

COSTA MESA 1<sup>ST</sup> BATTALION-5<sup>TH</sup> MARINE REGIMENT  
Support Group

**THE ORGANIZATION AND MISSION**

The Costa Mesa 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment Support Group was created to render support and assistance to the men and women of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment. That support and assistance can be in the form of financial or service assistance to those men and woman at home or abroad. Specific forms of support and assistance will be determined after close consultation between the office of the Commanding Officer 1<sup>st</sup> Battalion of the 5<sup>th</sup> Marine Regiment and the members of the governing Board of the Costa Mesa 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment Support Group. It is hoped that by providing support and assistance, the morale of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment will be maintained at the highest possible level.

The Costa Mesa 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment Support Group Board of Directors will be selected so as to represent a broad cross section of both the Public and Private Sectors of the City to insure a broad-based support for this effort by the greater-Costa Mesa community. The charge of the Board of Directors will be that of playing an active and participatory role in the administration and fund raising activities which will be necessary to deliver the level of care and support the battalion, families and dependants might need when deployed or aboard Camp Pendleton. Those programs that provide assistance and support to the men and women of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment will be developed annually as part of the annual budget process.

As a result of the aforementioned, it is hoped that those activities that will be implemented to provide support and assistance will encourage mutually beneficial interaction between the community of Costa Mesa and the marines, sailors, and families of The 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment in order to render such support and also create strong and lasting ties between the regiment and the

residents of Costa Mesa. This will include a partnership with the Costa Mesa Community Foundation.

## **BUDGET PROCESS**

In the last quarter of every calendar year, the Board of Directors will work to create a budgetary plan for the coming calendar year. The treasurer will maintain the financial statements of the Organization on a monthly basis.

As part of the annual budget process, the Board of Directors will identify and implement a program of service to provide for the support and assistance to the men and women of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment. This program or service will identify specific events and on-going programs as well as the estimated financial needs associated with each. The Board will also identify a series of fund raising events to generate sufficient cash to pay for the program of service identified in the budget process. In order to insure the ongoing financial viability of the Costa Mesa 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment Support Group, the Board of Directors will make every effort to adopt an annual budget that operates with a budget surplus.

The Board of Directors will plan to and make every effort to insure that a sufficient opening fund balance is maintained as well as an on-going fund balance throughout the year to insure that a necessary level of cash is held on hand to satisfy any debts as well as the on-going cash flow needs of the organization. The prior years ending fund balance will serve to be the opening fund balance for the coming year.

### **Revenue**

The Board of Directors will identify and implement a series of community-based fund raising activities in order to garner the necessary funding to provide for the on-going support and assistance programs identified by the Board of Directors. These

fund raising activities will be identified and the estimated revenue associated for each will be identified as part of the time phased budget for that calendar year. The Board of Directors will also endeavor to seek out charitable donations that can be utilized to implement the mission of the Organization.

The aforementioned fund raising activities will be made up of community-based events that might include, but not limited to, gala dinners, wine tastings, auctions, golf tournaments, motorcycle rides, car washes, bake sales, benefit concerts and other such events as approved by the Board as part of its budget process.

All funds will be maintained in an interest bearing account at a Costa Mesa bank that provides FDIC insurance for deposits. A portion of these funds will be transferred to the appropriate checking account to allow for the timely transfer of funds to pay for the expenses of the organization. The Treasurer will endeavor to insure that an appropriate level of funds are maintained in the interest bearing savings account to garner an optimal level of interest for those funds held on deposit.

## **Expenditures**

As previously mentioned, the Board of Directors will identify and implement a program of service to provide for the support and assistance to the men and women of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment. This program or service will identify specific events and on-going programs as well as the estimated financial needs associated with each. A core program of service will be identified as part of the annual budget process. This core program will also identify specific programs and events in a time phased manner.

The Board of Directors will also identify the reasonable annualized costs for the operational expenses to support the Mission of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment Support Group in its endeavor as well as those administrative overhead costs that are found to be reasonable and acceptable by the Board. These costs will also be

identified and time phased as part of the budget process to insure for the on-going cash flow needs of the organization.

### **Annual Audit of Funds**

In the final quarter of each calendar year, the Treasurer will work to retain the services of a local Certified Public Accountant (CPA) to review the past years financial statements as well as to review the year-end closing statements. The Treasurer will make a recommendation to the Board of Directors, and the Board will retain the services of a CPA to review the past years financial statements as well as to review the year-end closing statements. A majority vote of the Board will be required to approve the selection of the CPA.

After reviewing the financial records of the Organization, the CPA will prepare a summary of the Organization's financial position as well as provide an opinion as to the Organization's accounting practices and financial position for the past year. After reviewing this report, the Board will have the ability to make any adjustments to the Organization's operating budget or financial practices to insure compliance with any and all laws as well as cash flow requirements.

### **Financial Plan to Insure Long-Term Viability**

The Board has planned for a conservative approach towards generating funds to allow for the long-term ability to render support and assistance to the men and women of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment. The Board will develop a plan for providing a sustained level of support to the men and women of the 1<sup>st</sup> Battalion 5<sup>th</sup> Marine Regiment over the next five (5) years, by having a series of fund-raising events