

E. MONTHLY MEETING AND FINANCIAL REPORTS

FORMS REQUIRED:

Monthly meeting report

ROUTING:

FC to DCP

1. All Flotillas will file a monthly meeting report to the DCP. The monthly report will contain financial reporting, including starting balances, income, expenditures, (summaries) and ending balances.
2. All Captains will insure that all Flotillas file a copy of the Flotilla report with the DCP for his/her review.
3. A copy of the year end (December) bank statements SHALL be attached to the annual Flotilla and Division Finance reports, submitted no later than 1 February of each year.