Financial Controls • Facility Rentals • Alcohol Compliance • Investments • Budgeting • Trustee Oversight

Post Administrative Location:
960 Town Center
Elk Grove Village, Illinois

Rental Facility:
960 Elk Grove Town Center
Elk Grove Village, Illinois

Effective Date: ______________________________

Revision Number: 1.0

Date Approved: ______________________________

Reviewed By: Commander / Quartermaster / Board of Trustees

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1. PURPOSE AND SCOPE

The purpose of this Policy & Procedures Manual is to establish sound financial, accounting, rental, investment, budgeting and internal-control procedures for VFW Post 9284.

The policies are designed to:

- Protect Post funds and property.
- Protect the Commander, Quartermaster, Trustees and other officers.
- Establish clear responsibility for financial transactions.
- Maintain accurate records of donations, rentals, investments, income and expenses.
- Establish annual and monthly budgets.
- Provide Trustees with meaningful financial information.
- Reduce the possibility of fraud, theft, error or misuse of Post funds.
- Establish consistent procedures for facility rentals.
- Establish additional safeguards for rentals involving alcohol.
- Provide documentation for financial reviews.
- Support compliance with applicable federal, Illinois, county, Village and VFW requirements.

This manual applies to all Post officers, Trustees, committees, employees, volunteers, bartenders, rental coordinators and any other individual handling Post money, records or property.

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2. GOVERNING PRINCIPLES

VFW Post 9284 shall operate according to the following principles:

1. No individual shall have unrestricted control over Post funds.
2. No person shall approve his or her own expense.
3. All income shall be recorded.
4. All expenditures shall have supporting documentation.
5. Bank accounts shall be reconciled monthly.
6. Post checks shall require two authorized signatures.
7. Electronic transactions shall receive equivalent controls.
8. Trustees shall provide independent financial oversight.
9. Cash shall be counted by at least two people whenever practical.
10. Rental income shall be documented through a written rental agreement.
11. Donations shall be properly recorded.
12. Investments shall be separately tracked.
13. Restricted funds shall be used only for their authorized purpose.
14. Monthly financial reports shall be understandable to Post leadership.
15. Significant financial transactions shall be independently reviewed.

Where this manual conflicts with applicable law, VFW governing requirements, Post governing documents, or an insurance requirement, the stricter applicable requirement shall control.

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3. COMMANDER RESPONSIBILITIES

The Commander shall:

- Provide leadership over Post financial operations.
- Ensure this manual is followed.
- Approve expenditures within the authority granted by the Post.
- Co-sign checks when required.
- Review monthly financial reports.
- Review significant contracts and rental agreements.
- Ensure that no officer circumvents the Quartermaster or Trustees.
- Work with the Quartermaster on the annual budget.
- Report significant financial issues to the Post.
- Ensure suspected fraud or misuse of funds is reported appropriately.
- Ensure former officers no longer have access to Post financial systems.

The Commander shall **not** have unilateral authority to withdraw, transfer or otherwise dispose of Post funds.

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4. QUARTERMASTER RESPONSIBILITIES

The Quartermaster shall:

- Maintain the accounting records.
- Deposit Post receipts.
- Maintain bank records.
- Prepare checks for authorized expenditures.
- Maintain accounts payable.
- Maintain accounts receivable.
- Maintain rental records.
- Record donations.
- Maintain investment records.
- Prepare monthly financial reports.
- Prepare budget-to-actual reports.
- Reconcile bank accounts monthly.
- Maintain supporting documentation.
- Maintain records required for tax and regulatory filings.
- Provide records to the Trustees for review.
- Maintain secure accounting and financial-system access.

The Quartermaster shall **not approve his or her own reimbursement or expense.**

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5. TRUSTEE RESPONSIBILITIES

The Trustees shall provide independent oversight of Post finances.

Whenever practical and consistent with VFW governing requirements, all three Trustees should participate in the monthly financial review.

The Trustees shall review:

- Bank statements.
- Bank reconciliations.
- Check register.
- Outstanding checks.
- Deposits.
- Cash receipts.
- Rental income.
- Donations.
- Major invoices.
- Investment statements.
- Budget-to-actual reports.
- Electronic transfers.
- Unusual transactions.
- Significant changes in assets or liabilities.

After completing the review, the Trustees shall sign and date the monthly Trustee Review Log.

