



Financial Policy

Sons of The American Legion Detachment of Colorado

Adopted
January 29, 2011
Revised
January 12, 2012
November 17, 2012
January 23, 2015
April 16, 2016
January 27, 2018

1. The Detachment of Colorado has jurisdiction over the Detachment's revenues and expenses, subject to limitations prescribed by The American Legion Department of Colorado. This fiscal policy includes provisions of the Detachment's Constitution—Article VIII: Finances; By-laws—Article 1: Section 4: Finance Officer; and Permanent Membership Plan. Fiscal oversight is vested in the Detachment Convention, the Detachment Midyear Conference and regular or special meetings of the Detachment Executive Committee, as well as, the Department Executive Committee and Department Finance Committee.
2. The Sons of The American Legion Detachment of Colorado Finance Committee shall consist of at least five (5) voting members. The Detachment Finance Officer (committee chairman), Detachment Adjutant, Detachment Senior Vice Commander and The American Legion Department of Colorado Finance Officer are automatic appointments. The Detachment Commander shall appoint the remaining committee members. The Finance Committee shall meet at the call of the Detachment Finance Officer and/or Detachment Commander. In addition to traditional meetings, the Finance Committee is authorized to conduct business electronically.

3. The Detachment shall provide a transparent and traceable financial record. The Detachment of Colorado's fiscal year is January 1 through December 31. The Department of Colorado determines the Detachment's accountant and financial reporting requirements.

A. The Detachment shall establish and maintain its financial accounts. The Detachment Finance Officer shall insure compliance with all account stipulations.

B. In addition to the Unrestricted Budget, the Detachment may authorize accounts with designated or restricted funds. The Detachment may restrict access, encumber or designate fund use under any desired conditions, for example, VA&R, Permanent Membership or donor directed contributions.

C. The Detachment of Colorado shall maintain only one checking account. A single checking account shall not impair the ability of committees to direct the expenditure of their budgeted, designated or restricted funds.

D. Payment for an expense requires a receipt (original or copy). Claims for a prior fiscal year expense received after the close of Midyear will not be honored.

E. Anyone receiving a cash distribution shall sign a receipt.

F. At the Finance Officer's discretion, prepayment of expenses can occur provided a squadron or member agrees to receipt and reimbursement conditions.

G. No expenditures shall be made for alcohol.

H. The Finance Officer shall determine if any prior fiscal year surplus exists. The Detachment Convention shall direct the final disposition of a surplus. Anyone can make surplus account or expenditure recommendations.

I. Membership dues for the following fiscal year are collected during the second half of a fiscal year. Deferred dues for the following fiscal year shall not pay current fiscal year expenses.

4. The Detachment Executive Committee shall approve a Detachment Unrestricted Budget prior to the start of a fiscal year. Delegates at the Detachment Midyear Conference shall review, consent and/or modify budget expenditures.

A. The Detachment Finance Committee shall recommend Unrestricted Budget revenue for approval at a regular meeting of the Detachment Executive Committee. Projected revenues shall include:

- a) Detachment non permanent membership per capita revenue;
- b) Permanent Membership Committee authorized revenue transfers;

- c) and, estimated fee revenue.
- B. Unrestricted Budget expenditure recommendations and line items can be proposed by the Finance Committee or anyone else.
- C. In compliance with the Detachment's Permanent Membership Plan, Permanent Member administrative/operation expenditures are automatically included in the Unrestricted Budget revenues and expenses.
- D. Variable expenses associated with financial institutions are automatically added to the Unrestricted Budget when they occur.
5. The Detachment of Colorado provides limited travel expenses for instate travel, national meeting travel and for national guest visits.
- A. Reimbursable receipt expenses include: gas, lodging, meals, parking and tolls.
 - B. No travel expenses shall be paid based on mileage.
 - C. No expenses are authorized for travel within 50 miles of home. National guest visits are an exception.
 - D. Per diem national travel amounts cannot increase without authorization during a Convention, Midyear or regular Detachment Executive Committee meeting. Special meetings cannot increase per diem limits or per diem budget lines.
 - E. Travel within Colorado on Detachment business, for example, representation at District meetings, squadron/post visitations or Committee meetings not held in conjunction with a Convention, Midyear or regular Detachment Executive Committee meeting, is reimbursable with presentation of receipts.
 - a) Detachment officers, Detachment committee members and Past Detachment Commanders are eligible for reimbursement.
 - b) There are no Detachment of Colorado district organizations. All squadrons are entitled and responsible for direct representation at state meetings. Travel expenses in conjunction with Detachment Convention and Detachment Midyear Conference, including Detachment Executive Committee meetings held on site are not eligible for reimbursement except when hosting a national guest. Travel expenses in conjunction with regular meetings of the Detachment Executive Committee are authorized for Executive Committee members driving beyond 50 miles from home at a rate of 14¢ (fourteen cents) per mile. Total payments are limited to budgeted amounts. Payments for travel to regular Detachment Executive Committee meetings are limited to one payment per Squadron.

