

Annual Review Requirements

The FSS Resource Management office is tasked with tracking all private organizations that operate on Keesler AFB. To do so, per AFI 34-223, Resource Management must maintain a file on each PO and review each file annually to ensure compliance with regulations. The following items are to be maintained in each PO file and are collected (electronically) by the Resource Management office:

- As a minimum, files must contain:

1. Constitution and Bylaws (Signed by TRW/CC or MSG/CC if delegated)
2. Revalidation letters showing dates of review signed by the TRW/CC or MSG/CC if delegated. (Constitution and Bylaws must be revalidated every two years or when changes occur, whichever comes first)
3. Financial statements/reviews (templates provided, submitted monthly or quarterly)
 - Proposed Budget
 - Balance Sheet
 - Income and Expense Statement
 - Statement of Cash Position
4. Audit Reports (if applicable, AFI 34-223, 10.7)
5. Meeting Minutes (submitted after each meeting)
6. Proof of Required Insurance or Appropriate Waiver (Signed by TRW/CC or MSG/CC if delegated)
7. Current List of Officers (must be resubmitted when changes occur)
8. Tax Exempt Approval from the IRS (if applicable, for questions on tax exempt status contact 81 TRW/JA)
9. Other documents required by MAJCOM and/or Installation Commander and approved waivers