



Jewish War Veterans of the United States of America

Chartered By an Act of Congress

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Date: January 22, 2011

To: JWV Department, County, and Post Commanders and Quartermasters

From: Stephen Zeitz, National Commander
PNC Joseph Zoldan, National Finance Board Chairman

RE: Rules and Regulations regarding the **Annual Financial Report**

For National Headquarters to properly carry out national programs, lobby with you for veterans' issues, actively publicize our views and maintain service officers throughout the country, the organization requires proper funding. It is the obligation of all echelons and subsidiaries to comply with the rules and regulations of the National Finance Board. National Headquarters must have the funding necessary to continue providing these services for you and the members of your Post.

Submitting an Annual Financial Report

Any and all fund raising activities conducted in the name of the Jewish War Veterans of the U.S.A. or any other unit of the JWV, including corporations, building funds, foundations and/or associations, or any other entity associated in any way with a JWV unit, or any JWV corporation or any other entity organized or heretofore organized by or controlled by any unit of the JWV of the U.S.A., which includes all subordinate and subsidiary organizations including but not limited to the Ladies Auxiliary, shall file with the National Finance Board an **Annual Financial Report** for fund raising projects as to each separate unit, corporation, etc., including owned and managed assets.

Annual Financial Reports and instruction for the **Reports** are included here. Additional copies can be downloaded from the JWV web site, www.jwv.org, for each separate additional entity. All **Reports** for fund raising or reports of donations made to outside organizations by the Auxiliaries shall be sent directly to the National Ladies Auxiliary, which reports, in turn, to National JWV. Please note that information must be supplied for all accounts held by any and all entities.

The **Annual Financial Report**, enclosed herein, must be printed out and be signed by the unit Quartermaster/Treasurer and countersigned by the unit Commander/President or other operating officer of any separate entity submitting the **Report**. All **Reports** must be sent to National Headquarters by certified mail, return receipt requested by **May 1, 2011**.

The National Finance Board has sole and exclusive authority to grant permission to fund raise, and will do so no later than thirty days after receipt of a letter of request for permission to fund raise. In addition, any echelon, group, unit or subsidiary, etc., whose fund raising efforts are approved will be required to make a contribution to the National Organization, the amount to be determined by the National Finance Board.

PROCEDURES OF THE JWV NATIONAL FINANCE BOARD

In order to preserve the fiscal integrity of the Jewish War Veterans of the U.S.A. (JWV) and to provide proper planning and continuity of the JWV programs and operating budget the following procedures have been established by the JWV.

1. All monies raised through the National Finance Board are used **EXCLUSIVELY** for the JWV-USA National Memorial Building Fund and its operations and such other vital projects as may be approved by the National Executive Committee.
2. Contributions to National JWV will be made based on their (units) donations made by the echelons/units/subsidiaries to any outside or unauthorized organization, regardless of the method used in raising those funds. In other words, if your unit makes no contribution of monies for a cause outside JWV or the Museum, you have no requirement for the matching obligation to JWV National.
3. In order to retain your echelon's good standing and voting and membership privileges, it is required that you file a report. All echelons are required to submit a report to the National Finance Board by May 1 of each year. See by-law, Article II Section 4 below. Failure will result in the units or of any of its members casting a vote as not being in good standing and thereby denied the right of vote by members as delegates at conventions, meetings, etc.

Article II, Section 4, Financial Reports

All Echelons of the Jewish War Veterans must submit, by May 1, a report to the National Finance Board, on a form to be issued by National Headquarters. This report shall pertain to Echelon finances, relating to all fund raising under the name of the JWV, and donations made by that Echelon for the preceding fiscal year. Each Echelon must maintain books and records, subject to audit, in support of the information contained in the report for a minimum of six years. Echelons not submitting said report by May 1 of each year shall not be considered in good standing with the National Organization, Department or District or county Council. All rights shall be promptly restored upon the filing of the report.

4. Exempted from matching fund contribution to the National Organization will be:
 - a. Donations made to VA Medical Centers.

- b. Donations made to the JWV-USA National Memorial, Inc. or the National Museum of American Jewish Military History.
- c. Donations made to the JWV-USA National Memorial-National Museum of American Jewish Military History Building Fund.
- d. Donations made to any JWV higher echelon.
- e. Monies spent for legitimate and reasonable operations of echelons/units/subsidiaries
- f. All nationally recognized programs.
- g. Any other special project approved by the NEC from time to time.

Any other exemption, on a case by case basis, must be expressly authorized by the National Finance Board and approved by the National Commander.

5. For every dollar donated to any unapproved outside organizations, \$1 must be given to the JWV building fund at the same time.

Contributions to JWV-National will be based on annual outside donations. Donations to the Building Fund will be applied against your contribution to JWV.

6. All echelons and subsidiaries of Jewish War Veterans of the U.S.A. are required to continue to submit an application for fund raising projects prior to embarking on such fund raising projects as previously enunciated by the National Executive Committee. Applications and instructions can be obtained from National Headquarters.

7. Echelons and subsidiaries may, by law, be required to file with the Federal Government IRS form 990. All echelons must submit a copy of that form to National Headquarters with the annual financial statement (Copy enclosed). The forms are for our records. Please note that we are required by law to notify the IRS annually of the names and addresses of each of our units.

8. Please attach a copy of the most recent financial statement detailing for each

- a. Bank account (savings, money market, checking, etc.)**
- b. Securities account**
- c. CD's**
- d. Interest in real property and personal property**
- e. Interest in business**

Again, we would like to emphasize that the contributions made by your unit to the National Organization are not based on how much money you raise but on how you spend your money. If you do not make donations to non-JWV organizations, you have no mandated Finance Board obligation to JWV National, except to complete fully the enclosed forms. However, your unit, at all required times, must return the completed financial statement enclosed as to each entity in order to remain in good standing.

