

**VETERANS OF FOREIGN WARS  
DEPARTMENT OF CALIFORNIA**

**A BEGINNER'S REVIEW AND REFRESHER TO BEING A  
POST QUARTERMASTER**

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**WHAT IS A VFW QUARTERMASTER?**



The Post Quartermaster is:

- The chief financial officer
- Custodian of Post funds and property
- Only one authorized to receive, handle, and account for funds
- Treasurer of all committees handling funds

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**DUTIES OF THE POST QUARTERMASTER**



The duties are set forth in the National Manual of Procedure, Section 218(a)(5)

- Qualify and secure a bond equal to liquid assets.
- Collect all money, secure all property, be the accountable officer of the Post and Treasurer on committees.
- Disburse funds as properly authorized by the **Post** using accepted banking practices.
- Receive and pay membership dues.
- Provide Post Trustees all documents needed to conduct the quarterly audit.

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**DUTIES OF THE QUARTERMASTER (cont.)**



f. Maintain a relief fund. (Section 704 of Bylaws and Manual of Procedure)

g. Reconcile and verify all transactions and maintain books and records in legible, uniform format.

h. Provide access and transfer all properties of the Post to your successor without delay.

i. Perform your duties in accordance with the Bylaws and laws and usages of this organization.

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**DUTIES OF THE QUARTERMASTER (cont.)**



j. Report on receipts and expenditures at regular and special meetings of the Post.

k. File appropriate forms as required by Federal, State, and Local statutes and regulations.



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**TAKING OVER AS QUARTERMASTER**



- Previous QM must be given a "clean slate" by Post Trustees.
- Check with bank to determine if funds are correct and in order.
- Update bank signature cards.
- Make deposits at regular intervals.
- Deposit receipts in same physical form as received.
- Never pay bills in cash.



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**BONDS – ACCOUNTABLE OFFICER**



- Who needs to be bonded?
  - Any and All Post Officers who have access to the Post Funds (on bank signature card).
  - The position, not the person is bonded.
- How much should you be bonded for?
  - Enough to cover liquid assets. Rule of Thumb: Should be slightly more than your quarterly audit total.
- How much does a bond cost?
  - \$4 per thousand with a minimum of \$3,000 in coverage.
  - <https://vfwca.org/uploads/Documents/Forms/StateBondingRates2021-2022.pdf>
- Can I increase my bond coverage?
  - Yes, you submit a new application and pay the difference between the two amounts.

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**BONDS – CLUB EMPLOYEES**



- Who needs to be bonded?
  - Any club employee who is responsible for money. Canteen manager, Bingo Chair.
  - The person, not the position is bonded.
- How much should you be bonded for?
  - Enough to cover what they normally are in custody of until given to QM.
- How much does a bond cost?
  - \$6 per thousand with a minimum of \$3,000 in coverage.
  - <https://vfwca.org/uploads/Documents/Forms/StateBondingRates2021-2022.pdf>
- What happens if the Canteen Manager is replaced?
  - You will need to submit a new application and pay for a new bond.

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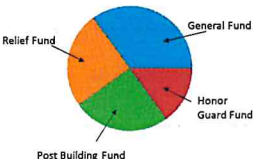
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**CHECKING ACCOUNT VS. FUND ACCOUNTS**



- Various funds may make up your checking account.
- If you have a canteen, you should have a canteen fund.
- If you keep cash on hand, you should notate it in funds.
- If you have a Lotto machine, you must have it in a separate bank account.
- You must maintain a Relief Fund!

VFW Post 23 Checking Account




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**FINANCIAL REPORTING – Quartermaster’s Ledger** 

The Receipts, Expenditure and Distribution Ledger (Item #4204), also known as the Quartermaster’s Ledger is the most important financial record of the Post.

The ledger should contain the following information:

1. The date of the transaction
2. Who the transaction is associated with
3. The reason for the transaction
4. Receipt or Check number

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**Quartermaster’s Ledger (cont.)** 

5. Cash and Bank represents to amount of the transaction. Funds received are entered in the Received column and funds paid out go in the Expended column.
6. The next columns will be your Post’s line-item funds:
  - Dues
  - General Fund
  - Relief Fund
  - Canteen
  - Etc.

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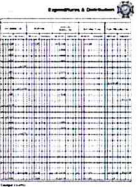
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**Quartermaster’s Ledger (cont.)** 

6. Fund Line-Items (cont.)
  - Each of the individual line-items should have a Received and an Expended column.
  - The amount in the Cash and Bank Received or Expended columns should have a corresponding, equal entry(ies) in a fund line-item(s).

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**CHECKS & BALANCES**

Use the Quartermaster's Ledger and the Quartermaster's Monthly Report as a Check and Balance.

The image shows two financial reports side-by-side. On the left is the 'Post Quartermaster's Report' and on the right is the 'Monthly Report'. The text 'Vs.' is centered between the two reports. The VFW logo is in the top right corner.

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**Checks & Balances (cont.)**

The Ledger Cash and Bank Received must match Monthly Total Receipts

The diagram shows a vertical ledger on the left and a monthly report on the right. A blue arrow points from the bottom of the ledger to the 'TOTAL RECEIPTS' row in the report. Another blue arrow points from the 'TOTAL RECEIPTS' row in the report back to the ledger. The VFW logo is in the top right corner.

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**Checks & Balances (cont.)**

The Ledger Cash and Bank Expended must match the Monthly Total Disbursements

The diagram shows a vertical ledger on the left and a monthly report on the right. A blue arrow points from the bottom of the ledger to the 'TOTAL DISBURSEMENTS' row in the report. Another blue arrow points from the 'TOTAL DISBURSEMENTS' row in the report back to the ledger. The VFW logo is in the top right corner.

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**IMPORTANT DATES**



- Surety Bond Renewal
  - No later than August 31<sup>st</sup>
- IRS 990 and FTB 199 (taxes)
  - No later than the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of your fiscal year. Normally November 15<sup>th</sup>.
- RRF-1 (If incorporated as a Public Benefit Corporation)
  - No later than the 15<sup>th</sup> day of the 4<sup>th</sup> month following the end of your fiscal year.
- Quarterly Audit
  - Within 30 days following the end of the quarter.

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**REFERENCES**



Training and Forms

- [www.vfw.org](http://www.vfw.org)
- [www.vfwca.org](http://www.vfwca.org)

Taxes

- 990-N (post card)
  - <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- 199-N (post card)
  - <https://www.ftb.ca.gov/file/business/types/charities-nonprofits/199N.asp>

Charitable Trust Renewal (RRF-1)

- [https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1\\_form.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf)

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**QUESTIONS**


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