

Charitable Finance Officer #10

Board of Governors (BOG) Elected; voting member

Executive Board Member; voting member

Assigned Supervisor President

Assigned Treasurer Charitable Finance Officer

Committees Thrift Shop/Airman's Attic Council, Budget Committees, Scholarship Committee and Constitution and Bylaws

1. The Charitable Finance Officer (CFO) is the custodian of the charitable funds of the NASCCA (501c3) and shall be cognizant of all financial and budgetary requirements. The following are the expectations for any person holding this position.
2. Become acquainted with the NASC Google Drive.
 - a. Password changes to any NASC account must be noted in the [NASC Account Information](#)
 - b. Be cognizant of the official documents called the [NASC/NASCCA](#) Constitution and Bylaws (C&B), Policies & Procedures (P&P), AFI 34-223 and Private Organizations (PO) rules.
 - c. Maintain Google Drive>CFO folder with the following information:
 - i. Updated job description
 - ii. Budgets
 - iii. List of recurring NASC debts
 - d. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting. See [Board Report Template](#).
 - e. Download the Google Hangouts app, check frequently and respond in a timely manner.
 - f. Download the Google Meet app, used for virtual meetings.
3. Take responsibility for the charitablefinance@nellisasc.com email address, check daily and respond in a timely manner.
4. Sign NASC/NASCCA/TS bank signature cards.
 - a. Maintain oversight of the charitable debit card. Assist with all debit card purchases, supported by a disbursement form and receipts. A new debit card must be activated with each new BoG year.
 - b. Follow up with the Director of Charitable Giving on outstanding checks after 90 days, all checks must be cleared by the end of the BoG year.
5. The NASCCA budget is derived primarily from the Thrift Shop (TS) profits and a designated share of profits from NASC/NASCCA fundraisers, as well as donations received. **The TS budget must be approved before the convening the following budget meetings.**
 - a. The purpose of the Mid-year budget revision is to roll in any unbudgeted carryover from the previous year, along with any unbudgeted income received since 1 June. This will carry the NASCCA through the end of the BoG year.
 - i. Current EB members make up this committee
 - b. The purpose of the spring budget meeting is to cover minimal operations expenses for the new BoG year. Only \$5000 in operating reserve should carry over from one BoG year to another, unless earmarked for pending purchases or specific events.
 - i. Current and slated EB members make up this committee. A clear understanding of the NASC accounting requirements and budgeting will ensure a smooth transition
 - ii. **Must be approved by the membership before the end of the BoG year**, so money can be

spent over the summer before the membership meets again in the fall.

6. Assist all BoG members with operations line items with understanding their budgets, providing guidance as needed.
 - a. Collect and deposit all NASC funds, supported by a deposit income form
 - b. Reimburse for all NASC expenses, supported by a disbursement form and receipt.
7. Maintain cash box sign-out log for Cinderella's Closet.
8. Co-sign all NASC fundraising requests (open to the public) with the President.
9. Work closely with Operations Finance Officer (OFO) in case of absence or OFO vacancy
10. NV State tax exempt form renewal is due every 5 years (UTD 2019), see procedures in the TS file cabinet
11. See [Charitable Finance Officer Timeline](#)

TS Bookkeeper

Insurance

Scholarship checks