

2023 End of Year Base Financial Reports Instructions

It is recommended that this report be retained by a third party either the Base Commander or Base Secretary

Line

Revenue - Money In

- 1 Cash - on hand at the end of the prior month. It includes all cash and savings belonging to the base.
- 2 Revenue - Base dues is the total of regular and life dues collected by your base that are to be retained by the base
- 3 Revenue - National dues is the total of any dues (annual & life) collected to be remitted to be the National Office.
- 4 Donations received for Base is the total of any donations received and kept by the Base. This total will include payments to a base booster club , gifts or bequeaths.
- 5 Donations received for Charitable Foundation is the total of any amount collected fort the USSVCF. This total include scholarships or other amounts collected on behalf of the CF.
- 6 Interest and Dividend Income received
- 7 Monies received from National or other Bases. Usually this will include refunds from National for any dues overpayment.
- 8 Revenue - Events will include money received from picnics, meetings, dinners, luncheons.
- 9 Revenue - Fund Raising will include all money received from storkkeeper sales (yes, that should be a fund-raiser for your base), raffles, conventions, advertising income, etc.
- 10 Revenue - Other will include refunds or any other income not classified in one of the accounts above.

Expense - Money Out

- 11 Dues Paid to National will be the total of all dues remitted to the National Office for the period being reported
- 12 Other Payments to National will be any non-dues, non-CF, non-boat sponsorship payments to National. This line will include base contributions to National.
- 13 Payments to the Charitable Foundation will include all payments to all funds of the CF.
- 14 Payment to Boat Sponsorships will be the total of base payments to the BSP program
- 15 Amounts Paid to other Bases
- 16 Donations made (not to National) will include any base donations to other organizations, groups or individuals (Other than USSVI, USSV-CF, BSP)
- 17 Base Memorial Expense will the the total of all money spent developing, maintaining, enhancing, or constructing a submarine memorial. This is very important to specifically identify because the Internal Revenue Service uses our Year End Total Base Memorial Expense as a measure of our fulfilling our nonprofit purpose.
- 18 Base Operating Expenses will include newsletter costs, postage, office supplies and all other costs to run and operate your Base
- 19 Base Meeting Expenses will include costs of base meetings including room rental, food, entertainment and other costs associated with the base meeting.
- 20 Base Sponsored Scholarships will be the amount of any scholarships awarded by your base

- 21 Expenses - Events will include all base functions such as parades, district meetings, etc
- 22 Expenses - Fund Raising will include purchases from the National Storkeeper, cost of raffles or any other expense related to fund raising.
- 23 Expenses - Other to include the total of all other expenses not included in one of the accounts above.
- 24 Net Change between money in and money out is just the total revenue collected for the month less the expenses and money paid out. This number may be negative if the base spent more money than the money that come in.
- 25 Cash on Hand at the end of the reporting period is the total of all cash and saving accounts at month end.
This total should reconcile to Line 1 plus Line 24
- 26 This is a check sum digit. Line 25 much equal to Line 26 . If Line 25 equals 26, then the report is in balance.
The form is protected and will perform the math functions.

Base Treasurers are encouraged to use this form in the Excel Format. However, Base Treasurers may opt to print the form and fill in the blank and email to National Treasurer.

***Email your EOY reports to NT John "Sid" Sidlovsky: treasurer.ussvi.hrb@gmail.com
START THE PROCESS OF FILLING OUT THE FORM BY GOING TO PAGE 1 FIRST, THEN PROCEEDING TO PAGE TWO***

PAGE ONE

Region and District

Base Name

Base Commanders Name

Base Treasurers Name

Beginning Balance

Acct Statement Beginning Date

January 1, 2023

1 Treasurer's Checking Statement

\$ _____ -

2 Other Bank Statement

\$ _____ -

3 Other Bank Statement

\$ _____ -

4 Petty Cash

\$ _____ -

5 Investment or Brokeage Statement

\$ _____ -

6 Cash on Hand - (The Sum Total of All Accounts as of Jan 1, 2023)

\$ _____ -

Ending Balance

7 Treasurer's Checking Statement

\$ _____ -

8 Other Bank Statement

9 Other Bank Statement

\$ _____ -

10 Petty Cash

\$ _____ -

11 Investment or Brokeage Statement

\$ _____ -

12 Uncleared Checks (*enter as a negative number*)

\$ _____ -

13 Cash on Hand - (The Sum Total of All Accounts as of Dec 31, 2023)

\$ _____ -

Acct Statement Ending Date

December 31, 2023

FINANCIAL REPORT FOR THE PERIOD:

January 1, 2023 to December 31, 2023

Name of Base _____

| | | | |
|-----------------|--|-----------|----------|
| 1 | Beginning Balance | \$ | - |
| Money In | | | |
| 2 | Revenue - Base Dues | \$ | - |
| 3 | Revenue - National Dues (to be remitted - National Office) | \$ | - |
| 4 | Donations Received for Base | \$ | - |
| 5 | Donations Received for Charitable Foundation | \$ | - |
| 6 | Interest & Dividend Income | \$ | - |
| 7 | Money From National or Other Bases (dues overpayment, etc) | \$ | - |
| 8 | Revenue - Events (picnics, meetings, dinners, luncheons, etc) | \$ | - |
| 9 | Revenue - Fund Raising (SK Sales, Raffles, Conventions, Advertising) | \$ | - |
| 10 | Revenue - Other | \$ | - |
| | Total Receipts (Money In) | \$ | - |

Money Out

| | | | |
|----|---|-----------|----------|
| 11 | Dues Paid to National | \$ | - |
| 12 | Other Payments to National | \$ | - |
| 13 | Payments to Charitable Foundation | \$ | - |
| 14 | Payments to Boat Sponsorships (BSP) | \$ | - |
| 15 | Amounts Paid to Other Bases | \$ | - |
| 16 | Donations made (excl USSVI, USSVI-CF & BSP) | \$ | - |
| 17 | Base Memorial Expense (Name of Memorial) | \$ | - |
| 18 | Base Operating Expenses | \$ | - |
| 19 | Base Meeting Expenses | \$ | - |
| 20 | Base Sponsored Scholarships | \$ | - |
| 21 | Expenses - Events (parades, district meetings) | \$ | - |
| 22 | Expenses - Fund Raising (SK Supplies, Raffle Exp) | \$ | - |
| 23 | Expenses - Other | \$ | - |
| | Total Expenses (Money Out) | \$ | - |
| 24 | Net Change between Money In and Money Out | \$ | - |
| 25 | Ending Balance | \$ | - |
| 26 | Check Sum - This number must equal to Cash on Hand in item 25 | \$ | - |

Signature of Treasurer _____

Signature of Base CDR _____

PRINT FOR RECORD RETENTION

Due NLT March 1, 2024

NOW THAT YOUR REPORT IS DONE. SAVE THE REPORT IN "EXCEL"

ATTACH THE EXCEL FILE TO AN EMAIL

SEND TO: treasurer.ussvi.hrb@gmail.com

THE NATIONAL TREASURER DOES NOT NEED A "SIGNED COPY"

REFER TO THE BASE FINANCIAL PPM FOR RECORD RETENTION

Your compliance with these instructions is greatly appreciated.

Thank you.

THE END OF YEAR REPORT IS DUE NOT LATER THAN

MARCH 1, 2024

PLEASE DO NOT MAIL THE REPORT TO THE NATIONAL OFFICE