

Post Quartermaster/Trustee Training

Presented By State Quartermaster
James "Jim" Fox



VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT OF SOUTH CAROLINA

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Bonds

By-Laws – Section 703

1. Officer Bonds – Due September 1, 2021

At a minimum the Quartermaster and Commander should be bonded along with anyone who is on the post bank account.

2. Employee Bonds – Due October 1, 2021

All paid employees and volunteers handling any post funds should be bonded.

3. Forms are available at vfwsc.org under the resources tab.

Trustee Reports

1. One July-30 September	Due 31 October
2. One October-31 December	Due 31 January
3. One January-31 March	Due 30 April
4. One April-30 June	Due 31 July

- 1) All trustee reports must be completed by trustees only. A minimum of two trustees must sign the report, plus the Commander
- 2) Report Form can be found at vfwsc.org, resources tab then reports and forms.

990 Tax Filing

1. 990-N – Posts that gross 50K or less per year.
2. 990-EZ Short Form – Less than \$200.000 gross receipts and \$500.000 end of year assets.
3. 990 Long Form – Gross receipts over \$200.000 and/or total assets over \$500.000.

990-EZ and 990 Long Form should be completed by a professional.

4. Go to [irs.gov](https://www.irs.gov) to file the 990-N electronic post card.
5. All Posts should be listed as a 501C-19 Veterans Exemption with the IRS.

990 Tax Filing Deadlines

November 15th for Posts whose fisical year ends June 30th.

May 15th for Posts whose fisical year ends December 31st.

South Carolina Charities

Raffle Request and Submission

1. File at sos.sc.gov or email charities@sos.sc.gov.
2. Each Post must **file** yearly as a charitable organization by November 15th. The cost is \$50.00 per year.
3. If the Post holds fundraising raffles they must file by November 15th at a cost of \$50.00.
4. Must fill out an annual financial report every year. You can submit a 990-EZ or a 990 as your financial report, the 990N is not allowed.

Miscellaneous Dues & Requirements

- Post Election Reports should be submitted by April 30th.
- Department Delegate Dues are to be paid not later than May 30th.
- National Delegate Dues of \$25.00 should be paid by June 30th.

State & Federal Tax Requirements

- Posts with Canteens. SC Liquor Tax is due every month to Department of Revenue.
- One Million Dollars minimum in Liquor Liability Insurance coverage is required.
- Federal Employee Taxes are paid to the IRS monthly.
- State Employee Taxes are paid to the Department of Employee and Workforce (DEW) quarterly.
- Unemployment fees are paid quarterly.

OMS

Online Membership Services

1. Post Quartermasters should be Computer Literate in order to complete Post requirements.
2. Log in at vfw.org. Post QM tools for new QM's will be available the 1st week of July.
3. My VFW, go to VFW Training and Support, Member and Officer Training Forms and Templates.
4. QM Guide Introduction, Current Year QM Guide, Dues Processing Etc.