

## GEORGIA VFW

### QUARTERMASTER ANNUAL CHECKLIST 2021-22

<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> 1 <sup>st</sup> Qtrly Audit Due (5) <input type="checkbox"/> Order Buddy Poppies (3) <input type="checkbox"/> Pay District Dues (4) <input type="checkbox"/> Admission Fees from last Qtr <input type="checkbox"/> Donate to CDR Special Project (6) <input type="checkbox"/> Donate to VFW National Home (7) <input type="checkbox"/> Donate to VMS (8)	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> Get officers bonded (12) <input type="checkbox"/> Get employees bonded (13) <input type="checkbox"/> Donate to We Care fund (9) <input type="checkbox"/> Donate to Disaster Relief fund (10) <input type="checkbox"/> Donate to Desert Storm Memorial fund (11)	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2)	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> 2 <sup>nd</sup> Qtrly Audit Due (5)
<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>
<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> County Liquor License (if applicable) <input type="checkbox"/> Post Inspection	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> Renew Raffle License	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> 3 <sup>rd</sup> Qtrly Audit Due (5)	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2)
<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> Renew Incorporation with State	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> 4 <sup>th</sup> Qtrly Audit Due (5) <input type="checkbox"/> File Election Report <input type="checkbox"/> Pay Delegate Dues <input type="checkbox"/> Pay Admission Fees	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2) <input type="checkbox"/> Pay National Convention Registration (at least 1)	<input type="checkbox"/> QM Detail Report (1) <input type="checkbox"/> Taxes (2)

#### Other Annual Requirements

<input type="checkbox"/> 990 to IRS	<input type="checkbox"/> Activity Reports: Veterans Service, Community Service, Youth Development, Legislative (As they happen)
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Due	Report/Requirement	Reference/Lookup	Reqd
1	Each Post Mtg <b>QM's Detail Report of Receipts &amp; Disbursements</b> <ul style="list-style-type: none"> <li>• Present information to membership during meeting.</li> <li>• Keep a copy on file at the Post.</li> </ul>	<i>National Bylaws, Section 218(5)(b)</i>	
2	<b>Payroll Taxes, Sales Taxes, Federal Taxes, Canteen Income Taxes</b>		
3	Jul <b>Order Buddy Poppies</b> <ul style="list-style-type: none"> <li>• Make payable to: VFW Dept of Georgia</li> <li>• Order in increments of 500 (\$60/500)</li> <li>• Allow 8 - 10 weeks for delivery.</li> <li>• Cannot be shipped to the Post Home address.</li> </ul>	<i>Commander's Program Book</i>  <i>vfwga.com &gt; Resources &gt; Forms</i>	A/S A/A
4	Jul <b>District Dues</b> <ul style="list-style-type: none"> <li>• Make payable to: District</li> <li>• Typically \$1/member</li> <li>• Required to vote in District elections</li> </ul>	<i>District Bylaws</i>	
5	Jul 31 <b>1<sup>st</sup> Quarter Trustee's Report of Audit (Apr - Jun)</b> <ul style="list-style-type: none"> <li>• All 3 Trustees and Commander must sign.</li> <li>• Keep a copy on file at Post</li> <li>• Can be scanned (after signatures) and emailed to admin@vfwga.com and/or adj@vfwga.com.</li> <li>• Otherwise mail to Georgia VFW HQ.</li> </ul>	<i>National Bylaws, Section 218(11)(b)</i>  <i>vfwga.com &gt; Resources &gt; Forms</i>	A/S
6	Jul - Aug <b>Donate to Commander's Special Project - Dream Flights</b> <ul style="list-style-type: none"> <li>• Minimum based on Georgia Division (see book)</li> <li>• Make payable to VFW Dept of Georgia</li> <li>• Can pay more than the minimum (extra points)</li> </ul>	<i>Commander's Program Book</i>  <i>vfwga.com &gt; Resources &gt; Forms</i>	A/S
7	Jul - Aug <b>Donate to VFW National Home for Children</b> <ul style="list-style-type: none"> <li>• Minimum based on Georgia Division (see book)</li> <li>• Pay directly to National Home</li> <li>• Put "Georgia House" in memo</li> <li>• Fill out form from Commander Book/vfwga.com and email to HQ (admin@vfwga.com / adj@vfwga.com)</li> <li>• Can pay more than the minimum (extra points)</li> </ul>	<i>Commander's Program Book</i>  <i>vfwga.com &gt; Resources &gt; Forms</i>	A/S
8	Jul - Aug <b>Donate to Veterans &amp; Military Support (VMS)</b> <ul style="list-style-type: none"> <li>• Minimum based on Georgia Division (see book)</li> <li>• Pay directly to VFW National via All American Portal</li> <li>• Make sure to check "On Behalf of Post" and your Post #</li> <li>• Fill out form from Commander Book/vfwga.com and email to HQ (admin@vfwga.com / adj@vfwga.com)</li> <li>• Can pay more than the minimum (extra points)</li> </ul>	<i>Commander's Program Book</i>  <i>vfw.org All American Portal</i>  <i>vfwga.com &gt; Resources &gt; Forms</i>	A/S A/A
9	Jul - Aug <b>Donate to Georgia VFW We Care Fund</b> <ul style="list-style-type: none"> <li>• Make payable to VFW Dept of Georgia</li> <li>• Can pay w/credit or debit card (3% fee added) - Call HQ</li> <li>• Put "We Care Fund" in memo</li> </ul>	<i>Commander's Program Book</i>	

