

Financial Liaison

Cheat Sheet

Terms To Know

1. **RSO** – Religious Support Office – The Garrison Directorate that coordinates, supervises, and sustains community Wide religious support (Chapel services, auxiliaries, etc.)
2. **Chapel Funds Manager** – The NCO in charge of the RSO.
3. **DRE** (Director of Religious Education) or **REC** (Religious Education Coordinator) – Sometimes Bible study materials can be purchased with appropriated funds through this person.
4. **CMRP** – Command Master Religious Plan
5. **AF** - Appropriated Funds– Come straight from the Government, the military branch. – used for
 - a. **statutory** (required by law) ministry needs
 - b. **essential** (Commander deemed) ministry needs
6. **NAF** - Non-appropriated funds – Funds from tithes, offerings, and gifts. The most common source of PWOC funds.
7. **CTOF** – Chapel Tithes and Offering Fund
8. **Designated Offering** -
 - a. Collected for specific purpose.
 - b. Local installations may also request a designated offering for their PWOC.
9. **POR** – Purchase Order Request – Request for use of funds that needs to be approved by a Chaplain.
10. **PO** – Purchase Order – piece of paper(printed or electronic)that promises the Funds Office will pay for goods and services ordered. All purchases begin with a **POR**.
11. **CPBAC** – Chapel Program Advisory Committee – meetings cover CTOF for a pre-established time, and may include appropriated funds decisions as well. Installations may or may not have this in place! It is important to find out if one is in place as you (or the President) may be a voting member on the committee.



Good Questions To Ask

1. What is the process for collecting funds/spending funds?
2. Are there ways in which PWOC can generate income?
3. Are we permitted to collect an offering at PWOC? If so, will it all go to PWOC or the general fund?
4. Is there a requirement for women to pay(or pay a portion) for study books?
5. Are there restrictions/policies in place for retreats, conferences,(buy-in requirements for attendees)?
6. What is the policy for contracts(for retreat locations)?
7. If PWOC has a major facilities request, what steps does PWOC need to take?
8. How much time is needed for approving PORs and to whom do they get sent?
9. Are there any dates that you need to be aware of ahead of time (deadlines, calendar events, office closures, etc.)?

Budget

It is important to be in good relationship with the Chaplain's office(RSO) in operation and budget. Consider stewardship - realistic amounts in mind – look for ways to cut costs.

***Some best practices for establishing a budget*

1. Gather all relevant information
 - a. from last year's records(AARs, Board/financial reports, etc.)
 - b. for this year
 - c. estimated expenses for the year from each board member
 - d. Schedule an appointment with the Funds Manager to discuss current balances and practices
2. Prioritize expenses and compile budget
3. Consider budgeting by quarter or semester (summer, fall, spring, etc.)
4. Submit budget to President, then Board, then PWOC Chaplain for approval
5. PWOC means of financial support
 - a. CTOF – funding decided by installation/garrison Chaplain
 - b. PWOC – weekly offering
 - c. Special donations – Establishments/ small businesses giving scholarship from organizations – monies treated as a donation to offering
 - d. Appropriated Funds
 - e. Designated Offerings
6. Benefits to planning for both semesters at once
 - a. Budget requirements may need to be in early rather than later to the CPBAC
 - b. Shipping estimates
 - c. Problems with orders may be dealt with early
 - d. Problems with financing may be dealt with early

Important information Sharing

**information regarding finances is important to share with the PWOC body.*

1. How much it takes to run PWOC each week(childcare expenses, supplies, etc.)
2. The connection between the Installation Chaplain's Office(RSO) and PWOC
3. What percentage of their offering goes to PWOC
4. How we receive funding