SPECIAL NOTICE CONCERNING NEW IRS REGULATIONS

Posts with gross receipts of \$25,000 or less are required to file the form 990-N (e-Postcard) with the IRS. Echelons with gross receipts of \$25,000 or more are required to file Form 990 or 990-EZ . **Form 990-N must be filed electronically. There is no written version of this form.** The Internet may be accessed at a public library or on a privately-owned computer.

The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. You cannot file the e-Postcard until after your tax year ends. **ALL** posts with gross receipts of \$25,000 or less must file Form 990-N.

Information on the form 990-N and access to the form itself can be found at <http://www.irs.gov/charities/article/0,,id=169250,00.html>

There you will find a link under the “How To File” section and additional information on how to file your form. When you link to the filing system, you leave the IRS site and file the e-Postcard with the IRS through the IRS trusted partner Urban Institute. **The form must be completed and filed electronically. There is no paper form.**

You will need the following information about your organization.

- [Employer identification number](#) (EIN)
- [Tax year](#)
- [Legal name and mailing address](#)
- [Any other names the organization uses](#)
- [Name and address of a principal officer](#)
- Web site address if the organization has one
- Confirmation that the organization’s annual [gross receipts](#) are [normally \\$25,000 or less](#)
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

Most small tax-exempt organizations with gross receipts that are normally \$25,000 or less must file the e-Postcard.

Tax-exempt organizations with annual gross receipts that are normally greater than \$25,000 must file [Form 990](#) or [Form 990-EZ](#).

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization’s tax-exempt status will not take place until the filing due date of the third year.

After filing Form 990-N, you can print out a verification, a copy of which is required to be sent to National Headquarters with your Finance Board Report.

ANNUAL FINANCIAL REPORT

FOR PERIOD _____ TO _____

ECHELON FEDERAL ID# _____

ECHELON/SUBSIDIARY

NAME _____ NUMBER _____

DEPARTMENT OF (if applicable) _____

BANK NAME _____ TYPE _____

ACCOUNT 1 # _____

ADDRESS _____

BALANCE AT BEGINNING OF PERIOD: _____ END: _____

BANK NAME _____ TYPE _____

ACCOUNT 2 # _____

ADDRESS _____

BALANCE AT BEGINNING OF PERIOD: _____ END: _____

BANK NAME _____ TYPE _____

ACCOUNT 3 # _____

ADDRESS _____

BALANCE AT BEGINNING OF PERIOD: _____ END: _____

BANK NAME _____ TYPE _____

ACCOUNT 4 # _____

ADDRESS _____

BALANCE AT BEGINNING OF PERIOD: _____ END: _____

Officers authorized to sign checks account 1 _____

Officers authorized to sign checks account 2 _____

Officers authorized to sign checks account 3 _____

Officers authorized to sign checks account 4 _____

If there are more accounts please use addition sheets

SAFE DEPOSIT BOX? YES _____ NO _____

NOTE: It is important that this information be on file in the National Office. We are a tax exempt organization and this information must be available when requested by the U.S. Internal

Revenue Service, in order to safeguard the federal income tax exemption for each local unit, as well as the National Organization. **Please attach a copy of the most recent bank statement for each account to this report.**

PRESENT VALUE OF OTHER ASSETS

REAL PROPERTY \$ _____

PERSONAL PROPERTY \$ _____

INCOME

Dues: Number of members _____ at \$ _____ each= \$ _____

Raffles: _____ \$ _____

Poppy Drive: _____ \$ _____

Card & Bingo Parties: _____ \$ _____

Cash Gifts: _____ \$ _____

Bequests(attach copies of bequests) _____ \$ _____

Other programs(including Chapels at Military Bases,
Scholarship Programs, Boy Scouts, Allied Veterans
Mission, Plaques at National Headquarters, etc.) \$ _____

Miscl. Fundraising: _____ \$ _____

Convention Income: _____ \$ _____

Other (Please Specify): _____ \$ _____

Total Income for Period \$ _____

EXPENSES

Per Capita Tax, Department and County Per Capita Tax: _____ \$ _____

Operating Expenses

Meeting Room: _____ \$ _____

Liability Insurance _____ \$ _____

Donor Affairs: _____ \$ _____

National Convention _____ \$ _____

Department and County Conventions _____ \$ _____

Commander Allocation: _____ \$ _____

Other: _____ \$ _____

Monies owed to vendors

Vendor _____ **Amount Owed \$** _____

(Attach additional sheets if necessary)

Total Expenses for Period: \$ _____

Donations to Official JWV Programs (including all recognized National programs)

Name of Program: _____ \$ _____

Name of Program: _____ \$ _____

Name of Program: _____ \$ _____

Donations Outside of JWV (examples: Community/Federation/Synagogue/Red Cross/VSOs or to secular organizations or charities, etc.)

Jewish organizations/programs other than JWV

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Veterans' organizations/programs other than JWV

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Miscellaneous contributions other than JWV

Name of Organization _____ \$ _____

Amount of Matching Contribution due to JWV \$ _____

Amount donated to JWV Building Fund and/or Memorial: \$ _____

Amount enclosed for JWV per National Finance Board Rules: \$ _____

To the best of my knowledge, the information given on this form is true and correct.

Signature(1)_____Title_____Date_____

Signature(2)_____Title_____Date_____