If discrepancies exist, the Trustees shall document the discrepancy and required follow-up rather than signing an unqualified certification.

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6. SEPARATION OF DUTIES AND INTERNAL CONTROLS

Whenever practical, the following duties should be separated:

Function	Responsible Person
Annual Budget	Commander, Quartermaster and Post
Accounting Records	Quartermaster
Bank Deposits	Quartermaster/Authorized Person
Check Preparation	Quartermaster
Check Signatures	Two Authorized Signers
Rental Booking	Rental Coordinator
Rental Income Recording	Quartermaster
Investment Records	Quartermaster
Financial Oversight	Trustees
Monthly Reconciliation Review	Trustees
Commander Expense Approval	Trustees/Authorized Post Authority
Quartermaster Expense Approval	Commander/Trustees
Major Purchases	Post/Authorized Officers

No person should control a transaction from beginning to end when practical separation can be achieved.

7. BANK ACCOUNTS AND ACCESS TO FUNDS

All Post bank accounts shall be maintained in the legal name of the organization.

The Post should maintain separate accounting classifications for:

- Operating funds.
- Rental income.
- Restricted funds.
- Donations.
- Investments.
- Building/property reserves.
- Other Post-designated funds.

The Commander and Quartermaster may have operational access necessary to perform their duties.

However:

Access to an account does not constitute unilateral authority to withdraw or transfer Post funds.

Banking credentials shall never be shared.

Whenever available, each individual shall use a unique login and multi-factor authentication.

When an officer leaves office, financial access shall be reviewed and removed promptly when appropriate.

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8. TWO-SIGNATURE CHECK POLICY

All Post checks shall require two authorized signatures.

Recommended authorized signers include:

- Commander
- Quartermaster
- One or more additional officers authorized by Post resolution

Check requirements

1. No blank checks shall ever be signed.
2. No signer shall sign a check payable to himself or herself.
3. A signer shall not approve his or her own reimbursement.
4. Supporting documentation must exist before a check is signed.
5. Checks shall be sequentially numbered.
6. Voided checks shall be retained.
7. Checks shall not be payable to "Cash" except under an approved emergency procedure.
8. Electronic transfers shall receive equivalent two-person approval.
9. The signer shall verify:
   - Payee
   - Amount
   - Invoice/receipt
   - Purpose
   - Budget category
   - Approval

Emergency expenditures

Emergency expenditures may be authorized when delay would cause material harm to Post property, operations or safety.

The transaction must be documented and reported to the Commander, Quartermaster and Trustees at the next available review.

Emergency authority shall not be used to bypass normal purchasing controls for convenience.

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9. ELECTRONIC BANKING AND ELECTRONIC PAYMENTS

Electronic payments shall receive controls equivalent to paper checks.

The Post shall:

- Use individual banking credentials.
- Use multi-factor authentication whenever available.
- Prohibit password sharing.
- Maintain transaction documentation.
- Require two-person approval for significant transfers.
- Review electronic transactions monthly.
- Remove former officers' access promptly.

Transfers between Post accounts shall be documented.

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10. CASH HANDLING

Cash presents an increased risk of loss and shall receive additional controls.

Whenever cash is received:

1. The money shall be counted.
2. A receipt shall be issued when appropriate.
3. The transaction shall be recorded.
4. Cash shall be secured.
5. Cash shall be deposited promptly.

Whenever practical, two people shall count cash.

The cash count shall document:

- Date
- Event
- Beginning cash
- Cash received
- Cash disbursed
- Ending cash
- Names/signatures of counters

Post cash shall never be used for personal loans or undocumented purchases.

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11. DONATIONS AND CONTRIBUTIONS

All donations shall be recorded.

The donation record should include:

- Date
- Donor name, when provided
- Amount
- Cash/check/electronic payment
- Purpose
- Restriction, if any
- Fund/category
- Receipt number
- Deposit date

Restricted donations

If a donor restricts a donation for a specific purpose, the restriction shall be documented.

Restricted funds shall not be used for unrelated purposes.

Donation acknowledgment

The Post should provide written acknowledgments when appropriate for the donor's records and when required for tax purposes.