F. National meeting travel expenditures are flat rate (per diem) payments. Their purpose is to defray expenses of members attending national meetings.

- a) The Detachment is not obligated to expend every national meeting dollar budgeted.
- b) Total payments for national travel shall not exceed budget line item amounts. All money distributed must either be budgeted or voted upon by the Detachment.
- c) National per diem funds are limited and are not intended to cover every expense incurred.
- d) To encourage participation and promote transparency, any Colorado Squadron member in good standing is eligible to receive a national meeting per diem.
- e) Members must acknowledge non-Detachment American Legion expense sources when receiving national travel funds. Failure to report other funds can result in loss of Detachment per diem privileges.
- f) Prepayment of a conditional per diem is at the discretion of the Finance Officer.

G. For authorized attendance at national spring and fall meetings held in conjunction with the National Executive Committee, individual per diem payments shall be established on an annual basis for the fiscal year. The amount is determined by an average non-stop round trip Denver to Indianapolis airfare and one night's hotel room plus \$50.

- a) The maximum individual per diem is \$600 for travel to the Washington Conference and \$300 per individual for travel to any other national conference or meeting.
- b) All Colorado National Commission/Committee members not receiving National reimbursement, shall receive an equivalent travel reimbursement. These members shall receive their full payment prior to any other distributions. The total distribution is limited to available funds.
- c) Members with reduced national payment may receive Detachment money for the reduction.
- d) Payments are determined by budget line item and can be less than the maximum allowed.
- e) The Finance Officer will distribute, either through cash or check, money divided in equal payments to eligible participants.
- f) No expenses are authorized for attending a national officer's homecoming.

H. The per diem available for attending a National Convention varies. Delegates and Alternates shall receive a per diem based upon the budget line item amount divided into shares.

a) Sons of The American Legion National Convention Delegate and Alternate fees shall be paid by Detachment.

b) To receive a per diem at National Convention, a delegate or alternate must attend meetings on all three days. Other obligations (national committees, etc.) are excused with prior notification.

c) Partial attendance (over half meetings) shall result in a half share. Lesser amounts may be distributed with the approval of the Delegation Chairman and Secretary.

I. With the exception of alcohol, national guest visitation expenses are covered.

a) Reimbursable travel expenses incurred during a national guest visit shall include gas and meals.

b) Ticketed event and lodging expenses for Detachment hosts are not included.

c) National guest air fare and travel expenses to and from Colorado are not provided.

J. A Colorado Squadron member can lose his Detachment travel reimbursement/per diem privileges for failure to follow policies, attend meetings or adhere to Department/Detachment conduct expectations can result in the loss of Detachment travel payments.

a) The Detachment Commander, National Executive Committeeman, Adjutant, or Finance Officer may initiate restrictions on a member in consultation with the other officers. The restrictions time period shall not exceed five (5) years. The Detachment Adjutant shall write a letter to the member informing him of the reasons for the loss of privileges and restrictions.

b) The member can appeal his restrictions to a regularly scheduled Detachment Executive Committee meeting. The Detachment Executive Committee decision (uphold, remove or modify) is final.

6. Detachment petty cash and cash advances are available to conduct business with the condition of providing expense receipts and/or repayment.

7. The Detachment Adjutant can be issued a Detachment credit card. The card's primary purpose is for mailings and office expenses; also, to reserve rooms for national guests.
 - A. A letter of authorization with two signatures, other than the card holder, are required to issue a Detachment credit card.
 - B. Authorized credit card expenditures are limited to \$1,000.
 - C. The credit card is for Detachment expenses only. Improper use, at a minimum, will result in cancellation.
 - D. Failure to provide credit card receipts will result in cancellation and billing of card holder for all charges.
 - E. The Detachment will not issue debit cards.
 - F. Headquarters Squadron 211 can use electronic/on line payment for new members. Authorization does not include renewals.
8. Post facto expenditure or reimbursement can be authorized by simple majority vote at a Detachment Convention, Detachment Midyear Conference or regular meeting of the Detachment Executive Committee. Special meetings can only authorize an expenditure prior to its occurrence.
9. Any member can request a hardship expenditure from Detachment Unrestricted Revenues regardless of budgetary or this policy's restrictions. The member shall present their request at a Detachment Convention, Detachment Midyear Conference or regular meeting of the Detachment Executive Committee. The decision, by the pertinent body, is final.
10. All financial practices not delineated reside with the legislative powers of the Detachment Convention, Detachment Midyear Conference or Detachment Executive Committee.
11. This Financial Policy may be revised, amended or replaced during a Detachment Convention, Detachment Midyear Conference or regular meeting of the Detachment Executive Committee. A simple majority vote adopts all changes.
12. If any section or portion herein shall be determined, by proper authority, to be invalid, such determination shall not invalidate the remainder of the effected sections of this policy.