

VFW OHIO CHARITIES (DO'S & DON'TS)

Each post belonging to the VFW of Ohio Charities acts as an agent in its spending and management of charity funds. The funds in your post's charity account belong to VFWOC which is why the VFWOC EIN is on the account and not an individual posts' EIN. As such you are expected to adhere to the rules of the organization to include but not limited to:

- ✓ **Effective immediately:** All VFW of Ohio Charities bank statements and copies of cancelled checks are required to be sent to our office each month. Contact your bank and verify that the VFW of Ohio Charities account has the Charities' EIN on it and not the Post's EIN. The Charities' EIN is 41-2078103. Also, if your Post number does not appear on your statement please have the bank add it. Have the bank change the address on the account to 35 E. Chestnut St., Suite 505, Columbus, OH 43215. Policy approved by the VFW of Ohio Charities Board of Directors in 2015.

The account should read as follows: VFW Ohio Charities, VFW Post (Your Post #), 35 E. Chestnut St., Suite 505, Columbus, OH 43215.

- ✓ **DO** make sure all checks have an explanation of the expenditure in the memo. This will help us properly categorize each post's spending that month to ensure compliance with the laws governing charitable spending and gaming. **DO NOT** send back-up paperwork to our office but keep in your files. If we need additional information we will call or send a letter. Please respond to our letters as soon as possible.
- ✓ **DO NOT** make checks payable to individuals unless there is no other option. For example: If a veteran is in need of assistance with rent, utility bills, etc. have them furnish the landlord's name or utility bill and make the check payable to the landlord or utility company.
- ✓ **DO NOT** make checks payable to "Cash".
- ✓ **DO NOT** write checks to other veteran or fraternal organizations for them to donate to their charities. You can donate directly to these and take credit for the donation.
- ✓ **DO NOT** donate to other veteran or fraternal organizations unless they are a 501c3 charity.
- ✓ **DO NOT** pay mileage, out of your Charities Account, to District meetings unless a VFW Ohio Charities school of instruction is held.
- ✓ **DO** submit a voucher to your Post quartermaster for mileage for VFW Ohio Charities School of Instruction if you have signed in on the class sign-in sheet. A voucher must be furnished for all allowable expenses. If a hotel stay was required we need the hotel receipt.

- ✓ **DO NOT** make donations to your auxiliary unless a voucher from the auxiliary is submitted and states that the purpose for their need is Charitable.
- ✓ **DO NOT** use debit or credit cards on the Charities account.
- ✓ **DO NOT** pay for advertisement from the Charities account unless “VFW Ohio Charities Agent” is somewhere in the ad. This also includes any newsletters sent to members. You cannot pay for advertising from the Charities account if you are advertising an event for profit.
- ✓ **DO NOT** use charity money for food for Post or District meetings, Post picnics or anniversary dinners.
- ✓ **DO NOT** use charity money for entertainment, speaker fees or rentals.
- ✓ **DO NOT** pay property taxes from the Charity account. If you have not filed for the exemption please call the office for instructions.
- ✓ **DO FILE** an annual charitable registration with the Attorney General. Once you have filed your IRS form 990 you can send a copy of the first page to our office and we will complete the online registration for you. Please send the routing number and account number for your general fund for electronic withdrawal of any fees. Late filing of the charitable registration will result in a \$200.00 penalty from the Attorney General’s office.
- ✓ **DO** complete a new Field Agent information form each June. The form is available on our website at **vfwohiocharities.com**
- ✓ **DO NOT** use Charity money to purchase alcohol for any function.
- ✓ **DO** call our office at **614-222-1611** if you have a question about a donation you want to make.
- ✓ **IF YOU ARE EVER UNSURE ABOUT AN EXPENDITURE OR AN ORGANIZATION PLEASE CALL US AND WE WILL FIND OUT IF IT IS LEGAL OR ILLEGAL UNDER THE PROGRAM, DO NOT ASSUME AN ORGANIZATION IS A 501c3 OR THAT AN EXPENSE IS ALLOWABLE BECAUSE TOM, DICK OR HARRY SAID IT WAS OK, PLEASE VERIFY BY CALLING OUR OFFICE.**

PLEASE REMEMBER YOU CANNOT USE CHARITY MONEY TO MAKE MONEY!!!

VFW of Ohio Charities address is: 35 E. Chestnut St., Suite 505, Columbus, OH 43215
 Phone #: 614-222-1611; Fax #: 614-222-1602. E-mail addresses: treveron@vfwoc.org, sdountz@vfwoc.org,
gklingler@vfwoc.org, tconkle@vfwoc.org