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12. POST FACILITY RENTAL POLICY

960 ELK GROVE TOWN CENTER

VFW Post 9284 may rent the facility located at:

960 Elk Grove Town Center
Elk Grove Village, Illinois

The Post's administrative location is:

960 Town Center
Elk Grove Village, Illinois

The rental facility shall be operated under written Post procedures.

Rentals may be made to:

- Post members.
- Families.
- Community organizations.
- Nonprofit organizations.
- Businesses.
- Other approved renters.

All rentals are subject to:

- Availability.
- Written rental agreement.
- Rental fee.
- Security/damage deposit.
- Insurance requirements.
- Occupancy requirements.
- Village requirements.
- Post rules.
- Alcohol requirements.

The Post reserves the right to decline a rental that presents unreasonable financial, legal, safety or insurance risk.

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13. RENTAL AGREEMENT REQUIREMENTS

Every rental shall have a written agreement before occupancy.

The agreement shall include:

- Renter's legal name.
- Responsible person's name.
- Address.
- Telephone number.
- Email address.
- Date of event.
- Rental hours.
- Setup and cleanup period.
- Rental fee.
- Security deposit.
- Expected number of guests.
- Purpose of event.
- Alcohol: YES / NO.
- Alcohol category, if applicable.
- Caterer information.
- Alcohol provider information.
- Insurance requirements.
- Damage responsibility.
- Cancellation policy.
- Occupancy limit.
- Noise requirements.
- Cleanup requirements.
- Prohibited activities.
- Renter signature.
- Post representative signature.

The Post shall maintain a copy of every rental agreement.

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14. RENTAL DEPOSITS AND DAMAGE CHARGES

The Post shall establish a standard security/damage deposit.

The rental record shall show:

- Deposit received.
- Date received.
- Payment method.
- Facility condition before rental.
- Facility condition after rental.
- Damage.
- Cleanup charges.
- Deposit returned.
- Deposit retained.
- Reason for any deduction.

Refunds shall be approved and recorded.

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15. RENTAL INCOME ACCOUNTING

All rental income shall be recorded separately from donations.

Recommended accounts:

- Rental Revenue
- Rental Deposits Held
- Rental Damage/Cleanup Revenue
- Rental Refunds

Rental income shall be deposited into a Post bank account and entered into the accounting system.

Rental coordinators shall not maintain an unreported rental cash fund.

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16. ALCOHOL POLICY — GENERAL

Alcohol shall be treated as a **special-risk activity**.

The Post shall recognize three categories:

Category A — Alcohol-Free Rental

No alcoholic beverages may be:

- Sold.
- Served.
- Furnished.
- Distributed.
- Consumed.

Category B — Private BYOB / Free-Alcohol Event

The renter proposes a private event where:

- Guests bring their own alcohol; or
- The renter provides alcohol without selling it.

This category is **not automatically exempt from Illinois or Village requirements.**

The exact arrangement must be reviewed before approval.

Category C — Licensed Alcohol Service

Alcohol is sold or otherwise provided/dispensed under an arrangement where required state/local authorization, licensing, insurance and Post approval have been obtained.

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17. ALCOHOL-FREE RENTALS

Unless specifically approved otherwise:

All rentals shall be alcohol-free.

The rental agreement shall state:

"No alcoholic beverages may be sold, served, furnished, distributed or consumed on the premises unless specifically authorized in writing by VFW Post 9284 and all applicable legal, licensing and insurance requirements have been satisfied."

If unauthorized alcohol is discovered, the Post may:

- Terminate the rental.
- Require guests to leave.
- Forfeit the security deposit.
- Charge for damages.
- Refuse future rentals.
- Contact appropriate authorities when required.

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18. PRIVATE BYOB AND FREE-ALCOHOL EVENTS

The Post recognizes that a private renter may request to hold an event where alcohol is not sold.

Examples include:

- Guests bringing their own beer or wine.
- A host providing complimentary beer or wine to invited guests.
- A private family event where alcohol is made available without a cash bar.

However:

The Post shall not assume that alcohol is legally exempt merely because nobody pays for it.

The Post shall determine the circumstances before approving the rental.

Minimum Post requirements

A private BYOB/free-alcohol event should require:

- Written rental agreement.
- Identification of responsible renter.
- Private-event status.
- No alcohol sales.
- No cash bar.
- No drink tickets.
- No alcohol included in the rental fee.
- No Post purchase of alcohol.
- No Post employee/volunteer serving alcohol unless specifically authorized.
- Renter responsibility for lawful alcohol possession and consumption.
- Compliance with applicable age and safety requirements.
- Insurance review.
- Village requirement review.
- Written Post approval.

