

GEORGIA VFW

QUARTERMASTER ANNUAL CHECKLIST 2023-24

JULY	AUGUST	SEPTEMBER	OCTOBER
<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)
<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)
<input type="checkbox"/> 1 st Qtrly (Apr-Jun) Audit Due (5)	<input type="checkbox"/> Get officers bonded (11)		<input type="checkbox"/> 2 nd Qtrly (Jul-Sep) Audit Due (5)
<input type="checkbox"/> Order Buddy Poppies (3)	<input type="checkbox"/> Get employees bonded (12)		
<input type="checkbox"/> Pay District Dues (4)	<input type="checkbox"/> Donate to We Care fund (9)		
<input type="checkbox"/> Admission Fees from last Qtr	<input type="checkbox"/> Donate to Disaster Relief fund (10)		
<input type="checkbox"/> Donate to CDR Special Project (6)	<input type="checkbox"/> Donate to Lipphardt CIC Homecoming (10.5)		
<input type="checkbox"/> Donate to VFW National Home (7)			
<input type="checkbox"/> Donate to VMS (8)			
NOVEMBER	DECEMBER	JANUARY	FEBRUARY
<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)
<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)
<input type="checkbox"/> County Liquor License (if applicable)	<input type="checkbox"/> Renew Raffle License	<input type="checkbox"/> 3 rd Qtrly (Sep-Dec) Audit Due (5)	
<input type="checkbox"/> Post Inspection		<input type="checkbox"/> Renew Bingo License	
MARCH	APRIL	MAY	JUNE
<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)	<input type="checkbox"/> QM Detail Report (1)
<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)	<input type="checkbox"/> Taxes (2)
<input type="checkbox"/> Renew Incorporation with State	<input type="checkbox"/> 4 th Qtrly Audit (Jan-Mar) Due (5)	<input type="checkbox"/> Pay National Convention Registration (at least 1)	
	<input type="checkbox"/> File Election Report		
	<input type="checkbox"/> Pay Delegate Dues		
	<input type="checkbox"/> Pay Admission Fees		
	<input type="checkbox"/> Renew COAM License		

Other Annual Requirements

<input type="checkbox"/> 990 to IRS (due on the 15 th day, 5 months after your fiscal year ends) (Probably either May 15 or November 15)	<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 QM's Detail Report of Receipts & Disbursements <ul style="list-style-type: none">• Present information to membership during meeting.• Keep a copy on file at the Post.	<i>National Bylaws, Section 218(5)(b)</i>	
2	Monthly Payroll Taxes, Sales Taxes, Federal Taxes, Canteen Income Taxes		
3	Jul Order Buddy Poppies <ul style="list-style-type: none">• Make payable to: VFW Dept of Georgia• Order in increments of 500• Minimum requirement for All State AND All American is 3 poppies per member• Allow 8 - 10 weeks for delivery. <i>Shipping should speed up.</i>• Cannot be shipped to the Post Home address.	<i>Commander's Program Book</i> <i>georgiavfw.org > Resources > Forms</i>	A/S A/A
4	Jul District Dues <ul style="list-style-type: none">• Make payable to: District• Check with your District QM to get the correct amount.• Required to vote in District elections	<i>District Bylaws</i>	
5	Jul 31 1st Quarter Trustee's Report of Audit (Apr - Jun) <ul style="list-style-type: none">• All 3 Trustees and Commander must sign.• Keep a copy on file at Post• Can be scanned (after signatures) and emailed to admin@georgiavfw.org and/or qm@georgiavfw.org.• Otherwise mail to Georgia VFW HQ.	<i>National Bylaws, Section 218(11)(b)</i> <i>georgiavfw.org > Resources > Forms</i>	A/S
6	Jul - Aug Donate to Commander's Special Project - UnMet Needs <ul style="list-style-type: none">• Minimum based on Georgia Division (see book)• Make payable to VFW Dept of Georgia• Can pay more than the minimum (extra points)	<i>Commander's Program Book</i> <i>georgiavfw.org > Resources > Forms</i>	A/S
7	Jul - Aug Donate to VFW National Home for Children <ul style="list-style-type: none">• Minimum based on Georgia Division (see book)• Pay directly to National Home• Put "Georgia House" in memo• Fill out form from Commander Book/ <i>georgiavfw.org</i> and email to HQ (admin@georgiavfw.org / qm@georgiavfw.org)• Can pay more than the minimum (extra points)	<i>Commander's Program Book</i> <i>georgiavfw.org > Resources > Forms</i>	A/S
8	Jul - Aug Donate to Veterans & Military Support (VMS) <ul style="list-style-type: none">• Minimum based on Georgia Division (see book)• Pay directly to VFW National via All American Portal• Make sure to check "On Behalf of Post" and your Post #• Fill out form from Commander Book/georgiavfw.org and email to HQ (admin@georgiavfw.org / qm@georgiavfw.org)• Can pay more than the minimum (extra points)	<i>Commander's Program Book</i> <i>vfw.org Post Dashboard</i> <i>georgiavfw.org > Resources > Forms</i>	A/S A/A

