



Detachment Officer Orientation

Understanding the Duties
of the
Detachment
Adjutant/Paymaster

• Detachment Paymaster

Detachment Paymaster

- Maintains the detachment financial reports
- Manages all bank transactions
- Submits all new member and renewals to the department paymaster
- Completes the detachment annual IRS entry through a 990-N
- Completes the annual Texas Franchise report
- Prepares all Financial monthly reports for the annual audit
- Maintains a local Post Office Box and monitors its contents
- Prepares a financial Report monthly for the Commandant to distribute to the membership prior to the meeting.



Financial Reports

Monthly reports

- The monthly reports are to be submitted to the detachment commandant in a digital format or a hard copy
- The report is completed each month a week prior to the detachment meeting.
- A copy of the report is to be maintained for every month

Copy of bank Statement

- An easy way to track all finances is through the monthly bank statements.

Checking Activity Summary				
Ending Collected Balance as of 06/07/16		\$2,332.10		
Current Posted Balance		\$2,332.10		
Pending Withdrawals/Debits		-\$645.13		
Pending Deposits/Credits		\$0.00		
Available Balance	Learn More	\$1,686.97		
Set Default View				
Date	Description	Deposits / Credits	Withdrawals / Debits	Ending Daily Balance
Pending Transactions Note: Debt card transaction amounts may change. Learn More				
No pending transactions meet your criteria above.				
Posted Transactions				
06/01/16	PURCHASE AUTHORIZED ON 06/01/16 *CUSTOM STITCHES 817-4732915 TX 9586152698989829 CARD 9806 Conv. Patches		\$296.11	\$2,714.02
06/01/16	PURCHASE AUTHORIZED ON 06/01/16 INSTANT PUBLISHER 800-259-2592 TN S465152501497859 CARD 9806 Program Book 1/2 cost		\$486.75	
05/31/16	RECURRING TRANSFER TO CAPTAIN JOHN YANCEY D BUSINESS MARKET RATE SAVINGS REF #0PEZVH4GZ2 1000007445		\$150.00	\$3,498.88
05/31/16	PURCHASE AUTHORIZED ON 05/28/16 HOB LCB #1442700 E. E. Little Elm TX #00585149758260007 CARD 9806 Photo Frames for 9806/806		\$67.06	
05/31/16	PURCHASE AUTHORIZED ON 05/28/16 FEDEX OFFICE 8005 FRISCO TX S305149709887992 CARD 9806 Certificate Copy		\$3.01	
05/31/16	PURCHASE AUTHORIZED ON 05/27/16 STORE SUPPLY 8006238887 MO S466147754274572 CARD 9806 Labels for name tags		\$26.75	
05/31/16	ONLINE TRANSFER FROM CAPTAIN JOHN YANCEY DE REF	\$2,000.00		

Bank Statements

- Saving a digital copy of a bank statement is the easiest means of having a monthly financial report.
- Every year at the time of the officer installation an audit of the annual, monthly finances must be completed and signed off that the detachment finances are in order and all transactions are correct.

Bank Statement

- Every bank statement has the check numbers that have been written and they should coincide with your check ledger.

Detachment Adjutant

- The detachment adjutant is the person that maintains the detachment activity history.
- A monthly report must be completed a week before the detachment with the detachment prior meeting Minutes
- The minutes of the meeting are kept as part of the Paymaster report and must be part of the annual audit.
- The format should follow the Detachment meeting guidelines

June 114, 2016 Detachment Minutes

Opening ceremony: Attention to Colors/Chaplains opening prayer

Special Note: The June meeting was a working meeting for the Department of Texas State convention. No official meeting was conducted on June 11, 2016

Roll call of officers:

Commandant: Present

Sr. Vice: Present

Jr. Vice: Present

Adjutant: Present

Attendees

15

Applications for membership

None

Minutes of Previous meeting

None

Correspondence

None

Report of Paymaster

None

Report of any members sick or in distress

Report of Officers

None

Report of Standing Committees

Report of Special Committees

Unfinished Business

None

New Business

Good of the League

Announcements

Closing Ceremony:

Closing ceremony was conducted and meeting ended at 16:00

Summary:

Commandant's minute

Detachment Minutes sample

Detachment 990N

- The detachment 990-N is an annual report that has to be submitted to the IRS.
- The 990-N can be done electronically through the IRS web site:
<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

The screenshot shows the IRS website's page for the Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard). The page features the IRS logo at the top left, with navigation links for Subscriptions, Language, and a search bar. Below the navigation bar, there are tabs for Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, and Help & Resources. The main content area is titled 'Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)' and includes a 'How to file' section with instructions on how to electronically submit Form 990-N. It also lists 'Charities & Non-Profits Topics' and provides information on who must file and exceptions to the requirement.

