

SOUTHWEST REGION FINANCE COMMITTEE MEETING

13 JULY 2016 20:00 CENTRAL (meeting held by email)

Members attending:

- Lt Col Harriet Smith, CS
- Col Brian Ready, CV1
- Lt Col Debora Spencer, FM
- Col Joe Smith, CV2
- Col Mark Smith, CC

Agenda Items:

- **Review FY 2016 Financials**
- **Budget Reallocation FY 2016 Update**
- **Old Business**
 - **Vanguard Funds strategy**
 - **NFA Financial Oversight**
- **New Business**
 - **FY 2017 Dues Increase**
 - **SWRSC Budget review**
 - **Process for developing FY 2017 Budget**

FY 2016 Financials:

Bottom Line Up Front: We are currently in the black by \$8,353.36, but the financial reports received over the last several weeks do not reflect most of the income/expenses made in April, May and June. We have also not received a ServisFirst Bank Statement for April, May or June. At this point, we cannot be sure what our current financial status is. Both SWR-FM and SWR-CC have contacted staff at NHQ requesting more up to date records. The response is that NHQ-FM is seriously short staffed and will not have a WFA assigned to SWR until at least 15 August. NHQ-FM is also experiencing problems with the accounting software used for region accounts and have contacted the vendor to get those issues fixed. No ETA has been provided on the vendor fixes.

Budget Reallocation FY 2016 Update:

The proposed Reallocation Budget was sent to the SWR Finance Committee for review on 13 June. The Reallocation Budget was approved on 15 June.

Both the Historian and the Finance Officer have released Travel funds totaling \$1050 back to the budget and available for other uses. The Historian subsequently submitted a travel fund request totaling \$970. The request uses the \$650 Historian budget approved last month, plus most of the \$400 made available by Finance. The request was approved.

Old Business:

Vanguard Funds:

The allotment for FY 2016 is \$7000. Finance Committee approved spending \$3500 for the SWR CAC travel request at the Feb meeting, providing ten (10) \$200 scholarships for Seniors to attend Professional Development or National Activities and matching the \$1500 seed money to the SWRSC.

- To date, we have submitted a reimbursement request for \$4,283.13 for the CAC and DCP travel expenses for the CAC meeting at the Joint SWR-TXWG Conference. This includes the original \$3500 approved for the CAC meeting plus the remaining \$800 in unused PD Scholarships. We received the reimbursement 14 June.
- To date, we have received five reimbursement requests for the Vanguard PD scholarships
 - Lt Col David Ogden, TXWG, National Staff College
 - Lt Col William Blanchette, TXWG, SWR Chaplain Staff College
 - Maj Phillip Morton, TXWG, SWR Chaplain Staff College
 - Capt Jean-Marie Nixon, AZWG, SWR Chaplain Staff College
 - Maj Marlene Webster, TXWG, SWR Staff College
 - The remaining recipient was SM Keith Palmer, TXWG, SWR Chaplain Staff College but his name was not on the CAPF 11 submitted for that activity. This leaves \$200 remaining to be reallocated.
- The Vanguard funds for SWRSC will be handled as reimbursed expenses, the same way it was handled in 2015.

NFA Financial Oversight

- **GFA Waller, TX (Ayre)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - Received request for three additional corporate Credit Cards
 - 1Lt Tim Sherbeck, additional support in the Houston area
 - AD Maj David Ayre used the SWR credit card for GFA expenses. AD did not request an NCSA credit card from NHQ because he thought he could use the same card that he used last year. Approved an NHQ credit card for the AD, received instructions from NHQ-FM for handling the payment of NFA expenses on the SWR credit card.
 - 1Lt Leon Hoffman, additional support in the DFW area due to the cancellation of the Decatur GFA. The cadets slotted for this activity had already made travel arrangements to DFW airport. Additional expenses for transportation, food and lodging were incurred to move these cadets to the Waller GFA.
- **GFA Decatur, TX (Bishop)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - Event cancelled, arrangements made to combine this GFA with the Waller GFA

- **PFA Shawnee, OK (Rowden)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - Contract submitted for food service through Chartwells
 - Contract submitted for lodging through St Gregory University. Deposit paid, and invoice for final payment submitted through Sertifi
 - Check request submitted for pre-payment of aviation fuel to the City of Shawnee
- **PFA Nacogdoches, TX (McDonnell)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - Check request submitted for fuel invoice from Mangham Regional Airport

New Business

FY 2017 Dues Increase

Sent request to NHQ-FM to increase SWR dues. SWR will start to collect \$1 from cadets and \$5 from seniors effective 1 Oct 2017. The SWR Finance Committee approved this new dues structure on 25 June.

SWRSC Budget Review:

Reviewed the SWRSC Ops Plan for the event held 16-23 July 2016 at Kirtland AFB, New Mexico. A budget was submitted in May, which shows estimated income to be \$3875 and estimated expenses to be \$3875. To date, SWRSC has received \$1500 in seed money from NHQ and \$2318.11 in student fees paid through Eventbrite. SWRSC will also receive \$1500 from the Vanguard allotment for SWR.

SWRSC is in the process of closing out the books on the activity for this year.

Process for developing FY 2017 Budget

Timeline:

1 August—Notify SWR staff members that the budget process has started

31 August—Budget inputs due to SWR DoF

14 September—Finance Committee reviews and approves budget

1 October—Budget turned in to NHQ FM

Next meeting 17 August 2016

End of meeting 31 July 2016