**SOUTHWEST REGION FINANCE COMMITTEE MEETING**

9 DECEMBER 2015 20:00 CENTRAL (telephone conference call)

**Members attending:**

* Lt Col Harriet Smith, CS
* Col John Varljen, CV1
* Lt Col Debora Spencer, FM
* Col Joe Smith, CV2
* Col Mark Smith, CC

**Agenda Items:**

* **Review FY 2015 Financials**
* **Budget Adjustments for FY 2016**
* **Old Business**
  + **Review Credit Card operations procedures**
* **New Business**
  + **Wells Fargo Savings Account management strategy**
  + **Vanguard Funds strategy**
  + **Increase Region Dues by 1$ for FY 2017**
  + **Region Level Fundraising Capability**
  + **Proposed SWR Assistant Finance**
  + **CAPF 172 discussion and approval**
  + **SWR Conference**

**Review FY 2015 Financials:**

**Bottom Line Up Front**-- After a few corrections, the final reports had SWR Finance showing a loss of -$4,890.20 for FY 2015.  The Flight Academies accounted for $1,926.66 of this loss.  After NHQ reimburses us for that amount, the Net Loss will be -**$2,963.54**. It could have been worse, but it also could have been better.

Observations:

* The top two areas where we lost money: RSC at -$7,508.94 and Travel, which came in at only -$510.94.
* The top revenue producer was the Chaplain Staff College, which posted a profit of $944.06.
* The program areas which did not spend any of their allocated budget amounts were Emergency Services ($2,800) and Cadet Programs ($400). Our stated policy is now to re-allocate those funds if they are not spent (or claimed) by 1 June.
* Cadet Programs also had $4000 in Seed money from NHQ that was unspent. These funds were to cover Honor Guard Academy and Region Cadet Leadership School.  NHQ has not asked for those funds back. Our FY16 Budget includes the same amount for the same activities. Specifically, the FY16 Budget shows $4K Revenue and $4K Expenses for RCLS.
* The extra $2,373.68 that we received from Vanguard also helped to keep our losses down. It's a shame that only 2 wings took advantage of this money, but we did not let it go to waste.

So we don't have a very big hole to climb out of this year. We can recover from this, and move on to a much better FY 2016.

**Budget Adjustment(s) for FY 2016:**

The FY16 Budget did not include revenue from Contributions or Interest. We received $844 in these areas in FY15. We can add $800 to the budget now ($600 Contributions, $200 Interest), or wait until later. We will delay any budget adjustments for the present. Logistics will need additional funds; Harriet will find out the cost and send email to the committee so that we can make the necessary adjustments to the budget.

**Review Credit Card FMP:**

Recommend that we defer this item until the next Finance Committee meeting. This will allow DoF to revise the draft FMP based on feedback from Finance Committee members.

**Wells Fargo Account:**

The Wells Fargo account is a basic Business Checking that does not earn interest. Discussed setting up a separate Savings Account at Wells Fargo, or purchasing a CD. Finance Committee approved transferring $11,109.50 to the ServisFirst account since that account already earns interest. The remaining funds in the Wells Fargo Account belong to the SWRSC, Chaplain Staff College and Cadet Programs. Those programs will continue to deposit activity fees into the Wells Fargo account. The DoF will transfer funds out of the Wells Fargo account to cover expenses for the activities. Any remaining profit from activities will stay in the Wells Fargo account, earmarked for the program that earned the profit.

**Vanguard Funds:**

Our allocation for FY 15 was $5,000, but NHQ paid the full $5,379.83 that we requested. Recommend that we defer this item until we are notified of the amount of the allotment for FY 16.

**Region Dues Increase:**

SWR Finance Committee voted to approve raising the SWR dues by $1 for Cadets and $2 for Senior Members, effective in FY17. This is in line with what other Regions are charging as well. The last time SWR raised dues was in 1989.

**Region Fundraising:**

We discussed several options (AEF, CFC campaign, corporate donations). None of these options are working out. We will recruit for a staff member who can dedicate time and resources to fundraising for SWR.

**Proposed SWR Finance Assistant:**

Reviewed emails offering Finance Assistant, not able to use this member under the parameters outlined in his response.

**CAPF 172 discussion and approval:**

We reviewed the list of SWR Credit Card holders, and will check to see if cards issued to Michael Dubois and James Quick should be cancelled. If not, DoF will include all current cardholders on the CAPF 172. DoF will send out a draft 172 this week for review, then send through Sertifi for approval.

**SWR Conference:**

SWR will hold a joint conference with TX Wing in April. Any expenses associated with the SWR Conference will be covered by fees charged to attend the conference. No additional funds for travel to the Conference are available, beyond what is already in the budget.

**Next meeting 13 Jan 2016**

End of meeting 21:00 Central