If there is uncertainty about whether a license or permit is required, the Post shall obtain clarification before approving the event.

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19. LICENSED ALCOHOL SERVICE

Alcohol sales or service shall not be permitted unless the responsible party has satisfied applicable requirements.

Before approval, the Post shall determine:

- Whether a liquor license is required.
- Whether a temporary/special-event license is required.
- Who is selling or dispensing alcohol.
- Whether the renter, caterer, bartender or Post is responsible.
- Whether Elk Grove Village approval is required.
- Whether Illinois Liquor Control Commission requirements apply.
- Whether insurance coverage is adequate.
- Whether liquor liability/Dram Shop coverage is required.
- Whether the Post must be named as an additional insured.
- Whether security is required.
- Whether age-verification procedures are required.

Preferred Post operating model

Whenever legally permissible, the Post should require the **renter or properly authorized/licensed caterer** to be responsible for alcohol service rather than having the Post itself sell or furnish alcohol.

The Post should not operate a cash bar for a private rental unless it has confirmed that it has the required licensing and insurance.

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20. ILLINOIS LIQUOR LAW AND DRAM SHOP CONSIDERATIONS

Illinois law generally regulates the sale, barter, transfer, delivery, furnishing and possession of alcoholic liquor and provides specific exceptions and licensing rules.

Illinois law also contains the Dram Shop statute governing certain liability associated with injuries caused by intoxicated persons.

The Post shall therefore **not rely on the simple rule that "free alcohol means no license."**

The legal result depends upon the facts of the event, including:

- Who owns the alcohol.
- Who provides it.
- Who serves it.
- Whether money changes hands.
- Whether alcohol is included in a rental fee.
- Whether the event is private.
- Whether the event is open to the public.
- Whether a licensed caterer is involved.
- Whether the Post is involved in providing the alcohol.
- Whether a Village permit/license is required.

Elk Grove Village maintains local liquor licensing requirements and special-event procedures.

The Post shall verify current Village requirements before approving an alcohol event.

Insurance

The Post shall not assume that ordinary general liability insurance covers liquor-related liability.

The Post's insurance agent should confirm coverage before approving alcohol events.

When appropriate, the Post should require:

- Certificate of insurance.
- Liquor liability coverage.
- Dram Shop coverage.
- Additional insured status.
- Licensed caterer documentation.

Legal review

If the Post is uncertain whether an arrangement is permitted, the Post should consult:

Elk Grove Village; Its insurance agent; and Qualified Illinois legal counsel when necessary.

21. PROHIBITED ALCOHOL PRACTICES

Unless specifically authorized and legally compliant, the following are prohibited:

- Unauthorized alcohol sales.
- Cash bars.
- Drink tickets.
- Selling alcohol with rental admission.
- Including alcohol in the rental price.
- Post-funded alcohol for private rentals.
- Unlicensed bartending when a license is required.
- Serving alcohol to minors.
- Knowingly serving visibly intoxicated persons.
- Allowing an unauthorized public alcohol event.
- Advertising an alcohol event without required approval.
- Any arrangement that violates Village, Illinois or insurance requirements.

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22. RENTAL APPROVAL AND ALCOHOL CHECKLIST

Before approving an alcohol-related rental:

- Written rental agreement completed.
- Renter identified.
- Event date and hours confirmed.
- Expected attendance recorded.
- Alcohol-free / BYOB-free / licensed category selected.
- No alcohol sales unless authorized.
- No drink tickets unless authorized.
- No cash bar unless authorized.
- Village requirements reviewed.
- Required license/permit obtained, if applicable.
- Certificate of insurance obtained, if required.
- Liquor liability/Dram Shop coverage verified, if required.
- Post insurance carrier consulted when appropriate.
- Additional insured requirement satisfied when applicable.
- Caterer/bartender information obtained.
- Age verification procedures established.
- Security requirement evaluated.
- Occupancy requirement confirmed.
- Cleanup responsibility established.
- Damage deposit collected.
- Post representative assigned.
- Final approval documented.

No alcohol rental shall proceed until all required approvals have been completed.

