

1. Private Organizations (POs) 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 PO meetings due no later than the 10th of the following month. If the 10th 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 10th of the following month. If the 10th falls on the weekend it is due the following Monday.

c. Bank statements due no later than the 10th of the following month. If the 10th 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 PO 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 POs fiscal year end). POs 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 POs 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 PO Ethics training. PO coordinator will coordinate and notify club officials of training dates. There will only be one training per quarter.