

SOUTHWEST REGION FINANCE COMMITTEE MEETING

September 20, 2020 20:00 CDT

Members attending:

- Col Joe Smith, CC
- Col Nolan Teel, CV
- Col Brian Ready, CV
- Lt Col Nancy Smalley, Assistant FM
- Lt Col Harriet Smith, COS
- Lt Col Mary Berkowitz, Assistant FM

Agenda Items:

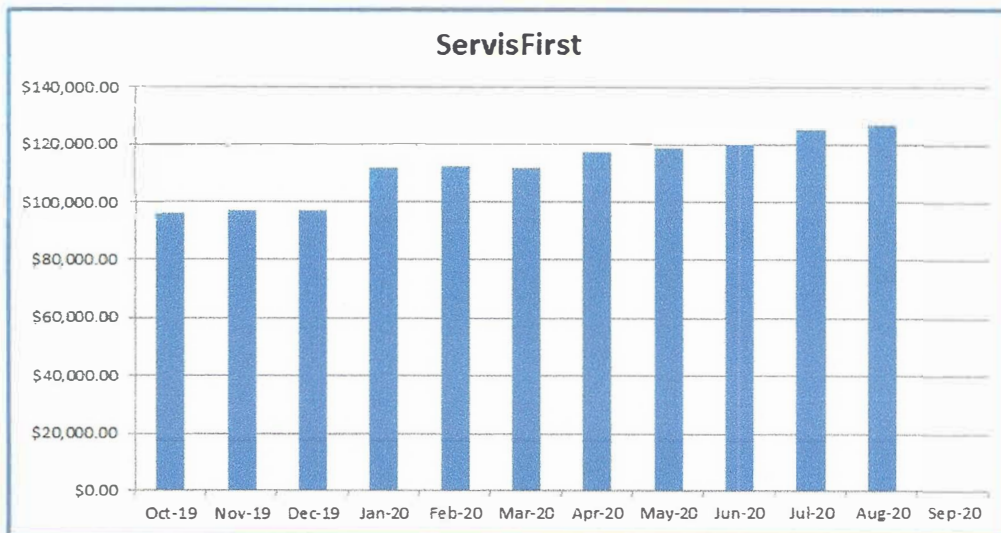
- **FY 2020 Budget Review**
 - **Bank Balances**
 - **Dues Status**
- **New Business**
 - **FY 21 Proposed Budget**

FY 2020 Budget Review:

Bottom Line Up Front: We received reports through August 31, 2020. We are in the black by **\$36,323**. Income totaled \$46,656 and Expenses totaled \$10,332.

Dues Status: We have received \$17,483 in Dues, which puts us behind by \$2,317 for the 11th month goal. We have also received \$781 in Contributions over the 11 month period.

Bank balances: As of 8/31/20, the bank balance in Service First is \$127,245.67. SWR is maintaining the minimum of \$96,525 in the bank for reserves (18 months expenses as projected in the FY 20 Budget) plus additional funds.



New Business:

FY 21 Proposed Budget:

- **No information on Vanguard funding at this time. Col Smith recommended that we use \$6000 as Vanguard donations are based on \$1 per member.**
- **Discuss proposed FY 21 Budget. The proposed FY 21 budget as presented was discussed. Several corrections were made to the budget based on recommendations from the Finance Committee.**
- **The meeting focused on preparation of the budget. The document, with corrections will be sent to all Finance Committee Members through Sertifi.**
- **There being no additional business from the Committee, the meeting adjourned at 2103 hours.**

