



Veterans of Foreign Wars - POST 10420

Physical Address: A4359 US-17 N Murrells Inlet, SC 29576

Phone: +1 (843) 651-6900

Mailing Address: VFW POST 10420 P.O. BOX 308 Murrells Inlet, SC 29576

Facebook: <https://www.facebook.com/vfw10420/>

Website: www.vfw10420.org



Operating Collaboration

Information & Process



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Safety Briefing - Best Practices

General Awareness

- Stay alert and aware of your surroundings at all times.
- Report any suspicious behaviour or unsafe conditions to a Post officer immediately.
- Look out for fellow members and guests, especially during busy events.

Social Areas

- Act responsibly and respectfully in all social areas.
- Monitor alcohol consumption and intervene early if a situation appears to be escalating.
- Ensure walkways remain clear to prevent slips, trips, and falls.

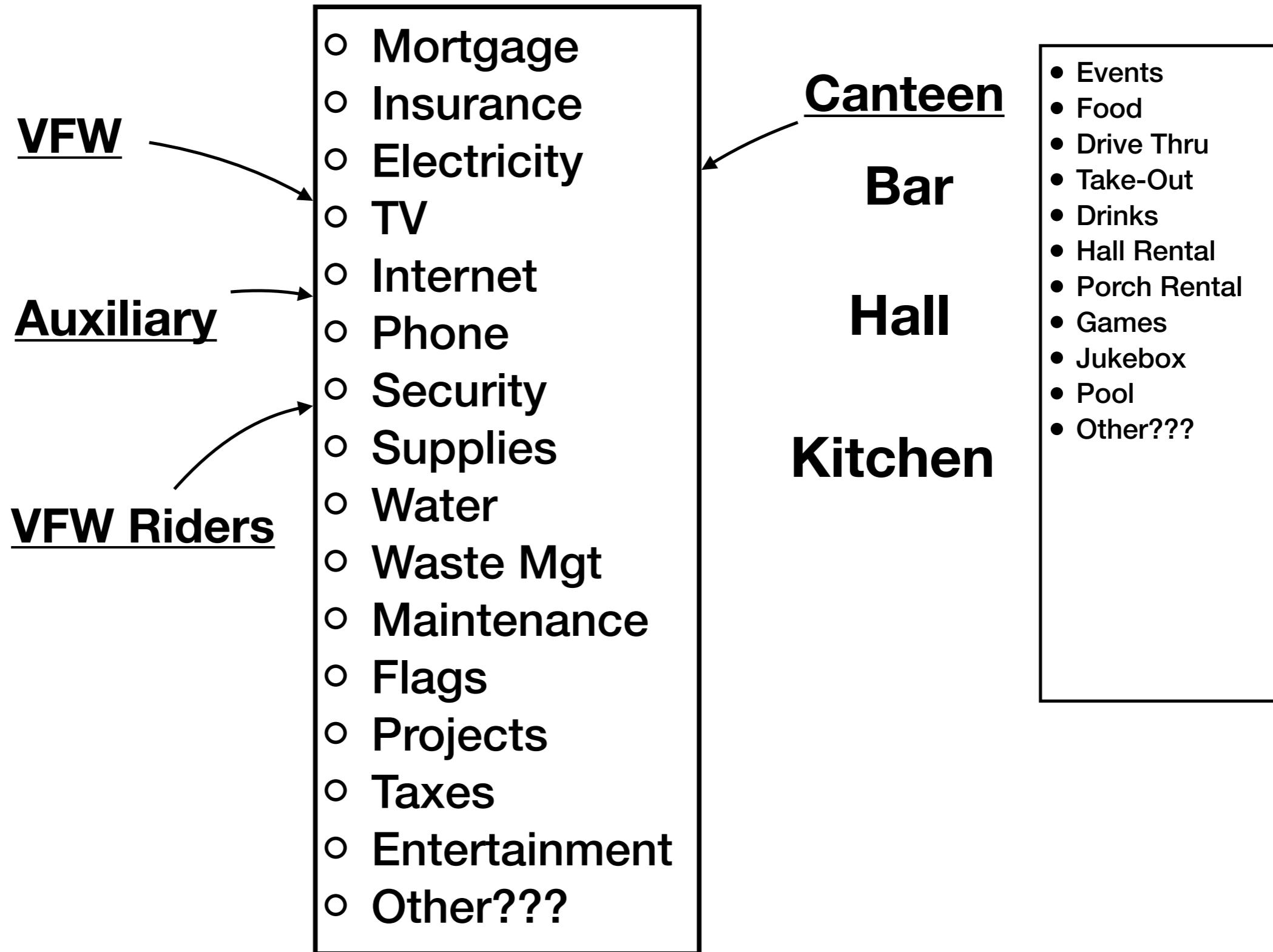
Building Facilities

- Know the locations of exits, fire extinguishers, and first-aid kits.
- Report spills, damaged equipment, lighting issues, or other hazards as soon as they are noticed.
- Follow posted safety signage and comply with all facility rules.

VFW Post 10420 Business Organization

POST 10420 Operations

- Donations
- 50/50
- Raffles
- Community Service
- Membership
- Gov Grants
- Fundraisers
- Relief Fund
- Iraqi Memorial Fund
- Poppy Drives
- Other???