Subscriptions Language In

Search

Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources

Charitable Organizations

Churches & Religious Organizations

Political Organizations

Private Foundations

Other Non-Profits

Contributors

Charities & Non-Profits Topics

- A-Z Index
- Search for Charities
- Education Sessions
- Charity and Nonprofit Audits
- Free e-Newsletter
- Future Webinars and Recorded Events
- Life Cycle
- Taxpayer Bill of Rights
- Requesting Educational Services
- Tax Exempt and Government Entities
- Tax Exempt and Governmental Entities Issue Snapshots
- Charities & Non-Profits Home

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard)* for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#).

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February 2016. All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. **There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing.
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Prior to filing your form, please review the following information:

Who must file

Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

- Organizations that are included in a group return,
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- Organizations [required to file a different return](#)

Form 990-N filing due date

Form 990-N 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.

990-N Filing Date

- **Form 990-N filing due date**
- Form 990-N 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.**
- **Example:** If your tax year ended on December 31, the e-*Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

Information Needed to File e-Postcard

Completing the e-Postcard requires the eight items listed below:

Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).

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 \$50,000 or less

If applicable, a statement that the organization has terminated or is terminating (going out of business)

Franchise Tax Report

- If your incorporated in the state , you will be required to submit an annual Franchise tax report.
- <https://comptroller.texas.gov/taxes/franchise//>
- **Annual Franchise Tax Reports**
- The annual franchise tax report is due May 15. If May 15 falls on a weekend or holiday, the due date will be the next business day.

Franchise Tax Report

- **Penalties and Interest**
- A \$50 penalty is assessed on each report filed after the due date.
- If tax is paid 1-30 days after the due date, a 5 percent penalty is assessed.
- If tax is paid over 30 days after the due date, a 10 percent penalty is assessed.



Forms

Publications

FAQs

Laws 

► Rules



Officer Installation Report

Each year the Adjutant must prepare the Officer Installation report.

The Report must be available when the installation takes place

The Installing officer must sign the report and it is submitted to the department paymaster.

Marine Corps League REPORT OF OFFICER INSTALLATION



DETACHMENT NAME		DETACHMENT #	DEPARTMENT OF
FROM:			
TO: NATIONAL ADJUTANT PAYMASTER		DEPT FEDERAL EIN:	
VIA: DEPARTMENT ADJUTANT		DEPT INCORPORATION ID # _____ DATE _____	
DET FEDERAL EIN: _____		FOR DEPT INSTALL ONLY: _____	
DET INCORPORATION ID # _____ DATE _____			
DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER
DETACHMENT MEETING:			
DAY/DATE OF MEETING	TIME	PLACE	
STREET ADDRESS		CITY	STATE ZIP

E-MAIL OFFICIAL CORRESPONDENCE TO: _____

FAX OFFICIAL CORRESPONDENCE TO: () _____ MARK FOR THE ATTN: _____

*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive official correspondence from National and Department Headquarters. If the Department/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers. The officer MUST be installed to be listed on form.

OFFICE	INCUMBENT	PHONE NUMBER EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT		()		
SENIOR VICE COMMANDANT		()		
JUNIOR VICE COMMANDANT		()		
JUDGE ADVOCATE		()		
JUNIOR PAST COMMANDANT		()		
ADJUTANT PAYMASTER		()		
ADJUTANT		()		
PAYMASTER		()		
CHAPLAIN		()		
SERGEANT- AT ARMS		()		
WEB SERGEANT		()		
		()		

Total **renewal** dues are \$ _____. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE

PLEASE READ CAREFULLY

Detach and retain bottom copy. Forward balance to Department Adjutant.
Department retain bottom copy and forward original to National HQ
and remaining copy to National Division Vice Commandant

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Death Notice

Anytime there is a death of a member in the detachment, a death notice must be submitted to National through the department paymaster, The report is very simple. You will also have to adjust your PLM report if he/she was a life member

— NOTICE OF DEATH — MARINE CORPS LEAGUE



_____ of the _____
(Leaguer's Name)
Detachment, Marine Corps League did answer his/her final Earthly Roll Call on
_____. The deceased is survived by _____
(Date) (Relation's Name)
_____ who resides at: _____
(Relationship)
Street _____
City _____ State _____ Zip _____
Membership No. _____ PLM No. _____ Detachment No. _____
Comments:

Submitted By: _____
Date: _____
Title: _____
Street: _____
City: _____ State _____ Zip _____

(1) A sympathy card will be sent if this notice is received within sixty (60) days from the date of death, unless otherwise requested.

(2) A replacement form will be sent to the individual submitting this form.

Detach and retain bottom copy. Forward balance to Department Chaplain.
Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

Membership Transmittal form

The Renewal and new member report is a very simple report to fill out.

A check to National and a check to State must be submitted with the report.

A PDF file of the membership dues Transmittal form is on the department web site.

