

DOCUMENTATION REQUIRED FOR PRIVATE ORGANIZATIONS (PO's)

Applicable private organization regulations are DODI 1000.15, DOD 5500.7-R and AR 210-22 as well as any other published guidance regarding PO's on Army Installations in Hawaii. To operate a private organization on Department of the Army installations, in Hawaii, the following documentation must be provided.

- **Letter** - A letter submitted to the Directorate of Family and Morale, Welfare and Recreation (DFMWR) ATTN: Business and Non-Profit Liaison, 350 Eastman Road WAAF, Schofield Barracks, HI 96857-5019 requesting permission to establish the private organization. Letter must include the following statements:
 - Neither the installation or the Government will have any liability for the PO's actions or debts.
 - The private organization understands that the installation commander may revoke permission to operate at any time.
- **Charter, Articles Of Agreement Or Constitution And Bylaws** - Provide a copy of the charter, articles of agreement, constitution and bylaws signed by the organization president and one other officer. If affiliated with a national or international private organization provide copies of the parent organization chapter etc. NOTE: If changes occur during the year, these changes must be submitted to DFMWR, Business and Non-Profit Liaison, for the OSJA review.
 - Constitution and bylaws must set forth responsibilities for all management functions. These include accountability of assets, coverage and limitation of insurance and disposition of remaining assets upon dissolution of the private organization.
 - Constitution must include a statement of the PO's liability if assets are insufficient to cover all of the PO's liabilities. The statement of liability will meet all state and jurisdictional laws: it will also address the extension to PO member's personal liability for debts of or claims against the PO. Constitution must also state that liability insurance will be carried.
- **Documentation** - Provide documentation that states the nature, functions, objectives (including planned use of funds), and activities of the club.
- **Explanation** - An explanation of membership eligibility and responsibilities for all management functions.
- **Agreement** – Submit a signed agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

- **Statements** - Statements that the PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government and a statement that PO activities will not seek to deprive individuals of their civil rights.
- **Meeting Minutes** - Submit a copy of the minutes from the last meeting held, if applicable.
- **Financial Statements** – Submit a copy of the most recent financial statement if funds were collected prior to PO seeking authorization to operate.
- **List Of Elected Officers** – Submit a list of the PO elected officers, including mailing addresses and home/duty phone numbers and other pertinent contact information (i.e. email addresses). NOTE: Any changes must be submitted to the Business and Non-Profit Liaison as soon as possible.
- **Audit reports** - Organizations with gross annual revenue of \$1,000 or more will arrange for an audit at least once every 2 years, at their own expense (On change of PO treasurer, an audit will be conducted, regardless of the time elapsed since the last audit). Organizations with financial statements audited annually by their national headquarters may submit a copy of such an audit rather than applying the following provisions:
 - Private organizations using a double–entry accounting system will have audits done by a qualified auditor.
 - Private organizations using a single–entry accounting system are audited as follows:
 - With income only from contributions, dues, and assessments, audits may be conducted by either a PO member who holds no office and is at least 18 years of age or by a qualified auditor.
 - When a PO engages in resale or other fundraising activities, the audit is performed by either an appointed committee of three PO members who hold no office, or by a qualified auditor.
- **Tax Documents** – Submit a copy applicable federal and/or state exemption(s).
- **General Excise Tax License** – Submit a copy of the state of Hawaii General Excise Tax License (mandatory for fund raising).
- **Insurance** – Submit a copy of public liability insurance. NOTE: Public liability insurance is required. The regulation AR 210-22 does not stipulate the amount of insurance required.

- **Real Estate Contract** – Submit a copy of the real estate contract (if applicable) through DPW.
- **Approval** – Application packets are subject to review by installation command and the OSJA.
- **Reporting** - PO's are required to submit the following on a routine basis, but not less than annually, to the DFMWR Non-Profit Liaison:
 - Minutes or summaries of the PO meetings.
 - Financial statements.
 - Major changes to PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds and management function.
 - Names, addresses, phone numbers and email addresses of officers.
 - A copy of the audit reports.
 - Verification of continued insurance coverage.
 - A copy of any correspondence about applicability of Federal, State or local laws.
- **Revalidation** – Approved PO's may operate for 2 years unless cancelled and will automatically expire 2 years from the date of approval unless revalidated. Revalidation requests must be submitted no less than 90 days before expiration and should include documentation of any changes in PO activities, objectives, organization, constitution membership etc.
- **Termination** - A private organization may be discontinued by the membership or by the installation Commander, who may withdraw permission (to operate on the installation) at any time. Notification by either party will be in writing.

SAMPLE FORMAT FOR A CONSTITUTION

(Name and address of Private Organization)

ARTICLE I -- Organization Name and Purpose

ARTICLE II -- General Provisions

(Include all statements required by AR 210-22 such as non-discrimination clauses and non-extremists clauses, adhere to all government (Federal, State, and local) laws and regulations, government hold harmless clauses, etc.)