2020 SWR BUDGET

AS OF: 8/31/20

Income

	Budget	Received	Remarks
CC Travel	\$ 7,000.00	\$ 10,000.00	
Funding from NHQ	\$ 8,000.00	\$ 8,000.00	
SWRSC Seed Money	\$ 2,000.00	\$ 2,000.00	
SWRSC Fees Collected	\$ 2,000.00	\$ 63.00	
SWR Chaplain SC Seed money	\$ 2,000.00		
SWR Chaplain SC Fees Collected	\$ 1,000.00		
SWR Cadet Leadership School Seed Money	\$ 1,500.00		
RCLS Fees Collected	\$ 2,925.00		
Honor Guard Academy Seed Money	\$ 1,000.00		
Honor Guard Academy Fees Collected	\$ 1,525.00		
Cadet Competition Activity Fees	\$ 600.00		
Contributions	\$ 600.00	\$ 781.00	
Member Dues	\$ 22,100.00	\$ 17,483.00	Estimate \$1800 per month plus \$500
Interest	\$ 200.00	\$ 315.86	
Vanguard Funds	\$ 7,700.00	\$ 7,700.00	
Mission Reimbursements	\$ 1,500.00	\$ 238.00	
Safety Summit Reimbursement from NHQ	\$ 3,000.00		
Miscellaneous		75.73	
	\$ 64,650.00	\$ 46,656.59	

Expenses

Function	Request	Amount Approved	Amount Spent	Balance Remaining	Remarks
Commander	Travel	\$ 10,000.00	\$ 5,179.83	\$ 4,820.17	
CV (1)	Travel	\$ 500.00		\$ 500.00	
CV (2)	Travel	\$ 1,500.00		\$ 1,500.00	
CS	Office Supplies	\$ 250.00	\$ (19.56)	\$ 269.56	
	Travel	\$ 1,600.00	\$ 737.12	\$ 862.88	
Advisor to CC	Travel	\$ 300.00		\$ 300.00	
SWR Command Chief	Travel	\$ -	\$ 490.50	\$ (490.50)	
Admin/Personnel	Supplies	\$ 500.00	\$ 312.02	\$ 187.98	
	Awards	\$ 1,000.00	\$ 195.38	\$ 804.62	
	FedEx	\$ 100.00	\$ 64.96	\$ 35.04	
	Postage	\$ 205.00	\$ 257.45	\$ (52.45)	
Aerospace Education	Travel	\$ 2,500.00		\$ 2,500.00	
	Miscellaneous expenses	\$ 500.00		\$ 500.00	
Cadet Programs	CAC meeting	\$ 2,500.00		\$ 2,500.00	
	RCLS (2events)	\$ 4,425.00		\$ 4,425.00	
	Honor Guard Academy	\$ 2,525.00		\$ 2,525.00	
	Cadet Competition	\$ 600.00	\$ 370.73	\$ 229.27	
	Travel	\$ 2,990.00		\$ 2,990.00	
Chaplain	Travel	\$ 3,725.00	\$ 381.52	\$ 3,343.48	
	Chaplains College	\$ 3,000.00		\$ 3,000.00	
Communication	Travel to 2 SWR/wing conf	\$ 200.00		\$ 200.00	
	Travel to National Conference	\$ 400.00		\$ 400.00	
DDR Officer	Travel	\$ 500.00		\$ 500.00	
IT	Hostgator/GoDaddy	\$ 220.00	\$ 204.62	\$ 15.38	
	Join Me	\$ 350.00		\$ 350.00	
	Miscellaneous expenses	\$ 120.00		\$ 120.00	
Logistics	Vehicle Maintenance	\$ 90.00	\$ 531.79	\$ (441.79)	
	Vehicle Registration	\$ 50.00		\$ 50.00	
Aircraft Maintenance	Supplies and Hangar Rental	\$ 800.00	\$ 600.00	\$ 200.00	
Mission Expenses		\$ 1,500.00	\$ 460.72	\$ 1,039.28	
Ops	Travel	\$ 1,200.00	\$ 100.57	\$ 1,099.43	
PD	Travel to Nat/Rgn/Wg Conferences	\$ 1,500.00		\$ 1,500.00	
RSC	SWRSC	\$ 4,000.00		\$ 4,000.00	
Safety	Travel	\$ 3,500.00	\$ 422.00	\$ 3,078.00	
	Office Expense	\$ 300.00	\$ 43.23	\$ 256.77	
	Safety Summit	\$ 3,500.00		\$ 3,500.00	
Unallocated Funds	Vanguard	\$ 7,700.00		\$ 7,700.00	