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23. INVOICES AND ACCOUNTS PAYABLE

Every invoice shall contain sufficient information to determine:

- Vendor.
- Date.
- Description.
- Amount.
- Purpose.
- Budget category.
- Approval.
- Payment method.

The Quartermaster shall not pay an invoice lacking sufficient documentation.

Invoices should be marked "PAID" after payment to prevent duplicate payment.

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24. PURCHASING POLICY

Purchases shall be:

- Reasonable.
- Necessary.
- Related to Post operations.
- Properly documented.
- Within approved budget authority.

Recommended approval thresholds

Purchase Amount	**Recommended Approval**
$0–$250	Authorized officer within approved budget
$251–$1,000	Commander + Quartermaster
$1,001–$5,000	Commander + Post-authorized approval
Over $5,000	Post approval/resolution

The Post may modify these amounts by resolution.

Major purchases should receive competitive pricing when practical.

Purchases shall not be split into multiple transactions to avoid approval limits.

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25. EXPENSE REIMBURSEMENT

Officers and volunteers may be reimbursed for legitimate Post expenses.

A reimbursement request shall include:

- Date.
- Vendor.
- Purpose.
- Amount.
- Receipt.
- Budget category.
- Person requesting reimbursement.
- Approval.

The requester shall not be the sole approver.

Quartermaster reimbursements shall receive independent approval.

Commander reimbursements shall receive independent approval by Trustees or another Post-authorized person.

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26. INVESTMENTS AND INVESTMENT ACCOUNTS

The Post shall maintain an investment schedule showing:

- Financial institution.
- Account type.
- Investment.
- Purchase date.
- Cost.
- Current value.
- Interest/dividend income.
- Maturity date.
- Restrictions.
- Ownership information.

Investment statements shall be reviewed at least quarterly.

The Post shall not invest operating funds required for normal obligations in investments that could create unacceptable liquidity risk.

27. INVESTMENT RESTRICTIONS

The primary objectives of Post investments shall be:

1. Preservation of principal.
2. Liquidity.
3. Reasonable income.
4. Diversification.
5. Protection of Post assets.

Unless specifically authorized by Post resolution, the Post should avoid:

- Margin accounts.
- Highly speculative investments.
- Complex derivatives.
- Cryptocurrency.
- Uninsured deposits.
- Loans to officers or members.
- Personal investments held in the Post's name.

Investment decisions shall comply with VFW requirements and applicable law.

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28. ANNUAL BUDGET

The Post shall adopt an annual operating budget before the beginning of each fiscal year.

Revenue categories

- Donations.
- Rental income.
- Fundraising.
- Membership-related income.
- Investment income.
- Bar/food income, if applicable.
- Other income.

Expense categories

- Building.
- Utilities.
- Insurance.
- Repairs.
- Maintenance.
- Supplies.
- Administration.
- Membership expenses.
- Veterans programs.
- Community/charitable programs.
- Fundraising.
- Professional services.
- Licenses and fees.
- Investment expenses.
- Capital improvements.

The annual budget shall be approved by the Post.

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29. MONTHLY BUDGET-TO-ACTUAL REPORTING

The Quartermaster shall prepare a monthly budget-to-actual report.

Category	Monthly Budget	Actual	Variance	Explanation
Donations	$	$	$	
Rentals	$	$	$	
Fundraising	$	$	$	
Investment Income	$	$	$	
Utilities	$	$	$	
Insurance	$	$	$	
Maintenance	$	$	$	
Programs	$	$	$	
Administration	$	$	$	
Other	$	$	$	
Total	**$**	**$**	**$**	

Material unfavorable variances shall be explained.

30. MONTHLY TRUSTEE FINANCIAL REVIEW

The Quartermaster shall provide the Trustees with a monthly financial package.

Minimum package

- Balance sheet / statement of financial position.
- Income statement.
- Budget-to-actual report.
- Bank reconciliations.
- Bank statements.
- Check register.
- Outstanding checks.
- Deposit report.
- Rental report.
- Donation report.
- Investment report.
- Accounts payable.
- Major commitments.
- Electronic transaction report.

The Trustees shall document questions, discrepancies and required follow-up.

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31. QUARTERLY FINANCIAL REVIEW

At least quarterly, the Trustees shall perform a more extensive review.