ARTICLE III -- Functions/Activities and Operating Procedures

ARTICLE IV -- Membership

ARTICLE V -- Officers and Government Body

(Attach names, with addresses and phone numbers)

ARTICLE VI -- Duties of Officers

ARTICLE VII -- Elections and Voting

ARTICLE VIII -- Standing Committees

ARTICLE IX -- Funding Sources

ARTICLE X -- Taxes

ARTICLE XI -- Insurance Coverage

ARTICLE XII -- Meetings and Quorums

ARTICLE XIII -- Amendments

(Include procedures for amending the constitution to include number of voting members required to approval)

ARTICLE XIII -- Dissolution

(Include the following or similar statement: "If the organization is dissolved, all funds in the treasury at the time will be used to meet outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as approved by a majority vote. If assets are not sufficient to cover all liabilities, the members of the organization will be personally responsible for these liabilities.)

Signature of President
Name of President
Position Title (President)
Date Signed:

Signature of Secretary
Name of Secretary
Position Title (Secretary)
Date Signed:

SAMPLE FORMAT FOR MEETING MINUTES
(Name and Address of Private Organization)

1. The meeting of the (Name of Private Organization) was called to order on (date and time).
2. The following personnel and members were present:
 - a. Members Present:
 - b. Guest Present:
3. OLD BUSINESS:
 - a. The minutes of the last meeting were read and approved (or approved with the following changes).
 - b. The financial report was presented and approved (or approved with the following changes).
4. NEW BUSINESS:
 - a.
 - b.
 - c.
5. DISCUSSIONS:
 - a.
 - b.
 - c.
6. The meeting was adjourned at (date and time). The next meeting will be held (date and time) at (location).

Signature of Secretary
Name of Secretary
Position Title (Secretary)
Date Signed:

Signature of President
Name of President
Title of Position (President)
Date Signed:

Attachment
Financial Report

SAMPLE FORMAT FOR A FINANCIAL REPORT
(Name and Address of Private Organization)

FINANCIAL REPORT
For the Month of August 2006

Operating Funds Available as of 1 August 2006 \$ 2,514.33

OPERATING FUNDS:

Change Fund	\$	146.00
Decorations	\$	72.00
1 st VP (Luncheons)	\$	380.38
1 st VP (Programs)	\$	2.51
Membership	\$	72.50
Ways & Means (Consignment)	\$	183.20
<u>Ways & Means</u>	<u>\$</u>	<u>558.85</u>

Total Operating Income \$ 1,415.44

OPERATING EXPENSES:

Child Care	\$	28.00
Entertainment	\$	146.00
Decorations	\$	57.23
1 st VP (Luncheons)	\$	409.47
Historian	\$	55.94
Membership	\$	288.32
Newsletter	\$	61.42
Recording Secretary	\$	25.26
<u>Ways & Means (Consignment)</u>	<u>\$</u>	<u>309.88</u>

Total Operating Expense \$ 1,381.59

Operating Funds Available as of 31 August 2003 \$ 2,548.18

Submitted by:

Verified by:

Signature of Treasurer

Signature of Person Verifying Report (Normally the Vice President or President)

Name of Treasurer

Name of Person Verifying Report

Position Title (Treasurer)

Position Title (Title of Person Verifying Report)

Date Signed:

Date Signed:

SAMPLE FORMAT FOR AN AUDIT REPORT

(Name and Address of Private Organization)

AUDIT REPORT

For the Period (*Beginning Month & Year*) thru (*Ending Month & Year*)

FUND BALANCES

	<u>Beginning Balance</u>	<u>Ending Balance</u>
Balance in Checking Account	\$ 525.31	\$ 498.76
Balance in Saving Account	\$ 125.00	\$ 125.00
Cash on Hand (change & petty cash funds, etc.)	\$ 100.00	\$ 100.00
 Total	 \$ 750.31	 \$ 723.76

(NOTE: Beginning balances should equal ending balances on last audit)

FUND REVIEW

BEGINNING BALANCE \$ 750.32

INCOME (*List income by major categories*)

Dues	\$ 250.00	
Contributions	\$ 50.00	
<u>Meal Fees</u>	<u>\$ 350.00</u>	
Total Income		\$ 650.00

EXPENDITURES (*List expenditures by major categories*)

Supplies	\$ 126.56	
Donations	\$ 200.00	
<u>Meals</u>	<u>\$ 350.00</u>	
Total Expenditures		\$ 676.56

ENDING BALANCE \$ 723.76

AUDITOR COMMENTS:

(*Make any comments or exceptions in regards to the audit of these funds and their internal controls.*)

This audit was made in accordance with current regulations and includes tests of the accounting records and internal controls. In my (our) opinion, subject to the above comments and exceptions cited in this report, the fund examined reflects the results of operations in accordance with applicable directives.

_____ Signature of Audit Committee Member	_____ Name of Audit Committee Member	_____ Date
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_____ Signature of Audit Committee Member	_____ Name of Audit Committee Member	_____ Date
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_____ Signature of Audit Committee Member	_____ Name of Audit Committee Member	_____ Date
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