Total		\$ 64,650.00	\$ 10,332.88	\$ 54,317.12	
TOTAL RECEIVED	\$	46,656.59			
LESS EXPENTITURES	\$	10,332.88			
BALANCE	\$	36,323.71			

SWR FY 21 Budget

AS OF: 10/01/20

Income

	Budget	Received	Remarks
CC Travel	\$ 7,000.00		
NHQ Operating Funds	\$ 8,000.00		
FM NHQ - Other Reimbursement	\$ 9,000.00		
SWRSC			
SWR Chaplain SC Seed money	\$ 2,000.00		
SWR Chaplain SC Fees Collected			
SWR Cadet Leadership School Seed Money	\$ 1,500.00		
RCLS Fees Collected	\$ 2,925.00		
Honor Guard Academy Seed Money	\$ 3,750.00		
Honor Guard Academy Fees Collected	\$ 1,525.00		
Cadet Competition Activity Fees	\$ 600.00		
Contributions	\$ 600.00		
Member Dues	\$ 21,600.00		
Interest	\$ 300.00		
Vanguard Funds			
Mission Reimbursements			
Safety Summit Reimbursement from NHQ			
Miscellaneous			
	\$ 58,800.00	\$ -	

Expenses

Function	Request	Amount Approved	Amount Spent	Balance Remaining	Remarks
Commander	Travel	\$ 10,000.00		\$ 10,000.00	
CV (1)	Travel	\$ 900.00		\$ 900.00	
CV (2)	Travel	\$ 1,600.00		\$ 1,600.00	
CS	Supplies/Equipment	\$ 1,200.00		\$ 1,200.00	
	Travel	\$ 1,600.00		\$ 1,600.00	
	Shipping	\$ 700.00		\$ 700.00	
Advisor to CC	Travel	\$ 800.00		\$ 800.00	
SWR Command Chief	Travel	\$ 500.00		\$ 500.00	
Admin/Personnel	Supplies	\$ 500.00		\$ 500.00	
	Awards	\$ 1,000.00		\$ 1,000.00	
	FedEx	\$ 100.00		\$ 100.00	
	Postage	\$ 205.00		\$ 205.00	
Aerospace Education	Travel	\$ 2,500.00		\$ 2,500.00	
	Miscellaneous expenses	\$ 500.00		\$ 500.00	
Cadet Programs	CAC meeting	\$ 2,500.00		\$ 2,500.00	
	RCLS (2events)	\$ 4,425.00		\$ 4,425.00	
	Honor Guard Academy	\$ 2,525.00		\$ 2,525.00	
	Ca det Competition	\$ 600.00		\$ 600.00	
	Travel	\$ 1,500.00		\$ 1,500.00	
Chaplain	Travel	\$ 3,725.00		\$ 3,725.00	
	Chaplains College			\$ -	
Communication	Travel to 2 SWR/wing conf	\$ 200.00		\$ 200.00	
	Travel to National Conference	\$ 400.00		\$ 400.00	
DDR Officer	Travel	\$ 500.00		\$ 500.00	
IT	Hostgator/GoDaddy	\$ 220.00		\$ 220.00	
	Join Me	\$ 350.00		\$ 350.00	
	Miscellaneous expenses	\$ 120.00		\$ 120.00	
Logistics	Vehicle Maintenance	\$ 500.00		\$ 500.00	
	Vehicle Registration	\$ 1,400.00		\$ 1,400.00	
Aircraft Maintenance	Supplies and Hangar Rental	\$ 1,000.00		\$ 1,000.00	
Mission Expenses		\$ 1,000.00		\$ 1,000.00	
Ops	Travel	\$ 1,200.00		\$ 1,200.00	
PD	Travel to Nat/Rgn/Wg Conferences	\$ 1,500.00		\$ 1,500.00	
SWRSC					
Safety	Travel	\$ 3,000.00		\$ 3,000.00	
	Office Expense	\$ 300.00		\$ 300.00	
	Safety Summit			\$ -	
Unallocated Funds	Vanguard	\$ 7,700.00		\$ 7,700.00	
Total		\$ 56,770.00	\$ -	\$ 56,770.00	
TOTAL RECEIVED	\$	-			
LESS EXPENTITURES	\$	-			
	\$	-			

