

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

FINANCE OFFICER

May 5, 2026

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

The Finance Officer serves as the chair of the Finance Committee and oversees receiving and disbursements of Post funds. It is essential that the Finance Officer maintain accurate financial records for Post operations and activities.

The Finance Officer 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 Officer 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 iv, Section 6, dated April 20, 2026.

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

References:

The American Legion 2026 Officer's Guide

Finance Committee SOP

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

Club Manager 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>

Section 1: General Duties of the Finance Officer:

- a. The Finance Officer shall have charge of all finances of the Post and see that all funds are properly deposited in a local bank or banks as approved by the Executive Committee.
- b. The Finance Officer shall disburse funds in accordance with SECTIONS 3 and 4 of these Standard Operating Procedures and report to the Post membership at each regular Post general membership meeting the condition of the finances of the Post.
- c. The Finance Officer shall be bonded by the Post, in an amount determined by the Executive Committee.
- d. The Finance Officer shall provide a complete financial statement, including all special funds, showing beginning balances, disbursements, and closing balances at the regular monthly Post general membership meeting and assure that this statement is posted on the bulletin board for membership review. The report may be furnished to the Post Officers prior to the Executive Committee meeting.
- e. The Finance Officer is responsible for the application and obtaining of appropriate city, county, and state licenses and bonds.
- f. The Finance Officer shall be Chairman of the Finance Committee.
- g. Finance Officer is an elected position with a term of three (3) years.

SECTION 2: POST FINANCIAL RECORDS, ACCOUNTS AND FUNDS

- a. The Finance Officer will maintain the Post financial records in accordance with good record keeping practices using the formats adopted by the Finance Committee. All money received by the Post will be deposited in the appropriate account provided for in b. below and will be charged to the proper line item listed in the approved budget. The Post CPA may be granted access to view the records of the Post financial accounts.
- b. At a minimum the following financial accounts will be established with financial institutions within the local area (Madison County, AL). Other accounts may be established and maintained by the Finance Committee when necessary. The establishment or closing of these accounts must be approved by the Executive Committee. The operation of these accounts shall be as follows:
 1. The Post Account is the primary financial account. All money received from any source other than Bingo, Club Operations, or donations/gifts to specific programs and separate accounts, will be deposited to this

account. Excess funds will be determined by the Finance Committee which will recommend disposition, such as savings, money market certificate, etc, to the Executive Committee.

2. The Post Club Account is established for the express purpose of maintaining the Club's day-to-day operations. The Club Manager and the Finance Committee, with the approval of the Executive Committee, will determine the maximum amount of funds needed to sustain the operations of the Club. The Club Manager will transfer funds exceeding the approved operating costs to the Finance Officer for deposit in the Post Account upon completion of the monthly Post financial report submitted to the Post CPA.
 3. The Baseball Revolving Account is established to provide funds to conduct the Post's American Legion baseball team(s). Donations/gifts which are specified by the donors to benefit this program plus all funds raised by the various baseball concession activities are deposited in this Baseball Revolving Account. Funds will be disbursed from this account to the extent they have been deposited, and the balance will be carried over to assist this program in the following year.
- c. All fund-raising projects or promotions shall be approved by the Executive Committee and reports of same made to and monitored by the Finance Committee. Specific operations of selected budget items follow:
1. The Finance Officer, in the absence of the Disaster and Relief Committee and the Commander, can authorize expenditure for emergency assistance up to \$100.
- d. Statements from all financial institutions must be sent to the Post only to either the Post office box or to the street address. No member of this Post is permitted to request, require or allow any financial statement of this Post to be mailed or delivered to his/her home or business address.
- e. The Post Trustees will audit the financial records of the Post each month and assist the Finance Officer in preparation of the monthly financial reports. The Trustees will take the necessary action to resolve any discrepancies discovered.

SECTION 3: DISBURSEMENT OF FUNDS

- a. All disbursements of funds will normally be by check or, if authorized, electronic payment. The Post Finance Officer shall normally maintain sole custody of the Post and Baseball checkbooks, issuing all checks to disburse funds as authorized by the By-laws. The Club Manager shall maintain custody of the Club Operations checkbook, issuing checks to disburse funds for Club Operations.

The Sons of the American Legion and the American Legion Riders will maintain custody of each of their checkbooks and disburse funds for their expenses.

- b. In the absence of the Finance Officer, when the Commander determines there is an emergency, the Commander is authorized to sign in place of the Finance Officer, issue checks and generate electronic payments to disburse Post funds as authorized by the By-laws.

SECTION 5: UNBUDGETED EXPENDITURES

- a. The following process will be used for the proposed expenditure of funds for items not listed in the approved budget: (Note: This does not include approval of contributions or donations from this Post, or Vetting Committee expenditures as these have different requirements).
- b. The proposal for the expenditure of these funds will be first submitted to the Finance Committee for review. The Finance Committee will review and forward the proposal with their recommendation to the Executive Committee.
- c. The Executive Committee will review the proposal and make their recommendation to the general Membership.
- d. A majority of the vote of the members at the general membership meeting will be required for approval of the proposal. If approved, the expenditure will be authorized, and disbursement may be made subject to the availability of funds.
- e. This Post shall not loan money to anyone for any cause.
- f. Contributions or donations by this Post not provided for in the annual budget may bypass steps of the above procedure in the following manner: The motion to make the contribution or donation requires a two-thirds vote of the members present at a regularly scheduled general membership meeting: This vote must be taken prior to the expenditure of any funds sought, and will not be used to ratify the unauthorized action of any member of the Post. Such a contribution or donation will be authorized for disbursement subject to the availability of funds.