4 Copies must be made of the transmittal.

3 to State and National.

1 to keep and file

This form is also used to make a change of address of a member

MARINE CORPS LEAGUE									
MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM									
FROM: Adjutant/Paymaster of _____								Detachment # _____	
TO: National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116								Date _____	
VIA: <u>PLEASE SEND CAREFULLY</u>								Transmittal # _____	
1. PLEASE TYPE OR PRINT HEAVILY AND LEGIBLY. 2. Enclose separate dues payment checks: one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department. 3. Include Date of Birth for all NEW applicants (mandatory for PUMs). 4. Utilize two entries (Old and New) to change a member's address or to correct or change a member's name (COA Code). 5. STAPLE ORIGINAL SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms). 6. Detach and retain bottom copy - Forward balance to Department Department - retain bottom copy and forward balance to National HQ								(Start new sequence on July 1 each fiscal year).	
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
MEMBER #	CODE(S)	REQUEST ONLY	LAST NAME (Last)	FIRST	MI				
POB #	STREET ADDRESS (or PO BOX #)			CITY	ST	ZIP + 4			
TELEPHONE NUMBER		E-MAIL ADDRESS				DATE OF BIRTH			
National dues only						Check # _____		Department Dues	
Code								Check # _____	
R _____ Renewal @ 20.00						\$ 0.00		Total \$ _____	
N _____ New Member @ 25.00						0.00		Received at Department	
RAM _____ Renewal Associate @ 20.00						0.00		Date: _____	
NAM _____ New Associate @ 25.00						0.00		Received at National HQ (Date/Time Stamp)	
RDM _____ Renewal Dual @ 20.00						0.00		CITY _____ ST _____ ZIP + 4 _____	
NDM _____ New Dual @ 25.00						0.00		NATIONAL HEADQUARTERS ONLY	
Life Member by age:								PMS _____ WY _____	
L _____ 35 and under @ 500						0.00			
L _____ 36 to 50 @ 400						0.00			
L _____ 51 to 64 @ 300						0.00			
L _____ 65 and over @ 200						0.00			
National Dues						0.00			
Shaded area are for National HQ use only.									
Revised December 2013									

Annual PLM Report

- The department annual PLM report is a report that will bring back funds from national on all the detachment life members.
- It is a roster of all the life members that has to be verified by the paymaster and the detachment commandant

