


**CANTEEN OPERATIONS
HOUSE COMMITTEES**

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Canteen Operations


- Duties of Commander
- Duties of Quartermaster
- Duties of Trustees
- Duties of House Committee



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STATEMENT OF POLICY



- First and foremost, consideration of Posts shall be to the purposes of the VFW which are fraternal, patriotic, historical, charitable, and educational.
- Operation, management and control of Canteens are not provided for in our National Bylaws or Manual of Procedure.

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HOWEVER,




Section 709 of the Manual of Procedure contains the following:


- Any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in behalf of a Post, County Council, District or Department shall at all times be under the direct control of such post, County Council, District or Department and all funds derived there from shall at all times be under the control of such post, County Council, District or Department.

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Section 709




Any Post owning and/or operating a canteen clubroom or other facility available to members or guests must maintain general liability insurance, including if necessary or appropriate, liquor liability insurance.




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DUTIES OF POST COMMANDER




- Provide Leadership
- Help set Canteen Goals
- Teamwork with House Committee
- Knowledge in Canteen Operations
- Knowledge of Profit & Loss
- Compliance and Enforcement of Federal, State, County & City Ordinances and Regulations

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DUTIES OF QUARTERMASTER 

- Understand Canteen Operations
- Keep accurate Canteen Records
- Receive and deposit all funds from Canteen
- Disburse funds only when authorized
- Work together with House Committee
- Inform membership of status of Canteen regarding Profit or Loss


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DUTIES OF QUARTERMASTER (cont.) 


- Makes the necessary Federal and State reports and payments for withholding taxes, Social Security and Unemployment Compensation. (Block 16 on Form 4212 questions)

16. OPERATIONS	
Have required payroll deductions been made?	_____
Have payroll taxes been paid to the proper State and Federal agencies this quarter?	_____
Have State Unemployment taxes been collected and paid?	_____
Are OMB on payroll books?	_____
Are out of state liability life	_____
Value of Real Estate	_____
Are out of liability insurance	_____
Check to liability and Life	_____
Value of Personal Property	_____
Are out of Property Insurance	_____

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DUTIES OF TRUSTEES 


RECONCILIATION



- Understand the opening/closing of Canteen operations
- Check to see all payments are accurate to invoices or other bills

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CANTEEN OPERATIONS




- Bartenders daily log used & reviewed by?
- Register Tapes saved daily and recorded?
- Deposits done daily, weekly?
- Separate deposits itemized for Canteen sales.
- Canteen inventory done Monthly?
- Canteen P & L reported Monthly by Canteen Mgr?
- Canteen income and expenses are recorded on a designated column in ledger or similar?
- Fed & State Withholding? EDD? Sales Taxes

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TO BE PROFITABLE




- Control pricing/portioning of beverages
- Using Volunteers
- Active support by VFW Post Members, Auxiliary and Guests
- Actively renting of Hall
- Conduct Post Fundraiser/Events
- Streamline Hours of Operation




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COMMON CAUSES OF LOW PROFITS



- Cost to pay for full time Manager or Employees
- Poorly set Business Hours
- Not charging enough/over pouring of drinks
- Purchasing individual bottles vs. case
- Not renting the hall
- Free drinks (Illegal)
- Embezzlement
- Ringing up of sales/end of shift shortages

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MONTHLY REPORT OF PROFIT & LOST 


- P & L monthly summary prepared by Canteen Manager
- Report given at the end of the month to House Committee
- Report then given to Quartermaster
- Reported by Quartermaster at the next Post meeting


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CANTEEN REGISTER 


- Daily Z out of cash register nightly
- Bartender to complete Closeout Form 
- Attach Daily Z out slip to Bartenders daily Closeout Form
- Verify closeout form \$\$ amount with Z closeout slip \$\$ amount
- Keep all Z out tapes on file
- Have a Cash Register with Continuous Grand Totals

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CANTEEN INVENTORY 

- Should be taken monthly
- Done by Canteen Manager
- A Trustee will assist 
- Inventory from Canteen and Storage
- Only have enough inventory to operate; don't over purchase

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CANTEEN MANAGER 

Responsible to the House Committee for:

- Management of the Canteen
- Supervising employees/volunteers
- Enforcing rules, BUT do not make them.
- Accountable for receipts and expenditures


Makes reports to the Post Quartermaster and to the House Committee

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HOUSE COMMITTEE 

- Functions only in a Post which operates a Post Home or Club (Canteen).
- Members may be selected in anyway the Post determines (Elected/Appointed).
- Members should serve staggered terms, on the order of Post Trustees.
- Composition should be laid out in the Post By-Laws.

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DUTIES OF HOUSE COMMITTEE 

- Generally, the House committee hires all employees, set their salaries, and issue necessary instructions and orders to the Canteen Manager.
- Usually has the authority to suspend or discharge the Canteen Manager or any employee for good and sufficient cause.
- Authority to suspend the Canteen privileges of any member/guest who violate the rules.
- Enforce through the Canteen Manager, rules of decorum and behavior.

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DUTIES OF HOUSE COMMITTEE (cont.)



- The House Committee usually meets at least once a month for the purpose of discussing facility problems, taking inventory, studying financial reports and in general, acting as an advisory, supervisory and disciplinary board.
- No member of the House Committee *should* ever be permitted to act as club manager or as a paid employee of the club due to obvious conflict of interest.

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DUTIES OF HOUSE COMMITTEE (cont.)



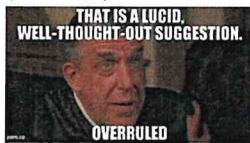
- Cannot make or enforce any rules contrary to the rules of the Department, public law, or the lawful instructions of the Post.
- Committee is directly responsible to the Post floor and makes its reports to the Post at monthly meetings.
- Refusal to comply is grounds for removal of any or all members of the Committee.

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SUMMARY




It must be remembered that the VFW itself is paramount in any dispute. The Department rules and Post Bylaws and Canteen rules outline the way the Post and the Canteen must be operated. The Post, in all cases, is above the canteen. The canteen is merely an activity of the Post and must be treated as such.



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QUESTIONS



VFW
VETERANS OF FOREIGN WARS
California

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