Establishing Cost Centers - Convert to Profit Centers

Cost Centers

1. Post
2. Canteen
3. Hall
4. Kitchen

Process:

1. Identify Costs = Savings Opportunities
2. Evaluate Costs > Benefits or Trade-Offs
3. Assess Performance > Accountability
4. Facilitate = Best Practices

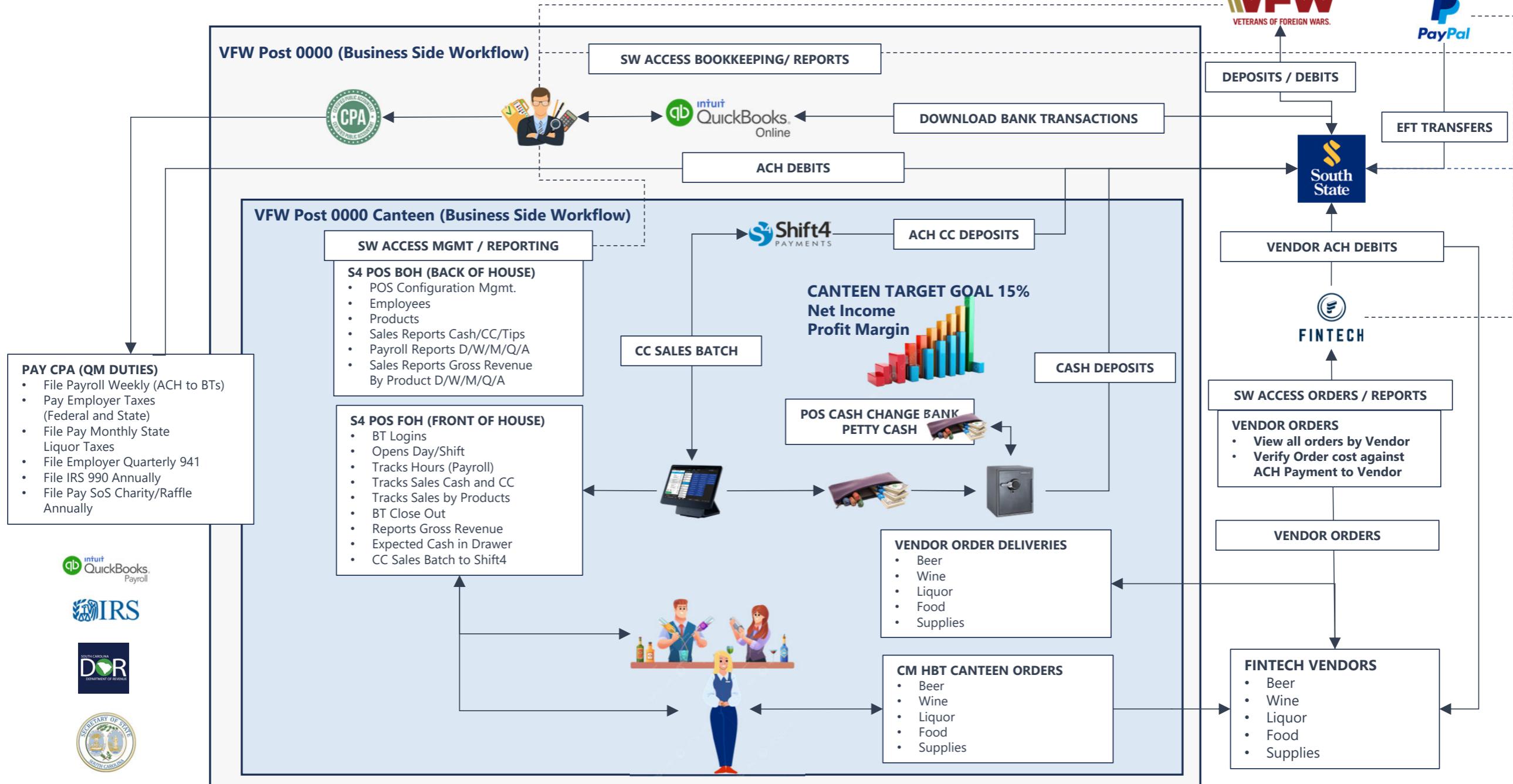
Operations & Process:

1. Identify processes for each cost center > SOP creation
2. Evaluate Processes > Add/Change/Improve
3. Implement > Add/Change/Improvement
4. Assess Performance > Accountability
5. Facilitate > Best Practices
6. Complete > SOP Documentation

VFW Post 0000 Financial Workflow Processes and Reporting

MEMBERSHIP OMS

PAVERS / GOLF
ONLINE CC SALES



QM MONTHLY REPORTS TO OFFICERS / TRUSTEES

- Bank Account Statements
- Account Reconciliation Reports
- Quartermaster Report
- Cash Assets Balances Report
- Profit & Loss Statement
- Canteen Sales Report POS (Financials)
- Post / Canteen Net Income Profit Margin Report

• Post / Canteen Net Income Profit Margin **Q3 QUARTERLY REPORTS TO STATE ON**

• Trustees Audit Report

QM MONTHLY REPORTS TO MEMBERSHIP

- Cash Assets Balances Report
- Profit & Loss Statement
- Canteen Sales Report POS (Financials)
- Post / Canteen Net Income Profit Margin Report