Division: SODV Department: TX Detachment: 631 CAPTAIN JOHN VANCEY									
Installed: 05/23/2014 Detachment Dues: \$10.00									
Status	Member ID	Last Name	First Name	Street Address	City	State	Zip	Phone	Email
	833288	AYALA	ROBERT	7224 MOUNTAIN LAKE	DALLAS	TX	75233-1112		
	146554	DALEY	THOMAS P	1301 AIRPORT FREEWAY	HOUSTON	TX	76021	(214) 545-1994	thomasy001@aol.net
	124230	BEYERS	JOSEPH E	2904 WYNOLLE LN	PANORAMA	TX	75134		
	181133	BOYER	SCOTT D	4803 LUCYRNE DR	MC KINNEY	TX	75050-3003		scottboyer@aol.net
	146651	BREWER	DAVID M	1218 SPOONHURST COURT	LOUIS MOBILE	TX	76027-2771	(714) 485-5335	David.Brewer@att.net
	143826	CASILLAS	ARIAMANDO	8517 RICARDO DR	DALLAS	TX	75227-8519		kas73@aol.com
	82115	CLUGG	CECILE	4305 BLAIR BL	WADSWORTH	TX	75165-9035	(972) 485-7811	cecilecugg@aol.com
	147890	CLELAND	SCOTT M	2100 FACILITY DR	WINTER SPRING	TX	72785-5122		
	124680	CLELAND	BUCK	PO BOX 810488	DALLAS	TX	75381-0408		
	115572	COB	WILLIAM LARRY	1508 FARRALL DR	IRVING	TX	75060-6541	(214) 727-8743	
	116411	COLE	ANDREW M	1077 WESTMONT AVE	DALLAS	TX	75231		
	099459	COOCE JR	ALVIN	1300 BENT CIRCLE	LOUIS MOBILE	TX	75027-8774	(214) 549-8373	alvincoo@att.net
	140011	CULPIN	FRANK J	1431 PINE SPRING LN	IRVING	TX	75060-8206		
	130890	GUTIERREZ	MARIO A	PO BOX 29166	DALLAS	TX	75229-0166	(214) 733-9180	
	091135	HAMM	CARL V	8503 WILLIAMS DR	DALLAS	TX	75228-1103	(972) 833-0567	vamsjham@aol.com
	088144	HAMM	JOHN L	8804 SHAW PARK DR	DENTON	TX	76210	(469) 777-1308	vamsjham@aol.com
	099458	HASSELL	JOHN	123 WILLOW OAK COURT	FOUNTAIN VALLEY	TX	75077-4084		
	098514	HOWARD	THOMAS B	2117 GOLDEN OAKS DR	IRVING	TX	75044-7317		
	065512	LEWIS	JOHN W	3845 PALM TREET	COLLEGE STATION	TX	77845-2542		
	086127	KIRKLAND	J R	1402 COUNTY ROAD 234E	IRVING	TX	75061-2503		
	094095	LARSON	BRANDON M	306 RIVERWAY CIRCLE	IRVINGVILLE	TX	75060-4335	(214) 558-0555	brandonl@att.net
	090508	LEE	JOHN W	1801 WICKS DR	IRVING	TX	75060-3039	(972) 754-0571	johnlee@att.net
	142430	MCNAMARA	GERALD M	1815 DURNHAM	IRVING	TX	75062-3505		
	087288	MCNICHOLSON	JAMES L	6413 MEDFORD	DALLAS	TX	75228-8311		
	142477	MCNICHOLSON	JOHN W	7200 SHARP RD	MCNICHOLSON	TX	75068-4308		johnmcfrees@yahoo.com
	104113	NAIDOR JR	HOWARD	2133 RUTGERS ST	IRVING	TX	75062-7143	(972) 859-5240	h.naidor@att.net
	107015	NIXON	WILLIAM W	1113 BERRY ROAD	IRVING	TX	75060-6038	(214) 889-7342	wnixon1@aol.com
	146183	PHILLIPS	MARY S	2727 SHADY HILL	GRAPEVINE	TX	76051		
	088017	PUTTNER	THOMAS E	4800 KELLY BLVD	ARLINGTON	TX	76012		
	125500	SALAS	JOSE	1405 NORTHWIND DR	IRVING	TX	75060-8616	(469) 583-0151	mar63@aol.com
	142481	SMITH	LLOYD F	7305 CIRCLE DR	IRVING	TX	75062-5126	(972) 754-2126	lsmith@att.net
	813065	SCOTT	MARVIN	PO BOX 70374	DALLAS	TX	75378-3771	(469) 731-4382	smarvin@aol.com
	111093	STEPHENS	THOMAS W	PO BOX 251184	DALLAS	TX	75202-1184	(214) 208-2017	twstephens@earthlink.net
	088017	VALE	JOSE	4108 LEMUEA F	IRVING	TX	75062-5126		
	088015	WILLIAMS	JOHN W	1807 WESTWOOD DR	DALLAS	TX	75211-9865		johnwilliams@aol.com
	104750	WOOD	FRANK E	314 EGGLEWOOD DR	KERRVILLE	TX	78028-6411	(214) 509-8822	knawood@yahoo.com
	060510	ZIMMER	LLOYD A	P O BOX 384	CHERRY	TX	75413-0386	(956) 379-4301	

* = Non-Voting Member

* = changes to member record since last Report

	PLM	Paid	Total Paid	Unpaid
Regular	37	14	52	1
Associate	3	4	4	0
Multiple	0	0	0	0
Total	37	18	56	1

DUES INFORMATION:

Amount Shown on Dues Notice: \$10.00

Amount Detachment Retains: \$10.00

DETACHMENT INFORMATION:

Detachment Contact Information Name: Felix Salinas

Email: mar63@aol.com

Phone: (469) 583-0151

Fax:

Fax to the Attention of:

Detachment Date: 05-14-2015

Detachment Date: 05-14-2015

Incorporation Date:

Incorporation Date:

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This is to certify that the above listed members are life members of the Capt. John Vancey Detachment.

Tony Schinnerer

Commandant

Jeff Fritz

Paymaster

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Activity Report

- The activity report that is submitted by the Sr. Vice Commandant. A monthly submission that has to be submitted and a copy maintained by the Adjutant
- The activity report consists of 3 Pages,
- The report can be downloaded from the department web page

[illegible]

All Forms are located on the web page

Web page location:

<http://texasmcl.org/forms-documents>

DEPARTMENT DOCUMENTS			
↓ Installation Report	↓ Death Notice	↓ Application for Membership	↓ Transmittal Form
↓ Charter Application	↓ Americanism Judging Criteria	↓ Americanism Cover Sheet	↓ Americanism Instructions
↓ Department Activity Award	↓ Department Activity Report	↓ Jr Vice Recruiting award	↓ Transfer Form
↓ National MCL Uniforms	↓ League Uniform for Dummies	↓ Texas By-Laws	↓ Scholarship Application
↓ Future - PLM Reports	↓ Marine of the Year	↓ Membership Renewal	↓ 4X6 Renewal Card
↓ Future	↓ Southern Div Marine of the Year	↓ Future	↓ Future



“Thank you for all you do”

Semper Fi