

**WVFW**

**VETERANS OF FOREIGN WARS.®**

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Indiana

# School of Instruction 2020-2021

## Quartermaster Training

Presented by:

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JV Commander 2020-2021

# Information - [www.vfw.org](http://www.vfw.org)

- QM Guide
- QM Guide Introduction
- QM Guide to Federal Tax Information
- QM Guide to Financial Reporting
- QM Guide to Member Services and Dues Processing
- QM Detail of Receipt and Disbursements
- Draft Book Voucher (Fillable)

# **The Post Quartermaster is the chief financial officer of the Post!**

**The Quartermaster is the custodian of all Post property and the officer responsible for safeguarding Post funds and property.**

**The Quartermaster is accountable to the Post, Department and the National for all of the monies, securities, vouchers and property of the Post.**

**The Quartermaster is the only one authorized under the Bylaws, to receive, handle, and account for funds of the Post.**

# Duties of the Quartermaster

- Collection of monies due Post – providing a receipt – Treasurer of any Committee handling funds.
- Bond – in a sum equal to amount of liquid assets, bond must include anyone the QM allows to handle funds.
- Disburse Funds – As approved by Post membership using acceptable banking practices and in accordance with Bylaws.
- Receive annual and Life membership dues and forwarding them to National – dues processing.
- Provide Post Trustees with records, files and statements necessary for them to complete the Quarterly Audit.

# Duties of the Quartermaster

- Maintain a Relief Fund (Section 704)
- Reconcile and verify all transactions, balance bank statements.
- Maintain books and records in a legible and uniform format – can use electronic systems.
- Books and records (including electronic) shall be available for inspection by any member in good standing at all reasonable times.
- Unless specifically authorized by the Post all records will be maintain at the Post facility.

# Duties of the Quartermaster

- Report transactions of receipts and expenditures at all Post meeting.
- Reconcile and verify all transactions, balance bank statements.
- File all appropriate forms as required by Federal, State and Local Statues or regulation.
- Responsible for document retention.

# Duties of the Quartermaster

ALL MONEY, PROPERTY OR ASSETS OF EVERY KIND AND NATURE, AS WELL AS ALL BOOKS AND RECORDS OWNED, HELD OR USED, BY ANY SUCH ACTIVITY, CLUBROOM, HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR IN BEHALF OF A POST SHALL BE THE PROPERTY OF THE POST AND MUST BE PLACED IN THE CARE AND CUSTODY OF THE POST QUARTERMASTER.



# Buddy Poppy

- Ordered through the Department – form at [www.vfwin.org](http://www.vfwin.org).
- Order at least 5 Buddy Poppies per member.
- Relief Fund - “the assistance of needy veterans and members of the Armed Forces and their dependents, surviving spouses and orphans.”

# IRS Form 990

- Over \$50,000 gross receipts Form 990 or 990-EZ
- Normally less than \$50,000 Form 990-N (e-postcard)
- 990's and Application for Exemption for the past three years must be available for "public inspection".
- IRS Publication 3386 - Tax Guide for Veterans Organizations
- IRS Publication 557 – Tax Exempt Status for Your Organization

## Change of Command.

If you missed the installation of VFW National Commander Hal Roesch II, we've got you covered. Watch the video on demand now.

[Watch Here](#)

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### 'Best Scholarship I Have Ever Received'

When Spencer Poort graduated from Grand Haven High School in Grand Haven, Michigan, he had no idea what he wanted to do with his life. Now, he plans to soar

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Help us meet the growing needs of seriously wounded veterans now home from the wars in Iraq and Afghanistan ... and veterans of every generation. Become a Partner in Patriotism Today!

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### Member Login



reirer@sbcglobal.net

.....

Login

Forgot username or password?

OR

Sign in with Troop ID

Are you a new user?

Sign up with Troop ID

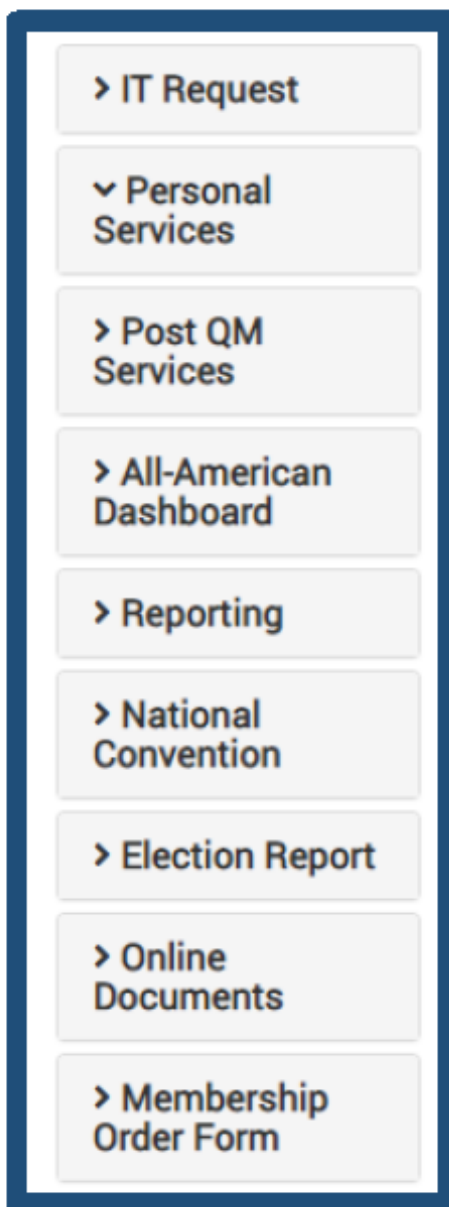
What is ID.me? \* Video Tutorials for ID.me

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# QM Pin

A newly appointed Quartermaster utilizing the ID.me login will not be required to request a pin number for account recognition.

All others will need to follow the information after logging the first time, can take up to 10 days to get the Pin in the mail.



- **IT Request** allows you to submit requests for membership information now available in the OMS.
- **Personal Services** allows you to manage your account, create a payment profile, or update contact information as needed.
- **Post QM Services** is the central point for all member responsibilities exclusive to your position.
- **The All-American Dashboard** can be accessed through OMS or Membership Quick Links. Training resources for the dashboard will also be available here.
- **Reporting:** All reporting functions will be available in this menu, including Post Query and Memstats.
- **National Convention:** Registration for housing is available in March. Delegate registration, however, is not available until early April.
- **Election Report:** Submit all officer change requests through this form.
- **Online Documents:** VFW Training and Support, and Document Repository.
- **Membership Order Form:** Place orders for new membership forms here.