

SOUTHWEST REGION FINANCE COMMITTEE MEETING

21 SEPTEMBER 2016 20:00 CENTRAL

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**
- **Old Business**
 - **Vanguard Funds strategy**
 - **NFA Financial Oversight**
- **New Business**
 - **FY 2017 Budget Approval**
 - **CAPF 170 Review and Discussion**

FY 2016 Financials:

Bottom Line Up Front: We are currently in the black by **\$4,407.30**. A few more income and expense items have posted, but the records are still not up to date. We have also not received a ServisFirst Bank Statement for April, May, June or July. At this point, we cannot be sure what our current financial status is.

SWR CC participated in CSAG meeting on 20 Sept. Command Leadership now understands that NHQ FM products are not up to par, but wants to know if the Regions are still staying on budget. Assured the SWR CC that SWR FM is staying on top of the finances.

Dues deficit: As of 31 July, the dues deficit is \$349. We have received \$552 in Contributions for the same time period.

Old Business:

Vanguard Funds:

The allotment for FY 2016 was \$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.

- 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.

- We have processed 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.

The final Vanguard reimbursement request for this Fiscal Year was submitted 5 September. In keeping with last year's tradition, we asked for more than we were entitled to just to see if they would pay.

Here is the final breakdown:

Payee	Amount
David Ogden-PD Scholarship	\$195.00
Marlene Webster--PD Scholarship	\$200.00
Jean-Marie Nixon--PD Scholarship	\$199.27
Philip Morton--PD Scholarship	\$200.00
William Blanchette--PD Scholarship	\$200.00
CAC Travel Expenses	\$4,283.13
SWRSC	\$3,239.91
TOTAL	\$8,517.31

Half of the PD scholarships went unclaimed, so those funds were used by CP and RSC.

NFA Financial Oversight

- **GFA Waller, TX (Ayre)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - A Final Report was received from Maj Ayre on 12 August that included the AAR, Draft final Budget, and Critiques for the Glider Flight Academy held at the Soaring Club of Houston in Waller TX 10-16 July 2016.
- **PFA Shawnee, OK (Rowden)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - Have not received a Final Report for this activity

- **PFA Nacogdoches, TX (McDonnell)**
 - Budget submitted for review
 - Ops Plan submitted for review
 - A Final Report was received from Lt Col McDonnell on 16 June that included financial details with accounts at TXWG and SWR.

New Business

FY 2017 Budget Approval:

Timeline:

4 September—Final Budget Inputs received from SWR staff members

9 September—Sent Budget Inputs and Draft Budget to Finance Committee members

This process went much smoother this year. Our discretionary income for FY 2017 is estimated to be \$38,500, including the new dues increase. The total amount requested by staff members is \$54,020.

13 September—SWR CC sent a revised Draft Budget to Finance Committee members to review

22 September—Discussed budget revisions, reviewed each item line by line

- Most requests are travel related and most funds are spent in the last half of the year. Some of the travel funds may be covered by WMIRS training funds instead of SWR Corporate funds.
- Removed \$1250 from Admin/Personnel and \$100 from Logistics.
- Did not receive a budget submission from SWRSC this year. SWRSC receives seed money from NHQ and Vanguard. Decided to put \$1000 in for SWRSC to match the \$1000 for the Chaplain Staff College.
- Added \$350 to CV 1 Travel budget.
- Discussed setting up a separate discretionary account to take care of additional expenses as they come in. Region income is too low to have enough to set aside in reserve.
- IG travel was not included in the WMIRS training funds.

Revised Budget for FY 2017 was approved.

CAPF 170 Review and Discussion

Per CAPR 173-1 para 25.b:

b. Business Meals. A business meal is defined as a meal shared by employees, volunteers, or donors during which business discussions take place; for example, staff meetings. However, banquets, cookouts, cadet pizza parties, etc, do not require CAPF 170. To be authorized, business meals must meet all three of the following criteria:

- (1) Members must obtain approval from their respective finance committee to obligate the corporation for the business meals;
- (2) The business meals must not be lavish; and
- (3) Alcoholic beverages will not be reimbursed.

This came up as a result of the reimbursements for food purchased at the staff colleges. Will notify college directors to submit attendees when submitting receipts for food.

CAPF 172 Update

The SWR CAPF 172 was last updated Mar 2016. The CAPF 172 should be renewed annually, no later than Mar 2017. No changes are needed at this time.

Next meeting 12 October 2017