**SOUTHWEST REGION
CIVIL AIR PATROL
FY20 COMPARATIVE FINANCIAL POSITION & BUDGET**

FY19 Report Date: 10/1/19..09/30/20
FY18 Report Date: 10/1/18..09/30/19

REVENUE

Account Description		FY 19	FY 19	FY 20	FY 20	FY 20	% Earned
		Proj. Income	Income Recvd	Proj. Income	Income Recvd	Balance	
Cadet Glider Academy - TX	51220-7730-435-ZZ-20-777	-	-	-	-	-	
Cadet Powered Academy - OK	51225-7000-435-ZZ-20-777	-	-	-	-	-	
Cadet Powered Academy - TX	51225-7730-435-ZZ-20-777	-	-	-	-	-	
Cadet Honor Academy	51250-1565-435-ZZ-20-777	3,750.00	-	1,525.00	-	1,525.00	
Region Staff College	52222-1055-533-ZZ-20-777	3,000.00	7,182.39	3,000.00	63.00	2,937.00	2%
AE Officer School	52235-1540-530-ZZ-20-777	1,200.00	910.00	-	-	-	
Region Cadet Leadership School	52242-1565-435-ZZ-20-777	3,150.00	2,875.00	3,525.00	-	3,525.00	0%
Region Rev from Member Flying	52252-7000-645-ZZ-20-777	-	277.80	-	165.20	(165.20)	
Membership Dues	53110-1300-840-ZZ-20-777	21,600.00	22,308.00	22,100.00	17,483.00	4,617.00	79%
Membership Contributions	53400-7000-645-ZZ-20-777	500.00	791.00	600.00	781.00	(181.00)	130%
Interest Income	54100-7000-645-ZZ-20-777	200.00	331.16	200.00	315.86	(115.86)	158%
CAP Foundation Grant	54120-1390-435-ZZ-20-777	-	-	-	-	-	
Contributed Facilities	54130-7000-645-ZZ-20-777	-	-	-	-	-	
NHQ Operating Funds	63100-7000-645-ZZ-20-777	8,000.00	8,000.00	8,000.00	8,000.00	-	100%
Region Staff Conference	62120-7000-645-ZZ-20-777	-	-	-	-	-	
From NHQ - Travel Reimbursement	63120-0005-645-ZZ-20-777	7,000.00	7,000.00	7,000.00	10,000.00	(3,000.00)	143%
From NHQ - Other Reimbursement	63120-7000-645-ZZ-20-777	9,000.00	13,522.77	8,900.00	10,197.56	(1,297.56)	115%
Revenue from Regions/Wings	63130-7000-645-ZZ-20-777	-	-	-	-	-	
TOTAL REVENUE:		57,400.00	63,198.12	54,850.00	47,005.62	7,844.38	86%

EXPENSES

Account Description		FY 19	FY 19	FY 20	FY 20	FY 20	% Spent
		Budget	Actual	Budget	Actual	Balance	
COMMAND STAFF							
Commander	83120-0005-645-ZZ-20-777	12,800.00	13,066.18	10,000.00	4,902.18	5,097.82	49%
Vice Commander I	83120-0010-645-ZZ-20-777	900.00	523.89	500.00	-	500.00	0%
Vice Commander II	83120-0012-645-ZZ-20-777	1,600.00	-	1,500.00	-	1,500.00	0%
Chief of Staff	83120-0015-645-ZZ-20-777	200.00	2,242.84	1,600.00	615.67	984.33	38%
Administrative Officer	83120-0018-645-ZZ-20-777	-	-	-	-	-	
Command Chief	83120-0020-645-ZZ-20-777	500.00	-	-	490.50	(490.50)	
Chaplain	83120-0035-550-ZZ-20-777	2,000.00	2,349.84	3,725.00	381.52	3,343.48	10%
Inspector General	83120-0038-645-ZZ-20-777	750.00	-	-	-	-	
Safety	83120-1020-150 645-ZZ-20-777	3,000.00	3,968.39	3,500.00	421.83	3,078.17	12%

