



Florida Division
Sons of Confederate Veterans, Inc.
Standard Operating Procedure



FLDIV-SOP #2004-04

Dated June 8, 2004

SOP Title: Procedures for Florida Division bookkeeping and records administered by Treasurer

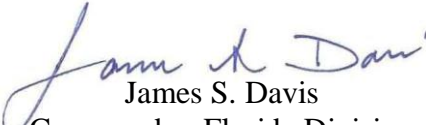
Purpose: To establish consistent procedures for the accountability of all Division income. To extend those procedures to expenses and distribution of the all monies collected into the proper accounts.

Discussion: The Florida Division is a growing not-for-profit corporation with several progressive programs and projects. Each of those programs and projects require accurate and comprehensive records. The maintenance of such records is imperative as the Florida Division continues to grow and prosper. Procedures for recording the source of income must be established and maintained.

Action: Currently, accounting is accomplished through the use of commercial computer programs. To maintain proper accountability and distribution of monies sent to the Division Treasurer, such monies shall be accompanied by an itemized listing for each dues payment, contribution, or donation to any of the various projects and programs. Failure to submit such an itemized listing will delay the proper and timely deposits of said monies. All monies from all sources will be identified and recorded before depositing into the appropriate account.

Each Florida Division Camp is required to follow procedures covered by this SOP.

Effective Period: This Standard Operating Procedure will remain in effect until superseded or deleted.


James S. Davis
Commander, Florida Division