

Enclosure (2)

Duties of Flotilla Staff Officer Finance (FN)

Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:

1. Be familiar with the flotilla standing rules and the various other Auxiliary publications that pertain to handling and accounting for Auxiliary finances.
2. Maintain current information regarding dues at each level and the proration schedule, if used, for collecting mid-year dues from new members. Promptly mail out statements as specified in the flotilla's standing rules. You are responsible for the collection of flotilla, division, district, and national dues from the flotilla membership.
3. Ensure prompt payment of division dues and any other financial obligations as authorized by the approved flotilla budget, by the Flotilla Commander as permitted by the standing rules, or by resolution duly approved by the Flotilla membership.
4. Provide a complete financial report, including year-to-date budget tracking, for each flotilla meeting.
5. Provide data required for the annual financial report to the flotilla membership and DIRAUX's office.