

1. Private Organizations (POs) will supply the following on a routine basis (but not less than annually) to the Support Services Division, Directorate of Family and Morale, Welfare and Recreation (ATTN: Kellie Heim or Tina Angell) in accordance with AR 210-22 to remain in good standing:

- a. Minutes or summaries of PO meetings (due no later than 15 working days of meetings and will include financial statements). If no meetings, please state in writing.
- b. Financial statements (due no later than 15 working days of meetings).
- c. Any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions.
- d. Names, addresses, and phone numbers of recent elected officers.
- e. 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.
- f. A copy of annual activities report (due no later than 30 days of POs fiscal year end).
- g. A copy of any correspondence about applicability of Federal, State, or local laws or non-profit status.
- h. A copy of fidelity bonding/liability insurance policies upon annual renewal.
- i. Proof of annual attendance of club officials mandatory SJA PO Ethics training. PO coordinator will coordinate and notify club officials of training dates.