

AMVETS Career Center
Post Career Center Financial Report
Instructions

Definitions

1. ACC Contract. This is the 85% amount that is returned to the post each month.
2. Rent. This is a fixed amount that should match the amount for rent listed in your post's contract with AMVETS Career Center, Inc. If this amount needs to be changed, a contract modification letter should be submitted to George Ondick, State HQ, for approval.
3. Utilities. Generally, a percentage of the post's utility costs.
4. Advertising. Any expenses incurred to advertise the post career center, including newspaper ads, post newsletters, posters or participation in publicity events such as job fairs and community events.
5. Renovations. Any remodeling or renovation work in or surrounding the post that directly supports the operation of the post career center.
6. Wages. Wages and benefits of individuals who provide work in direct support of the post career center.
7. Training. Any costs associated with training services provided to vets through the use of the post's 85% funds. Examples:
 - a. Expenses directly connected to the delivery of training at the post career center, including the hiring of instructors or the purchase of training materials.
 - b. Assistance provided to vets who are involved in training programs. This assistance could include books or supplies, uniforms, lab equipment or tuition assistance.
 - c. Note: Expenses related to the training of coaches are administrative costs and should not be included under training. Example: Expenses related to the travel to regional coach training workshops are administrative expenses. However, any training that a coach participates in that is not coach-related (e.g. a small engine repair course offered by a post) is a training expense.
8. Support Services. Costs associated with support services provided to a vet that help him/her overcome barriers to employment success. These expenses are paid from the post's 85% funds. Examples: food or rent assistance, car repairs, tools, safety shoes are appropriate support services.
9. Travel. Costs associated with travel that is directly related to the operation of the post career center. This includes expenses related to transportation, lodging and meals. These funds are paid from the 85% funds.
10. Administrative. Any expenses that do not fit any of the other categories. This can include a savings/checking account to hold surplus funds, a petty cash fund to purchase small items for which you do not have a receipt or training expenses for coaches. It also can include rent and utilities for any use of post facilities other than that contracted for with AMVETS Career Center, Inc. Example: a concealed carry class is held in the post's banquet hall. Rent and utility expenses incurred during the delivery of the class may be charged to administrative expenses.
11. Non-Vet Training. Income earned by the post career center from the delivery of career center services to non-vets. This does not include the \$50. per course paid to AMVETS Career Center, Inc. for Mindleaders courses.

12. Ending Balance. Your ACC Contract dollars (the 85% funds), less everything listed under “Monthly Expenses” except Non-Vet Training. At the end of each month, the ending balance should be zero.

Completing the Post Career Center Financial Report

1. Open the files “Post Career Center Financial Report and “Post Career Center Financial Report_Sample in Excel. If you are filling out the report by hand, print the Post Career Center Financial Report and “Post Career Center Financial Report_Sample .PDF files.
2. In the upper left box, replace the ### with the post number.
 - a. Sample: Post 999
3. For ACC Contract, enter the amount of the 85% funds returned to you for the reporting month. Note that this amount accumulates into the right hand column. Note also that this amount also appears under Ending Balance for the reporting month.
 - a. Sample: \$5,000 for July
4. For Rent, enter the amount of rent for which you have contracted with AMVETS Career Center, Inc. Note that the Ending Balance is reduced by the amount of the rent paid.
 - a. Sample: \$3,000 for July; Ending Balance would be \$2,000.
5. Repeat for Utilities, Advertising, Renovations, Wages, Training, Support Services, and Travel. Note that for each expense, the amount accumulates into the right hand column. Note also that for each expense, the Ending Balance is reduced by that amount. Samples:
 - a. Utilities: \$150 for July; Ending Balance would be \$1,850.
 - b. Advertising: \$75 for July; Ending Balance would be \$1,775.
 - c. Renovations: \$200 for July; Ending Balance would be \$1,575.
 - d. Wages: \$300 for July; Ending Balance would be \$1,275.
 - e. Training: \$500 for July; Ending Balance would be \$775.
 - f. Support Services: \$125 for July, Ending Balance would be \$650.
 - g. Travel: \$50 for July; Ending Balance would be \$600.
6. Look at the Ending Balance for the month and enter this amount under Administrative expenses. Note that the Ending Balance is now zero.
Sample: Ending Balance for July would be \$600. Enter \$600 under Administrative expenses to reduce Ending Balance to zero.
7. For Non-Vet Training, enter any income the post has received for the delivery of career center services to non-vets. Note that this amount has no impact upon the Ending Balance.
8. In the notes section, add any additional info you want to share.
9. Enter the name of the finance officer, career center supervisor, or the name of the person who completed the report.
10. Enter the date and phone number
11. Save the file.
12. Submit the report by the 15th of the month following the reporting month. You currently have three options for submitting your monthly report:
 - a. You may fill in the Excel file and email the entire file to Randi Wolfe at State HQ - rwolfe@ohamvets.org
 - b. You may fill in the Excel file, print the report and fax it to 614-431-6991
 - c. You may print the .pdf file, fill it in by hand and fax it to 614-431-6991