

## Dates and Information to Remember

Flotilla Financial Report ANSC 7025 to be completed no later than **January 31**. Attach a copy of December bank statement with form.

FSO-FN sends a copy of the Financial Report to DSO-FN by **January 31**

Flotilla Budget developed in November for following year

### **Dues and Collecting Procedures:**

Flotilla Annual Dues are paid to the FSO-FN by **October 1<sup>st</sup>** for following year

If payment is not received, FSO-FN will complete Section 1 of the Change of Membership Status Form (ANSC 7035) requesting payment with 30 days.

Annual Dues for District are based on calendar year January 1 to December 31. (See page 10 of Finance Guide). Annual Dues are to be paid to DSO-FN by **February 20<sup>th</sup>**.

Quarterly dues are expected to be paid to DSO-FN within **2 weeks after official notification** and billing to the Flotilla. (See page 10, Finance Guide-Prorated Dues).

### **Banking Transactions:**

Opening a Bank Account

Federal Identification Number (FIN) 52-1500576

Printing on Checks:

Flotilla Number (02-08), Seventeenth District, U.S. Coast Guard Auxiliary

DO NOT print addresses on checks.

Have two people authorized to sign for checks, usually FSO-FN and FC. Do not have to have two signatures but recommended to have at least two who can sign. FSO-FN is principal signature on checks.

When making deposits to your checking account, be sure to record money obtained from Public Education classes separate from monies obtained from other means i.e raffles, donations etc. Always give a receipt to individual giving monies to your Flotilla.

**Receipts from monies received:**

A receipt shall be provided for contributions in excess of \$5.00. All financial records shall be maintained for a time period. **See page 13 of Finance Guide-Record Keeping Recommendations.**

When disposing old records, shred or incinerate them-**DO NOT PUT THEM IN THE TRASH.**

