipt, invoice, bill, or disbursement request? | | | |
| 6. Were all disbursements properly allocated and categorized in accordance with the budget? | | | |
| 7. Are all blank checks accounted for? | | | |

| **G. Income…** | | | |
|---|---|---|---|
| 1. Are all deposits properly supported? | | | |
| 2. Are all check payments properly endorsed? | | | |
| 3. Does all income received match deposits in checkbook and bank statement? | | | |
| 4. Has all designated income been spent as specified? | | | |
| 5. Are cash amounts over $200 supported with a Cash Verification Form with two people counting the currency and signing the form? | | | |
| 6. Was all the income properly allocated and categorized in accordance with the budget? | | | |
| **H. Financial Statement…** | | | |
| 1. Was the Annual Financial Statement reviewed by the Executive Committee and included in the minutes? | | | |
| 2. Was the semiannual Budget Comparison Schedule reviewed by the Executive Committee and recorded in the minutes? | | | |
| 3. Is the final bank reconciliation attached to the auditor's annual report? | | | |
| 4. Is the Finance Officer's Annual Financial Statement attached to the auditor's annual report? | | | |

| **I. Financial Audit Report…** |
|---|
| 1. Explain all "No" responses indicating the applicable paragraph (i.e., E-1, F-2, etc.). |
| 2. Include significant deficiencies and recommendations in the audit letter to the Executive Committee. |
| 3. Identify the persons who are on the bank's signature cards. |
| 4. Identify who has the authority to open or close bank accounts. |
| 5. List cash equivalents (Certificates of Deposits, etc.), interest rates and maturity dates. |
| 6. Include in the report: I have examined the annual report and financial records of the Finance Officer of Post 281, Mt. Juliet, TN, for the period June 1, 20X1, to May 31, 20X2, and find them to be **correct,** or **incomplete**, or **substantially correct with the following adjustments** (list adjustments), or **incorrect**. |
| 7. Sign and Date when the review was completed and attach the Financial Audit Checklist to the report. |
| 8. Attach the final bank reconciliations (Finance Officer and Executive Committee member) to the report. |
| 9. Attach the Finance Officer's Annual Financial Report to the report. |
| 10. Attach the bank statement for the first month and the last month of the fiscal year. |

## Appendix 8: Request for Donations – Decision Tree

***The purpose of this appendix is to set guidelines whenever a member at a general membership meeting makes a motion to donate or contribute to either an individual or a not-for-profit organization recognized by the Internal Revenue Service***




Note 1: Budget line items can be specific ("Boys State;" "Scouting," "JROTC," etc.) or general ("Commanders Discretionary Fund" or "Other Discretionary Expense,") both requiring Post Commander and Executive Committee approval.

Note 2: Motion must be made, seconded, discussed and approved by a majority of members..

Note 3: Available resources can be found on the Post 281 website.

Note 4: "Extreme or dire" need of $1,000 or more must be presented to the Executive Committee approval.

# Appendix 9 – Adjutant's Transmittal

TN Post 0281 Tyler Cates Inc

**# Cards: 11**
**Total Amount: $418.00**
**Status: Marked For Posting**
**Charge per member: $38.00**
**Date Submitted: 11/13/2024**
**Batch #: 2411130818**

## Members in this Batch

| Member ID# | Name | Membership Year | Status |
|---|---|---|---|
| ------------373 | Member 1 | 2025 | |
| ------------898 | Member 2 | 2025 | |
| ------------051 | Member 3 | 2025 | |
| ------------186 | Member 4 | 2025 | |
| ------------208 | Member 5 | 2025 | |
| ------------158 | Member 6 | 2025 | |
| ------------550 | Member 7 | 2025 | |
| ------------165 | Member 8 | 2025 | |
| ------------970 | Member 9 | 2025 | |
| ------------842 | Member 10 | 2025 | |
| ------------531 | Member 11 | 2025 | |

Member 12 was transferred from Post TN2000.
Member 13 was transferred from Michigan 0029.