

88th Air Base Wing



Private Organizations

30 Sep 2010

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Integrity - Service - Excellence



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Overview



- **Definition of Private Organizations**
 - **Official**
 - **Small Unofficial Activities**
- **Guidance & Oversight**
- **Establishment**
- **Financial Requirements**
- **Operating Policy**
- **Logistical Support**
- **Dissolution**



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Private Organizations



- **Official Private Organizations**
 - Self sustaining groups
 - Set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government
 - Operate on installations with written consent of Installation Commander
- **Small Unofficial Activities**
 - Coffee funds, flower funds, sunshine funds, small operations
 - Maintain assets under \$1,000 per month for three (3) months
- **Booster Clubs fit into either category**



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Guidance & Oversight



- **AFI 34-223, *Private Organizations (PO) Program***
 - Mandatory compliance
- **HQ USAF/A1S – Issues guidance**
- **HQ AFSVA – Operational guidance**
 - Private Organization Guide – Jan 07
- **HQ AFMC/A1S – Ensures compliance**
- **Installation Commander**
 - Authorizes establishment and operation
 - Withdraws authorization
 - Authorized to eliminate duplication of services



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Guidance & Oversight (con't)



- **Installation Commander (con't)**
 - **Approves request for occasional fundraisers**
 - **May be delegated to MSG or FSS**
 - **Two (2) per quarter**
 - **Authorized to eliminate duplication of services**
 - **Designates FSS/CL to monitor and advise on PO and unofficial activity/organization activities**
 - **May delegate insurance waivers to MSG/CC (no further delegation)**
- **FSS Director**
 - **Monitors and administers PO Program**
 - **Monitors unofficial activities/organizations**



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Oversight & Guidance (con't)



- **FSS Resource Management**
 - Review POs annually IAW with AFI
 - Maintains Life-of-the Fund Files
 - Provide newly elected officers/treasurer guidance and training on installation requirements and procedures
 - Products available at <http://www.88thfss.com/> at the hyperlink “Private Organizations”
 - Maintain documents supporting establishment, operation, and dissolution of PO



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Establishment

- **Established as a PO when**
 - Assets exceed \$1,000 average over 3 months
- **Submit written constitution & by-laws to 88th FSS**
 - Address nature, function, objectives, membership eligibility, and source of income
 - Sample products available at *<http://www.88thfss.com>*
- **Required to update every two years or**
 - When a change in purpose, functions, or membership eligibility



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Financial Requirements



- **Identify Goals and Objectives for control of assets**
- **Use Financial budgets and statements**
 - **Not required for PO with \$5K or less annual assets, unless required by local leadership**
 - **Must prepare**
 - **Income and Expense Statement**
 - **Balance Sheet**
 - **Size and complexity of statements will vary depending on PO financial transactions**



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Operating Policy (con't)



- **POs request fundraisers through the 88th FSS/FSR**
 - **Forms are available on the 88th FSS website**
<http://www.88thfss.com/>
- **Each PO may have up to two (2) fundraisers per quarter**
- **In order to allow sufficient time to obtain necessary approvals, requests need to be submitted 30 days prior to the event**
 - **Submit requests to 88 FSS/CL, 88th FSS/DD, and 88MSG.FSS.Workflow@wpafb.af.mil**



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Operating Policy



- **POs will not use in title or letterhead any:**
 - Name, abbreviation or seal of Department of Defense (DoD)
 - DoD component, organizational unit or installation
 - Name or parts of the name of AF NAFI
- **Must prominently display disclaimer in print and electronic media (websites)**
 - “This is a private organization. It is not a part of the Department of Defense or any of its components and it have no governmental status”



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Operating Policy (con't)



- **Not authorized for PO or unofficial activity:**
 - **Sale of Alcoholic Beverages**
 - **Use of MWR Commercial Sponsorship**
 - **Solicitation on base / Off-base solicitation permitted**
 - **APF or NAF support**
- **Fund raisers are not authorized during the Combined Federal Campaign**
- **POs are not authorized to compete or duplicate AAFES or FSS**
- **Frequent or continuous resale is not authorized**
 - **Exceptions: Thrift Shop, AF Museum, & School/Sqd Memorabilia**



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Audit Requirements



Levels of Audit Review for Private Organizations

Gross Annual Revenue	Requirements
\$5K or more, but less than \$100K	<ul style="list-style-type: none">- Submit financial statements to the 88th FSR no later than 20 days following the PO's fiscal year
\$100K or more, but less than \$250K	<ul style="list-style-type: none">- Financial Review performed by an accountant- POs submit written review- Paid by PO
\$250K or more	<ul style="list-style-type: none">- Audit performed by CPA- Paid by PO- Conducted annually



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Logistical Support



- **POs must provide their own equipment, supplies, and other materials**
- **Government equipment may be loaned or rented**
 - **Must be in writing – maintained in Life-of-Fund files**
 - **Use of official email, mail, computers, copiers, etc. is prohibited**
- **Government may provide occasional meeting space**
 - **Exclusive use of meeting space/building requires special approval**
 - **PO responsible for utilities**
 - **PO pays additional to janitorial or maintenance costs**



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Dissolution



- **POs must notify 88th FSS upon**
 - **Change in officers**
 - **Dissolution**
- **Upon dissolution**
 - **Pay all debt and liabilities**
 - **Disburse any assets**
 - **As determined by membership and**
 - **As outlined in constitution and bylaws**