The review shall include:

- All bank accounts.
- Investment statements.
- Rental deposits.
- Outstanding liabilities.
- Unusual transactions.
- Major purchases.
- Restricted funds.
- Insurance coverage.
- Authorized bank signers.
- Electronic banking access.
- Financial trends.

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32. ANNUAL FINANCIAL REVIEW

At the end of each fiscal year, the Post shall conduct an annual financial review.

The review should include:

- Beginning and ending cash.
- Investments.
- Assets.
- Liabilities.
- Donations.
- Rental income.
- Major expenditures.
- Budget performance.
- Investment performance.
- Restricted funds.
- Bank reconciliations.
- Tax filings.
- Regulatory filings.
- Insurance coverage.
- Outstanding contracts.

When required by law, VFW rules, Post rules or the Post's financial circumstances, an independent CPA or qualified accountant should be engaged.

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33. FINANCIAL RECORDS AND RECORD RETENTION

The Post shall maintain organized records sufficient to explain financial activity.

Records should include:

- Bank statements.
- Cancelled checks/check images.
- Invoices.
- Receipts.
- Deposit records.
- Rental agreements.
- Donation records.
- Investment statements.
- Contracts.
- Insurance policies.
- Tax returns.
- Regulatory filings.
- Meeting minutes approving significant expenditures.
- Budgets.
- Financial reports.

Important organizational, property, investment, tax and corporate records should be retained permanently or for the period required by applicable law and VFW policy.

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34. CONFLICT OF INTEREST

Officers and Trustees shall disclose a financial interest in a Post transaction.

An officer shall not participate in approving a transaction in which that officer has a direct personal financial interest.

Examples include:

- Purchasing goods from an officer-owned business.
- Renting the Post facility to an officer on preferential terms.
- Contracting with a relative without appropriate disclosure.
- Approving one's own reimbursement.

The disclosure shall be recorded in the minutes when material.

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35. FRAUD, THEFT AND MISUSE OF FUNDS

Suspected theft, fraud, embezzlement, falsification of records, unauthorized withdrawals or misuse of Post property shall be reported promptly.

If the allegation involves the Commander, the concern should be directed to the Trustees and appropriate VFW authority.

If the allegation involves the Quartermaster, the concern should be directed to the Commander and Trustees.

Financial records relating to an investigation shall be preserved.

No person shall destroy, alter, conceal or remove financial records relating to an investigation.

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36. FINANCIAL CONCERN AND WHISTLEBLOWER POLICY

Any member or officer who reasonably believes Post funds are being misused may raise the concern.

The concern may be reported to:

1. Commander;
2. Trustees; or
3. Appropriate VFW governing authority if Post leadership is involved.

Good-faith reporting shall not be grounds for retaliation.

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37. INSURANCE AND RISK MANAGEMENT

The Post shall periodically review:

- General liability.
- Property insurance.
- Workers' compensation, if applicable.
- Directors/officers coverage, if applicable.
- Liquor liability/Dram Shop coverage.
- Rental-related coverage.
- Volunteer coverage.
- Cyber/financial-fraud coverage when appropriate.

The Post shall inform its insurance carrier about material activities including:

- Facility rentals.
- Alcohol.
- Fundraising.
- Bar operations.
- Special events.
- Volunteers.

The Post shall not assume that general liability insurance automatically covers alcohol-related activities.

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38. FINANCIAL EMERGENCIES

An emergency may include:

- Building damage.
- Utility failure.
- Safety issue.
- Emergency repair.
- Insurance claim.
- Government action.

The Commander may authorize necessary emergency expenditures within Post authority.

The Quartermaster shall document the transaction.

The Trustees shall be notified as soon as practical.

Emergency authority shall not be used for routine purchases.

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39. POLICY EXCEPTIONS

Exceptions to this manual must be:

- In writing.
- Approved by the appropriate Post authority.
- Documented in the minutes when material.
- Reviewed by the Trustees when appropriate.

No exception may authorize conduct that violates applicable law.

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40. ANNUAL REVIEW AND AMENDMENT

This manual shall be reviewed at least annually.

The review shall consider:

- Changes in Illinois law.
- Elk Grove Village ordinances.
- VFW governing requirements.
- Insurance requirements.
- Banking procedures.
- Financial review findings.
- Rental activity.
- Alcohol events.
- Investment activity.
- Financial-control concerns.