**SOUTHWEST REGION
CIVIL AIR PATROL
FY20 COMPARATIVE FINANCIAL POSITION & BUDGET**

Human Resources	83120-1055-533-ZZ-20-777	-	-	-	-	-	-	-
Recruiting/Retention Travel	83120-1300-875-ZZ-20-777	-	-	-	-	-	-	-
Historian	83120-1350-645-ZZ-20-777	-	-	-	-	-	-	-
Marketing & PA Travel	83120-1375-765-ZZ-20-777	-	-	-	-	-	-	-
Finance	83120-1400-645-ZZ-20-777	-	-	-	-	-	-	-
AE Travel	83120-1540-530-ZZ-20-777	2,500.00	2,381.88	2,500.00	-	2,500.00	0%	
Cadet Programs	83120-1565-435-ZZ-20-777	1,500.00	1,411.22	2,990.00	-	2,990.00	0%	
IT Travel	83120-1680-645-ZZ-20-777	500.00	-	-	-	-	-	
Operations	83120-1700-110-ZZ-20-777	-	-	1,200.00	-	1,200.00	0%	
Communications Travel	83120-1793-118-ZZ-20-777	1,500.00	-	600.00	-	600.00	0%	
Other Staff Travel	83120-7000-645-ZZ-20-777	1,000.00	4,930.73	1,500.00	100.57	1,399.43	7%	
Advisor to the Commander	83120-7000-699-ZZ-20-777	800.00	305.10	300.00	-	300.00	0%	
CC Directed Travel	83180-7000-645-ZZ-20-777	-	-	-	-	-	-	
Subtotal:		29,550.00	31,180.07	29,915.00	6,912.27	23,002.73	23%	

LOGISTICS

Shipping - Logistics	79100 79150-1800-645-ZZ-20-777	200.00	-	-	-	-	-
Shipping - Admin/Personnel	79150-7000-645-ZZ-20-777	100.00	112.40	100.00	-	100.00	0%
Shipping - Communications	79150-1375-645-ZZ-20-777	200.00	-	-	-	-	-
Aircraft Maintenance	81100-1800-342-ZZ-20-777	800.00	123.81	800.00	-	800.00	0%
Vehicle O & M - Administrative Officer	81200-7000-323-ZZ-20-777	-	-	-	486.84	(486.84)	-
Mission Support	76940-1700-216-ZZ-20-777	1,500.00	2,225.82	1,500.00	761.89	738.11	51%
Miscellaneous - AE	94010-1540-530-ZZ-20-777	750.00	-	500.00	-	500.00	0%
Subtotal:		3,550.00	2,462.03	2,900.00	1,248.73	1,651.27	43.06%

Supplies - Administrative Officer	77010-0018-645-ZZ-20-777	500.00	395.95	500.00	239.63	260.37	48%
Supplies - Chief of Staff Supplies	77010-0015-645-ZZ-20-777	200.00	124.32	250.00	178.34	71.66	71%
Supplies - Safety	77010-1020-150-ZZ-20-777	200.00	453.34	300.00	43.23	256.77	14%
Supplies - Historical Items	77010-1350-645-ZZ-20-777	-	-	-	-	-	-
Supplies - Cadet Programs	77010-1565-435-ZZ-20-777	-	-	-	-	-	-
Telephone/Comm - Administrative Officer	78100-0018-645-ZZ-20-777	-	16.95	-	-	-	-
Telephone/Comm - Financial Management	78100-1400-645-ZZ-20-777	-	-	-	-	-	-
Telephone/Comm - IT	78100-1680-645-ZZ-20-777	570.00	425.67	570.00	204.62	365.38	36%
Postage & Shipping - Inspector General	79100-0038-645-ZZ-20-777	-	-	-	-	-	-
Postage & Shipping - Cadet Programs	79100-1565-435-ZZ-20-777	-	-	-	-	-	-
Postage & Shipping - Commander	79100-7000-645-ZZ-20-777	205.00	330.49	205.00	322.41	(117.41)	-

