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## FLOTILLA 78 STANDING RULES APPENDIX

Effective Date: 21 February 2013

**PURPOSE** The Required Sections of this Appendix are in accordance with F78 STANDING RULES Section 4.1 and the AUXILIARY MANUAL. The remaining optional Sections provide Flotilla members with references to Flotilla information and Flotilla practices not in the Standing Rules.

**FLOTILLA MEETINGS** (Amendable Required Section) By motions passed, the Flotilla has 10 regular meetings per year at 7:30 PM on the third Thursday of each month, except one month in the summer to coincide with Division 7's missed-meeting month (usually July) and the month of December. Meetings are held at Washington State Fish and Wildlife Department, 2108 Grand Blvd., Vancouver, WA. (06/19/08, 06/19/08 and 03/18/10)

**CHANGE OF WATCH** The annual C.O.W. special meeting to swear in new officers recently has been a pot luck dinner with guests at the Flotilla's regular meeting location on the third Thursday of December.

**STAFF MEETINGS** Flotilla Staff Meetings are dinner meetings planned for the first Thursday of the month, at a time and restaurant selected by the VFC. All Flotilla members are welcome to attend Staff Meetings.

**FELLOWSHIP ACTIVITIES** Traditionally, the Flotilla has a member fellowship breakfast at 0800 on the first Wednesday of each month at IHOP and on third Saturday at Hometown Buffet, both at Vancouver Plaza. The Flotilla has held a fellowship pot-luck picnic each year during the Flotilla's summer missed-meeting month.

**MEMBER DUES** By motion passed, annual member dues are set at \$45.00. (03/18/10) \$1.00 of each member's dues is retained in the Flotilla's General Fund, and \$44.00 pays Division/District/National per capita Flotilla dues. Member dues for the following calendar year are due on 10 July each year, six months in advance.

**CONTINUING MOTIONS** Certain passed Flotilla motions, summarized below, continue in effect and require compliance by the Flotilla until superseded or rescinded by motion.

- F78 will purchase for each new member an Auxiliary ball-cap and a plastic name pin. (03/18/10)
- F78 will replace worn-out patrol flags for F78 patrol boats.
- F78 will purchase pennants/burgeses for F78 FCs and past FCs who are active CX or CR. (01/19/06)

**STANDING RULES AND APPENDIX** Copies or pdfs of the Flotilla's governing F78 STANDING RULES and the F78 STANDING RULES APPENDIX are given each new member of the Flotilla. Amendments and Appendix Exhibit changes are sent out to all members. Pdfs of these documents are available from the FSO-HR. The FSO-SR retains copies of the original signed Rules and Appendix documents in the Flotilla files. Each year the FC appoints a Standing Rules Committee to review compliance and update as needed the STANDING RULES and/or APPENDIX.

**FINANCES AND ACCOUNTING** The Coast Guard closely controls Flotilla finances through requirements of the AUXILIARY MANUAL and ARTICLE VIII of the F78 STANDING RULES. Flotilla 78 accounting is single entry, using check and deposit records and bank statements with enough information recorded to identify and categorize each disbursement and receipt. F78 accounts are balanced monthly.

**INVENTORY** The FSO-MA keeps inventory records of Flotilla-owned capital equipment and of Coast Guard equipment issued to the Flotilla or its members. These records are reported in a separate section in the annual FINANCIAL REPORT OF AN AUXILIARY UNIT, ANSC 7025.

**BUDGET** The Flotilla Budget sets an annual disbursement dollar limit on each of the Flotilla's seven expense categories. Estimated income is included in the budget for comparison. Each year the Budget Committee submits a proposed calendar-year F78 Budget for adoption by the Flotilla members at the February regular meeting. The adopted Budget may be amended by motion at later meetings.

**GENERAL FUND** The principle sources of Flotilla funds are Public Education (PE) Class receipts and the retained portion of member dues. The Flotilla keeps its funds in a checking account and certificates of deposit in Sterling Bank. These funds less checks outstanding plus cash/checks waiting deposit make up the General Fund.

**PE FEES ACCOUNT AND RESERVE ACCOUNT** F78 separates the General Fund into two accounts; the PE Fees Account controlling PE funds to comply with the AUXILIARY MANUAL restrictions on PE fee use, and the

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Reserve Account consisting of the remainder of the General Fund. Each month, F78 charges 25% administration overhead to PE Class receipts and places the balance in the PE Fees Account.