The Commander and Quartermaster shall present recommended amendments to the Post.

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41. REQUIRED MONTHLY FINANCIAL REPORTS

The Quartermaster shall provide the following reports whenever practical.

REPORT 1 — CASH POSITION

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Operating	$	$	$	$
Rental	$	$	$	$
Restricted	$	$	$	$
Investments	$	$	$	$
Total	**$**	**$**	**$**	**$**

REPORT 2 — INCOME

Revenue	Budget	Actual	Variance
Donations	$	$	$
Rentals	$	$	$
Fundraising	$	$	$
Investment Income	$	$	$
Other	$	$	$
Total	**$**	**$**	**$**

REPORT 3 — EXPENSES

Expense	Budget	Actual	Variance
Utilities	$	$	$
Insurance	$	$	$
Maintenance	$	$	$
Veterans Programs	$	$	$
Community Programs	$	$	$
Administration	$	$	$
Fundraising	$	$	$
Other	$	$	$
Total	**$**	**$**	**$**

REPORT 4 — INVESTMENTS

Investment	Cost	Current Value	Gain/Loss	Income
	$	$	$	$
	$	$	$	$
	$	$	$	$
Total	**$**	**$**	**$**	**$**

REPORT 5 — RENTALS

Date	Renter	Rental Fee	Deposit	Alcohol	Balance
		$	$	Yes / No	$
		$	$	Yes / No	$
		$	$	Yes / No	$

REPORT 6 — DONATIONS

Date	Donor	Amount	Restricted?	Purpose	Deposited
		$	Yes / No		
		$	Yes / No		
		$	Yes / No		

APPENDIX A — MONTHLY TRUSTEE REVIEW CHECKLIST

Month: ____________________
Year: ____________________

- Bank statements reviewed.
- Bank reconciliations reviewed.
- Check register reviewed.
- Deposits agreed to accounting records.
- Rental income reviewed.
- Donation records reviewed.
- Investment statements reviewed.
- Outstanding checks reviewed.
- Major invoices reviewed.
- Budget-to-actual report reviewed.
- Electronic transfers reviewed.
- Unusual transactions investigated.
- Restricted funds reviewed.
- Bank signers reviewed.
- Former officers' access reviewed.
- Insurance issues reviewed when applicable.
- Questions/discrepancies documented.
- Corrective actions assigned.

Trustee Certification

We have reviewed the financial records presented for the month indicated and have identified no unresolved discrepancies based upon the records made available to us, **except as documented below.**

Trustee 1: ______________________________ Date: __________

Trustee 2: ______________________________ Date: __________

Trustee 3: ______________________________ Date: __________

Comments / Exceptions

APPENDIX B — RENTAL APPLICATION CHECKLIST

Renter: ____

Event Date: ____

Event Type: ____

Expected Attendance: _________________________________

Rental Fee: $____

Security Deposit: $___________________________________

- Renter identification obtained.
- Written rental agreement completed.
- Rental fee received.
- Security deposit received.
- Occupancy requirements reviewed.
- Setup/cleanup times established.
- Insurance requirements reviewed.
- Alcohol status determined.
- Village requirements reviewed when applicable.
- Emergency contact obtained.
- Facility rules provided.
- Cancellation policy provided.

Rental Coordinator: _________________________________

Date: ____

APPENDIX C — ALCOHOL EVENT CHECKLIST

Event: ____

Date: ____

Renter: ____

Alcohol Classification

- Alcohol-Free
- Private BYOB
- Private Free Alcohol
- Licensed Alcohol Service
- Other: _________________________________

Review

- No alcohol sales unless authorized.
- No cash bar unless authorized.
- No drink tickets unless authorized.
- Alcohol is not included in rental fee unless legally authorized.
- Responsible alcohol provider identified.
- Village requirements reviewed.
- Required license/permit obtained, if applicable.
- Certificate of insurance obtained, if required.
- Liquor liability/Dram Shop coverage reviewed.
- Post insurance carrier consulted.
- Additional insured requirement satisfied when applicable.
- Caterer/bartender documentation obtained.
- Age-verification procedure established.
- Security requirement reviewed.
- Occupancy limit confirmed.
- Post representative assigned.
- Written approval obtained.

