

# **Duluth Sail and Power Squadron Policies**

## **Dock Box Key Policy**

Keys to the Duluth Sail and Power Squadron supplies at the dock are to be coordinated by the commander. Responsibilities of officer holding one of below listed positions is to have key ownership turned over to incoming officer by each Change of Watch.

### **Officers slated to have keys:**

Commander  
Executive Officer  
Administrative Officer  
Asst Administrative Officer  
Dock Master  
Asst. Dock Master  
Boating Activities Chair  
Squadron Property Officer

## **Officer Flag Policy**

The Duluth Sail and Power Squadron will provide one officer flag for level of office held by an individual over the period of time that individual holds the position. Replacement flags will be the responsibility of the individual (i.e. Lt., Lt/C., Chaplin, Port Captain, Flag Lt., Past Commander, Etc).

## **Squadron Property**

Property owned by the squadron must be inventoried and reported in the treasurer and education officers' year end reports. It will be the commander's responsibility to ask for and insure the reports are submitted.

Positions needing to supply reports:

Education Property Chair - Educational Officer  
Ships Store Chair - Treasurer Officer  
Squadron Property Officer - Treasurer Officer

Note: Squadron dock items to be inventoried after Labor Day, all other property will be inventoried by end of year audit.

Lifejackets on loan from D/10 & Coast Guard are to be in possession of squadron commander or property officer at the conclusion of the regular boating season. Lifejackets are to be used for safety demonstrations and VSC Examiners only. Possession of lifejackets during the regular boating season to be determined by the Commander, SEO, Executive Officer or Property Officer.

**Roster Disbursement Policy**

Rosters shall be distributed to all active members. Bridge officers needing one additional roster due to the position held, shall be given one. Members wanting more than the budgeted amount shall reimburse the squadron the amount equal to the cost of one roster publication.

**Officer Reimbursement Policy**

**Spring and Fall D/10 Conferences**

**Commander, Executive Officer, Admin Officer, Educational Officer, Secretary, Treasurer:**

Reimbursed for attending Fall/Spring D/10 Conferences.

Reimbursed for hotel expenses at lowest published rate for designated conference hotel.

Copy of hotel receipt and conference registration form must be submitted with expense voucher. Round trip mileage will be given at the current federal tax rate given for volunteer mileage.

## **National USPS Meetings**

### **Commander:**

Reimbursed for expenses to attend one (1) National Meeting up to \$500.00 with Executive Board approval prior to National Meeting. Copies of hotel receipt, transportation cost receipt, and meeting registration form must be submitted with expense voucher.

## **Other Executive Board Members**

### **Assistant Educational Officer, Assistant Admin Officer, Assistant Secretary, Assistant Treasurer:**

Will be reimbursed the same as the officer that cannot attend Fall or Spring Conference as per above policies. Executive Board approval is needed for reimbursement of both Officer and Assistant when both are attending Fall/Spring Conference as per above policy.

Members attending the Fall or Spring Conference for an officer or assistant that cannot attend will need to be approved by the Executive Board to receive reimbursement for that officer they are representing. Other non-officer members attending the Spring/Fall Conference requesting reimbursement, will need Executive Board approval prior to the Conference and will be reimbursed as directed by the board.

Officers are required to submit and accept requests for reimbursement of authorized expenses. This is not optional.

Commander shall have listed conference locations and approximate mileage to each to help plan for officer budgeted expenses for Change of Watch year.

## Associate Members

Qualified members of other squadrons may become an Associate member by applying and paying the current annual Duluth Sail and Power Squadron dues.

## REVENUES/EXPENSE POLICY AND PROCEDURES

- I. REVENUES – Mailed to event chairperson
  - A. Remittance address is different than the address of sender
  - B. Chairperson utilizes a cash receipts journal
    1. Enter the receipts
    2. Total receipts often and sign off copy of cash receipts journal to treasurer, asst. treasurer, or commander
  
- II. REVENUES – Collected at event
  - A. Maintain separate receipts from raffle tickets, main event meals, and misc (each fundraiser should be listed in separate columns in Cash Receipts Journal)
    1. Enter all monies collected
      - a. Total all columns
    2. Two people independently count the funds
    3. Two people sign the bottom of the form confirming the count
      - a. **Cash never exchanges possession without dual count and dual signatures**
    4. Receipts and copy of Cash Receipts Journal are counted and signed over to treasurer, asst. treasurer, or commander at close of event.
    5. Deposit prepared and brought to bank within two business days of event
  
- III. ALL PURCHASES
  - A. Members must prepare either an “Expense Voucher” or “Expense Voucher Journal” to receive payment.
  - B. Prepare “Expense Voucher Journal” Form recording all invoices to be billed to squadron listing purpose of expense on invoice from merchant.
  - C. “Expense Voucher” or “Expense Voucher Journal” must be submitted to event Chairperson.

- D. Event Chairperson must submit all “Expense Voucher Journals” and “Expense Vouchers” to squadron treasurer.
- E. Treasurer matches invoices to “Expense Voucher Journals” or “Expense Vouchers” and does not prepare any checks until reconciled.

#### IV. SUMMARIZE EVENT – Chairperson

- A. Event Chairperson to summarize all revenues and expenses, and prepare a simple profit/loss statement.
- B. Submit all paperwork to treasurer.

#### V. EVENT INCOME STATEMENT – Treasurer and Chairperson

- A. Chairperson to summarize all revenue and expenses for each event.
- B. Treasurer and Event Chairperson reconcile.

#### VI. GENERAL POLICIES REGARDING BUDGETS & EXPENDITURES

- Any non-budgeted expenditure exceeding \$200.00 must have Executive Board approval before the expenditure incurs. Expenditures of non-budgeted items, under the \$200.00 limit, should be reviewed by the executive board at the next regular board meeting and presented by the treasurer.
- Upon approval of non-budgeted expenditures, exceeding the \$200.00 limit, the treasurer should setup a budget item within the financial records of the squadron.
- The annual budget should be presented at the January Executive Board meeting for review. The budget should then be approved by the Executive Board at its February meeting, then presented and approved by the membership at the annual meeting.
- Invoices and expenses for events, conferences or any expense in general, not turned in for reimbursement within 90 days of occurrence to the treasurer, will be considered a donation to the squadron and will not be reimbursed or paid.

- Any loans, cash advances or credit taken out on behalf of the DSPS name from a financial institution or credit company, must have executive board approval along with a budget setup through the treasurer department and approved prior to any commitments binding on the squadron.
- All events and activities should have a budget setup before they take place and submitted to the treasurer by the event chair. A summary of expected invoices and bills should be submitted to the treasurer within 5 days of the event by the event chair. As invoices are received and paid by the treasurer and after approved by the event chair, copies should be forwarded to the event/activity chair for their records.