

1. Non-Federal Entities (NFEs) will supply the following on a routine basis to the Support Services Division, Directorate of Family and Morale, Welfare and Recreation (ATTN: Ms. Dunn), in accordance with AR 210-22 to remain in good standing:

a. Minutes or summaries of NFE meetings due no later than the 10<sup>th</sup> of the following month. If the 10<sup>th</sup> falls on the weekend it is due the following Monday. If no meetings, please state in writing.

b. Financial statements due no later than the 10<sup>th</sup> of the following month. If the 10<sup>th</sup> falls on the weekend it is due the following Monday.

c. Bank statements due no later than the 10<sup>th</sup> of the following month. If the 10<sup>th</sup> falls on the weekend it is due the following Monday. You can obtain a statement by signing into your bank account, choosing the specific dates requested, and print via PDF.

d. Any major changes in NFE activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions.

e. Names, addresses, and phone numbers of recent elected officers.

f. A copy of audit reports (due no later than 45 days after NFEs fiscal year end). NFEs with gross annual revenue of \$1,000 or more will be audited at least once every two years or upon change of treasurers. Whichever occurs first.

g. A copy of annual activities report (due no later than 30 days of NFEs fiscal year end).

h. A copy of any correspondence about applicability of Federal, State, or local laws or non-profit status.

i. A copy of fidelity bonding/liability insurance policies upon expiration or annual renewal.

j. Proof of annual attendance of club officials mandatory SJA NFE Ethics training. PO coordinator will coordinate and notify club officials of training dates. There will only be one training per quarter.

### **Revalidation.**

a. NFEs having approval to operate may operate for 2 years, unless cancelled by either party.

b. Approval automatically expires 2 years from the date of last approval, unless revalidated.

c. Private organizations must submit revalidation requests to Financial Management Division, Directorate of Morale, Welfare and Recreation no less than 90 days before expiration of the 2-year approval.

d. Requests will include:

(1) Letter of request for continued operation.

(2) List of current officers with duty and home telephone numbers, physical address, and email address.

(3) Annual audits.

(4) Annual activities report.

(5) Proof of liability insurance and/or fidelity bonding coverage.

(6) A copy of any correspondence about applicability of Federal, State, or local laws or non-profit status.

(7) Constitution/by-laws to include amendments.

(8) National's constitution and bylaws (if applicable).

**INFORMATION ON PRIVATE ORGANIZATIONS CAN BE FOUND AT <https://eisenhower.armymwr.com/po>**