**DISBURSEMENTS** By interpreting the requirements of the AUXILIARY MANUAL, F78 STANDING RULES and Auxiliary District 13 policy, the Flotilla has developed the following detailed rules for its disbursements:

- A. **PERMITTED FLOTILLA DISBURSEMENTS** Disbursements from Flotilla funds must be authorized by the FC or, in his absence, the VFC and are permitted only for expenditures in the following two categories:
1. Flotilla expenditures for authorized Auxiliary programs/activities, as designated by AUXILIARY MANUAL CH 1 & 2 and the U S Coast Guard.
  2. Flotilla expenditures for activities that support authorized Auxiliary programs/activities.  
Examples of supporting activities include, but are not limited to; flotilla meetings, finances, purchasing, keeping records, giving awards, wearing uniforms, recruiting members, training members, member fellowship activities, issuing publications, hosting Division meetings, displaying proper flags, flotilla dues.
- B. **CHARGED TO PE FEES ACCOUNT** All permitted Flotilla disbursements other than expenditures in Paragraph C., below, are charged to the PE Fees Account, or, if the PE Fees Account is depleted, to the Reserve Account.
- C. **CHARGED ONLY TO RESERVE ACCOUNT** Permitted Flotilla disbursements in the following two categories are prohibited from the PE Fees Account and are charged only to the Reserve Account:
1. Flotilla expenditures for Flotilla social obligations, for Flotilla member fellowship activities, or for other Flotilla social activities.
  2. Flotilla expenditures for Division/District/National Flotilla dues.
- D. **INSUFFICIENT BUDGET DOLLARS** If there are insufficient dollars in the Flotilla Budget category for a disbursement, the FSO-FN makes no disbursement until the Flotilla amends the Budget with sufficient dollars in that category, or the FSO-FN arranges for a Flotilla Commander emergency expenditure in accordance with F78 STANDING RULES Section 8.8.

**REIMBURSEMENTS** The Flotilla reimburses Auxiliary members who pay for Flotilla expenditures. Requests by Auxiliary members for reimbursement are made to the FSO-FN using the F78 REIMBURSEMENT VOUCHER form. The FSO-FN can supply members with printable pdfs of the Voucher form. See APPENDIX EXHIBIT 1 for the format of the Voucher form.

**F78 FINANCES MONTHLY REPORT** A FLOTILLA 78 FINANCES MONTHLY REPORT for each calendar month is prepared by the FSO-FN for the FC and the VFC. The report shows past-month and year-to-date General Fund receipts, disbursements and balances to match closely the categories and format of the FINANCIAL REPORT OF AN AUXILIARY UNIT, ANSC 7025 that the Flotilla sends to DIRAUX at the end of each year. After Budget adoption, the Flotilla Budget annual dollars and dollars still unspent are shown in columns opposite their respective disbursement categories. To-date balances of the PE Fees Account and the Reserve Account are shown in a separate section of the Report. See APPENDIX EXHIBIT 2 for an example of the F78 FINANCES MONTHLY REPORT format.

**AMENDMENT (Required Section)** The APPENDIX may be amended at any Flotilla meeting, at which at least fourteen (14) days prior written notice of the meeting and proposed amendment is given, by an affirmative vote of two thirds (2/3) of the voting members present, provided proper notice is given, a quorum is present and one of the voting members is the FC, VFC, or IPFC.\*\*

\*\* NOTE: ALAUX-29/11 amends the current AUXILIARY MANUAL, M16790.1G to require this amendment affirmation procedure for the Standing Rules and the Appendix.

**ADOPTION (Required Section)** This Appendix was adopted on the 21st day of February 2013 by two thirds (2/3) of the voting members present and becomes effective upon the signature of the F78 Flotilla Commander.

Signed: Hall C Guttormsen Date: 02/21/2013  
Flotilla Commander

NOTE: Appendix sections marked "Required Section" are required by the Standing Rules or the Auxiliary Manual and are not amendable unless so marked. All other sections are included at the option of the Flotilla and are amendable. Exhibits are separate documents and, with verbal approval of the FC, may be modified provided that the Exhibits continue to conform to the Manual, the Standing Rules, and applicable sections of the Appendix.