		<ul style="list-style-type: none"> <li>• Can pay more than the minimum (extra points)</li> </ul>		
10	Jul - Aug	<b>Donate to Georgia VFW Disaster Relief Fund</b>	<i>Commander's Program Book</i>	
		<ul style="list-style-type: none"> <li>• Make payable to VFW Dept of Georgia</li> <li>• Can pay w/credit or debit card (3% fee added) - Call HQ</li> <li>• Put "Disaster Relief" in memo</li> <li>• Can pay more than the minimum (extra points)</li> </ul>		
11	Jul - Aug	<b>Donate to Desert Storm Memorial</b>	<i>Commander's Program Book</i>	
		<ul style="list-style-type: none"> <li>• Make payable to VFW Dept of Georgia</li> <li>• Can pay w/credit or debit card (3% fee added) - Call HQ</li> <li>• Put "Desert Storm Memorial" in memo</li> <li>• Can pay more than the minimum (extra points)</li> </ul> <p><i>Note: Matching funds have been exhausted but donations will be consolidated and presented to the Memorial by the Commander</i></p>		
12	Aug 31	<b>Quartermaster (Position) Bond Renewal</b>	<i>National Bylaws, Section 703</i>	A/S
		<ul style="list-style-type: none"> <li>• Bonding rates and forms on site</li> <li>• Can be used for any officer with regular access to funds</li> <li>• Bond is by position rather than person</li> </ul>	<i>vfwga.com &gt; Resources &gt; Forms</i>	
13	Aug 31	<b>Employee (Personal) Bond Renewal</b>	<i>National Bylaws, Section 703</i>	
		<ul style="list-style-type: none"> <li>• For Bingo / Canteen / Activity workers</li> <li>• Bond is by name rather than position</li> <li>• Anyone who regularly handles money for the amount they have access to</li> </ul>	<i>vfwga.com &gt; Resources &gt; Forms</i>	
14	Nov	<b>Post Inspection</b>		A/S
15	Nov	<b>County Liquor License</b> Usually must be filed now to be active on January 1 <sup>st</sup> .	<i>Georgia State Law</i>	
16	Dec	<b>Renew Raffle License</b> Each county is different. Contact your Sheriff's office	<i>Georgia State Law</i>	
17	Mar	<b>Georgia State Incorporation Renewal</b> Online at: <a href="http://ecorp.sos.ga.gov">ecorp.sos.ga.gov</a>		
18	Apr 30	<b>File Post Election Report</b> After Post elects new officers	<i>vfw.org</i>	
19	Apr 30	<b>Pay Delegate Dues &amp; Admission Fees</b> Required to be able to vote at the State Convention	<i>Department Bylaws, Article VII, Section 7</i>	A/S
20	Apr 30 Jul 31	<b>Admission Fees</b> <ul style="list-style-type: none"> <li>• Post pays \$1 per new member for the year</li> <li>• First payment is invoiced on April 1</li> <li>• Second payment (for April - June) is invoiced in July</li> </ul>	<i>Department Bylaws, Article VII, Section 7</i>	
21		<b>Federal Tax 990</b> The Date may be different for each Post	<i>IRS</i>	
22	As Completed	<b>Input Activity Reports</b> Veterans Service, Community Service, Youth Development, Legislative <i>Can be done by anyone in the Post or Auxiliary</i>	<i>Commander's Program Book</i> <i>vfwga.com &gt; Resources &gt; Online Reporting</i>	A/S