9	Jul - Aug	Donate to Georgia VFW We Care Fund	<i>Commander's Program Book</i>	
		<ul style="list-style-type: none"> • Make payable to VFW Dept of Georgia • Can pay w/credit or debit card (3% fee added) - Call HQ • Put "We Care Fund" in memo • Can pay more than the minimum (extra points) 		
10	Jul - Aug	Donate to Georgia VFW Disaster Relief Fund	<i>Commander's Program Book</i>	
		<ul style="list-style-type: none"> • Make payable to VFW Dept of Georgia • Can pay w/credit or debit card (3% fee added) - Call HQ • Put "Disaster Relief" in memo • Can pay more than the minimum (extra points) 		
10.5	Jul - Aug	Donate to the Commander-in-Chief Homecoming	<i>Commander's Program Book</i>	
		<ul style="list-style-type: none"> • Make payable to Georgia VFW Foundation • Can pay w/credit or debit card (3% fee added) - Call HQ • Put "Lipphardt Homecoming" in memo • Can pay more than the minimum 		
11	Aug 31	Quartermaster (Position) Bond Renewal	<i>National Bylaws, Section 703</i>	A/S
		<ul style="list-style-type: none"> • Bonding rates and forms on site • Can be used for any officer with regular access to funds • Bond is by position rather than person 	<i>georgiavfw.org > Resources > Forms</i>	
12	Aug 31	Employee (Personal) Bond Renewal	<i>National Bylaws, Section 703</i>	
		<ul style="list-style-type: none"> • For anyone else with regular access to funds • Bond is by name rather than position • Anyone who regularly handles money for the amount they have access to 	<i>georgiavfw.org > Resources > Forms</i>	
13	Nov	Post Inspection		A/S
		<ul style="list-style-type: none"> • Put together the Inspection binder - it will help • Pre-inspect the Post before hand and work out any kinks 		
14	Nov	County Liquor License Usually must be filed now to be active on January 1 st .	<i>Georgia State Law</i>	
15	Dec	Renew Raffle License Each county is different. Contact your Sheriff's office	<i>Georgia State Law</i>	
16	Mar	Georgia State Incorporation Renewal Online at: ecorp.sos.ga.gov		
17	Apr 30	File Post Election Report After Post elects new officers	<i>vfw.org</i>	
18	Apr 30	Pay Delegate Dues & Admission Fees Required to be able to vote at the State Convention	<i>Department Bylaws, Article VII, Section 7</i>	A/S
19	Apr 30 Jul 31	Admission Fees <ul style="list-style-type: none"> • Payable to "Georgia VFW" by check, Zelle, credit card • Post pays \$1 per new member for the year • First payment is invoiced on April 1 • Second payment (for April - June) is invoiced in July 	<i>Department Bylaws, Article VII, Section 7</i>	
20		Federal Tax 990 The Date may be different for each Post but it is the 15 th day of the 5 th month after the end of your fiscal year. Typically it will either be May 15 or November 15	<i>IRS</i>	
21	As Completed	Input Activity Reports Veterans Service, Community Service, Youth Development, Legislative <i>Can be done by Post Commander, Sr Vice, Jr Vice, Adjutant or Quartermaster</i>	<i>This is the same system used last year.</i>	A/S

