

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

FINANCE COMMITTEE

September 10, 2025

Purpose: To provide the Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Finance Committee.

This committee shall provide guidance to the Executive Committee and General Membership regarding the financial and investment health of the Post.

Scope: This SOP applies to the duties and responsibilities of Finance Committee of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Authority: The By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, page 6, Article VII, Section 1, subsection g., dated August 18, 2025.

IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION AND BY-LAWS TAKE PRECEDENCE.

References:

The American Legion 2025 Officer's Guide

Finance Officer SOP

<https://www.legion237.com/index.php?id=206>

Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237

<https://www.legion237.com/index.php?id=206>

General Duties of the Finance Committee:

1. The Finance Committee shall provide guidance and to the Executive Committee and General Membership regarding the financial and investment health of the Post.
2. The Finance Committee shall be composed of the Finance Officer, the three Trustees, the Third Vice Commander, and the Commander. The Finance Officer shall be the Chairman of the Finance Committee.
3. The Finance Committee shall be charged with the administration and development of the financial policy, preparation of the annual budget, recommendation and supervision of receiving, disbursing and accounting of all Post revenues and funds,
4. The Finance Committee shall oversee the reporting of the financial disposition of the Post to the Executive Committee and General Membership
5. The outgoing Finance Committee shall prepare a budget for the next fiscal year and present it to the Executive Committee. The Executive Committee shall make any desired changes or recommendations and submit the budget to the newly elected Commander. The new Commander will present the proposed budget to the Post membership for approval at the June meeting. Approval of the budget will authorize the Finance Officer to disburse funds, in accordance with said budget, without further action by the membership.