**SOUTHWEST REGION
CIVIL AIR PATROL
FY20 COMPARATIVE FINANCIAL POSITION & BUDGET**

Awards - Administrative Officer	71200-0018-645-ZZ-20-777	1,800.00	754.56	1,000.00	195.38	804.62	20%
Awards - Cadet Programs	71200-1565-435-ZZ-20-777	-	-	-	-	-	
Bank Expense	93030-7000-645-ZZ-20-777	-	-	-	-	-	
Region Expense w/ Reg/Wing	95200-7000-645-ZZ-20-777	-	1,608.20	-	259.66	(259.66)	
Miscellaneous (Unallotted Vanguard)	94010-7000-645-ZZ-20-777	-	-	7,400.00	-	7,400.00	0%
Miscellaneous IT Expense	94010-1680-645-ZZ-20-777	200.00	-	120.00	-	120.00	0%
	Subtotal:	3,675.00	4,109.48	10,345.00	1,443.27	8,901.73	14%
ACTIVITIES							
Glider Flight Academy - TX	84020-7730-435-ZZ-20-777	-	-	-	-	-	
Powered Flight Academy - OK	84030-7000-435-ZZ-20-777	-	-	-	-	-	
Powered Flight Academy - TX	84030-7730-435-ZZ-20-777	-	-	-	-	-	
Cadet Competition	84060-1565-435-ZZ-20-777	900.00	5.00	600.00	370.73	229.27	62%
Honor Guard Academy	84250-1565-435-ZZ-20-777	3,505.00	-	2,525.00	-	2,525.00	0%
Region Chaplain Staff College	84700-1730-533-ZZ-20-777	2,000.00	1,739.32	3,000.00	-	3,000.00	0%
Safety Summit	84720-1020-150-ZZ-20-777	-	-	3,500.00	-	3,500.00	0%
Conference Expense - Administrative Officer	85100-0018-645-ZZ-20-777	-	-	-	-	-	
Conference Expense - Safety	85100-1020-150-ZZ-20-777	700.00	459.68	-	-	-	
Conference Expense - IG	85100-0038-645-ZZ-20-777	-	-	-	-	-	
Conference Expense	85100-7000-645-ZZ-20-777	-	-	-	-	-	
Conference Expense - PD	85100-1500-645-ZZ-20-777	-	-	-	-	-	
Conference Expense - FM	85100-1400-645-ZZ-20-777	-	-	-	-	-	
CAC Meeting	85140-1565-435-ZZ-20-777	2,400.00	1,521.00	2,500.00	-	2,500.00	0%
AE Officer School	88400-1540-530-ZZ-20-777	1,200.00	150.23	-	-	-	
Region Staff College	88410-1055-533-ZZ-20-777	5,000.00	4,802.18	-	-	-	
Region Staff College - PD	88410-1500-533-ZZ-20-777	1,000.00	3,600.00	4,000.00	-	4,000.00	0%
Region Cadet Leadership School	88430-1565-435-ZZ-20-777	2,095.00	1,834.57	4,425.00	-	4,425.00	0%
Emergency Services	93080-7000-110-ZZ-20-777	-	-	-	-	-	
Region Expenses w/ NHQ	95100-7000-645-ZZ-20-777	-	331.22	-	372.00	(372.00)	
	Subtotal:	18,800.00	14,443.20	20,550.00	742.73	19,807.27	4%
TOTAL EXPENSES:		55,575.00	52,194.78	63,710.00	10,347.00	53,363.00	16%
		1,825.00	11,003.34	(8,860.00)	36,658.62	(45,518.62)	
REPORT TOTAL:		(1,825.00)		8,860.00			0.00%