

Veterans Home of California at Yountville
ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES
1 June, 2009

Policy No.	06-0125
Subject	MWRF Advisory Committee
Adopted	6/1/09
Revised	3/12/14

1. Charge: The Morale, Welfare and Recreation Fund (MWRF) Advisory Committee, in cooperation with the Administration, is charged with the following responsibilities:

- a. Monitor on a regular basis MWRF income and expense in regard to the requirements of the California Military and Veterans Code Section 1047 and its parts.
- b. Review MWRF budget preparation and accounting, including all components of revenues and expenses.
- c. On a regular monthly basis take part in the preparation of the annual member helper budget and continuously monitor its administration.
- d. Regularly report at not over three month intervals on MWRF activities to the Allied Council.
- e. Establish and maintain funds adequate to provide for the MWRF activities.
- f. As necessary, establish and maintain an investment committee to invest and distribute surplus funds.
- g. Assure that the assets of the Morale, Welfare and Recreation Fund are used solely to enhance the quality of life for Home members.

2. Membership:

- a. **Voting Members:** The Committee's voting members shall be a Chair, a Vice-Chair and five additional Home members. In selecting members of the MWRF Advisory Committee, the Council Chair shall determine that they have had office management experience and personnel skills, including accounting knowledge, computer skills and personal communication ability.

b. Ex-officio, Non-voting Members: The following persons shall be ex-officio, non-voting, members of the committee.

the Home Chief Financial Officer,
the Home Member Advocate,
the Home Member-Helper Office Representative,
the Home Allied Council Chair and Vice-Chair.

3. Meetings: The Committee shall meet as often as necessary to carry out its duties, meeting at least monthly at the call of the Chair. Any two voting members may, with notice to all other voting and non-voting members, call a meeting.

a. Quorum: A quorum shall consist of four voting members.

b. Committee Actions: All matters before the Committee will be introduced by a motion, seconded and approved by majority vote. All actions taken will be recorded in the minutes and these minutes will be distributed to all Committee members, all Allied Council members and the Administrator.

4. Budget Preparation: With the assistance of the Home Chief Financial Officer, the Committee shall adhere to the following schedule:

1. By public notice, not later than March 1st the committee shall issue request for any Home Member to submit proposed expenditures of any MWR funds to the committee for its consideration. If the committee endorses said proposal it will convey said proposal to the appropriate serviceCheif to be included in their budget request.
2. Mail budget request letters to MWRF participants no later than March 20th,
3. Request replies by April 5th,
4. Consolidate requests by April 15th, and
5. Review requests and recommend approval/disapproval of the requests to the Administrator in the form of a proposed budget submitted no later May 5th of each year.

a. Final Budget: The committee shall meet with the Administrator to discuss any changes made by her/him prior to submitting the final budget to the Secretary CDVA. If a majority of the Committee does not concur with any of the Administrator's recommendations to the Secretary, they shall prepare a letter to the Administrator expressing their opinion. This letter shall be included in the presentation to the Secretary and the MWRF Chair may participate in the presentation to the Secretary CDVA prior to his/her final review of the budget.

5. Reporting: The MWRF Committee shall report each month to the Allied Council on activities of the Home pursuant to Sections 1047-1050 of the Military and Veterans Code of the State of California. (See copy in Allied Council Operations Manual, General)

History:

<i>Motion</i>	<i>Passed</i>	<i>Description</i>
<i>Original</i>	<i>06/01/09</i>	<i>Original document</i>
<i>Rev.#1</i>	<i>03/12/2014</i>	<i>line 1 item f. Line 4,</i>