Approved: Yes / No

Commander: _________________________ Date: __________

Quartermaster: _____________________ Date: __________

Trustee/Reviewer: ___________________ Date: __________

APPENDIX D — CASH COUNT SHEET

Date: ______________________

Event: _____________________

Description	Amount
Beginning Cash	$
Cash Received	$
Cash Disbursed	$
Ending Cash	**$**

Counter 1: ______________________________

Counter 2: ______________________________

Date: ___________________________________

APPENDIX E — DONATION LOG

Date	Donor	Amount	Method	Restricted?	Purpose	Deposit Date
		$	Cash/Check /Other			
		$	Cash/Check /Other			
		$	Cash/Check /Other			
		$	Cash/Check /Other			
		$	Cash/Check /Other			

APPENDIX F — RENTAL LOG

Date	Renter	Rental Fee	Deposit	Alcohol	Insurance/Approval	Paid
		$	$	Yes/No		Yes/No
		$	$	Yes/No		Yes/No
		$	$	Yes/No		Yes/No
		$	$	Yes/No		Yes/No
		$	$	Yes/No		Yes/No

APPENDIX G — INVESTMENT REVIEW

Review Date: ___________________________

Institution	Account	Investment	Cost	Current Value	Income	Maturity
			$	$	$	
			$	$	$	
			$	$	$	

Review Questions

- Statement received.
- Account belongs to Post.
- Current value verified.
- Investment consistent with Post policy.
- Liquidity adequate.
- No unauthorized withdrawals.
- Income recorded.
- Trustee review completed.

Reviewed By: __________________________

Date: __________________________________

APPENDIX H — CHECK / EXPENSE AUTHORIZATION FORM

Vendor/Payee: **____**

Amount: $**____**

Date: **____**

Purpose: **____**

Budget Category: **_______________________________________**

Invoice/Receipt Attached: Yes / No

Requested By: **____**

Approved By: **____**

Check Information

Check Number: **____**

Signer 1: **____**

Signer 2: **____**

APPENDIX I — MONTHLY BUDGET-TO-ACTUAL REPORT

Month: ______________________

Category	Annual Budget	Monthly Budget	Actual	YTD Actual	Variance
Donations	$	$	$	$	$
Rentals	$	$	$	$	$
Fundraising	$	$	$	$	$
Investment Income	$	$	$	$	$
Utilities	$	$	$	$	$
Insurance	$	$	$	$	$
Maintenance	$	$	$	$	$
Programs	$	$	$	$	$
Administration	$	$	$	$	$
Other	$	$	$	$	$

Material Variances / Explanation:

APPENDIX J — ANNUAL BUDGET TEMPLATE

Fiscal Year: ______________________________

REVENUE

Revenue Category	Annual Budget
Donations	$
Rentals	$
Fundraising	$
Investment Income	$
Membership/Other	$
Other Revenue	$
TOTAL REVENUE	**$**

EXPENSES

Expense Category	Annual Budget
Utilities	$
Insurance	$
Maintenance	$
Building	$
Veterans Programs	$
Community Programs	$
Fundraising	$
Administration	$
Professional Services	$
Licenses/Fees	$
Investment Expenses	$
Capital Improvements	$
Other	$
TOTAL EXPENSES	**$**

Projected Surplus / (Deficit): $________________________

Prepared By: ____

Reviewed By: ____

Approved By Post: _____________________________________ **Date:** _________________

APPENDIX K — POST ADOPTION AND SIGNATURE PAGE

This Policy & Procedures Manual was reviewed and adopted by: **VFW POST 9284**
ELK GROVE VILLAGE, ILLINOIS

The Post agrees that the procedures contained in this manual shall serve as the Post's operating policies for financial controls, facility rentals, alcohol-related events, investments, budgeting, accounting and Trustee oversight, subject to applicable law, VFW governing requirements and subsequent amendments approved by the Post.

COMMANDER

Name: ____

Signature: ____

Date: ____

QUARTERMASTER

Name: ____

Signature: ____

Date: ____

TRUSTEE

Name: ____

Signature: ____

Date: ____

TRUSTEE

Name: ____

Signature: ____

Date: ____

TRUSTEE

Name: ____

Signature: ____

Date: ____

POST APPROVAL

Post Meeting Date: ______________________________________

Resolution/Approval Number, if applicable: ________________

Revision Number: **1.0**

Effective Date: ____