



# CANTEEN OPERATIONS

## SECTION 709 Canteen Operations

- »Duties of Commander
- »Duties of Quartermaster
- »Duties of Trustees
- »Duties of House Committee

# STATEMENT OF POLICY

- First and foremost consideration of Posts shall be to the objects of the VFW which are fraternal, patriotic, historical, charitable, and educational.
- Operation, management and control of Canteens are not provided for in our National By-Laws or Manual of Procedure.

# DUTIES OF POST COMMANDER

- Provide Leadership
- Help set Canteen Goals
- Teamwork with House Committee
- Knowledge in Canteen Operations
- Knowledge of Profit & Loss
- Compliance and Enforcement of Federal, State, County & City Ordinances and Regulations

# DUTIES OF QUARTERMASTER

- Understand Canteen Operations
- Keep accurate Canteen Records
- Receive and deposit all funds from Canteen
- Disburse funds only when authorized
- Work together with House Committee
- Inform membership of status of Canteen regarding Profit or Loss

# DUTIES OF QUARTERMASTER

- Makes the necessary Federal and State reports and payments for withholding taxes, Social Security and Unemployment Compensation.

# DUTIES OF TRUSTEES

- Understand the opening/closing of Canteen operations
- Check to see all payments are accurate to invoices or other bills
- Work with Canteen Manager regarding monthly inventory

# HOUSE COMMITTEE

- Functions only in a Post which operates a Post Canteen.
- Members may be selected in anyway the Post determines (Elected/Appointed).
- Members should serve staggered terms, on the order of Post Trustees.
- Composition should be laid out in the Post By-Laws.

# DUTIES OF HOUSE COMMITTEE

- Hires all employees, set their salaries, and issue necessary instructions and orders to the Canteen Manager.
- Usually have the authority to suspend or discharge the Canteen Manager or any employee for good and sufficient cause.
- Authority to suspend the Canteen privileges of any member/guest who violate the rules.
- Enforce through the Canteen Manager, rules of decorum and behavior.



# DUTIES OF HOUSE COMMITTEE

- The House Committee meets at least once a month, prior to the Post meeting, for the purpose of discussing problems, taking inventory, studying financial reports and in general, acting as an advisory, supervisory and disciplinary board.

# DUTIES OF HOUSE COMMITTEE

- Cannot make or enforce any rules contrary to the rules of the Department, public law, or the lawful instructions of the Post.
- Committee is directly responsible to the Post floor and makes its reports to the Post at monthly meetings.
- Refusal to comply is grounds for removal of any or all members of the Committee.

# CANTEEN MANAGER

- Responsible to the House Committee for:
  - Management of the Canteen
  - Supervising employees/volunteers
  - Enforcing rules
  - Accountable for receipts and expenditures
- Makes reports to the Post Quartermaster and to the House Committee

# TO BE PROFITABLE

- Control pricing/portioning of beverages
- Using Volunteers
- Active support by VFW Post Members, Auxiliary and Guests
- Actively renting of Hall
- Conduct Post Fundraiser/Events
- Streamline Hours of Operation

# COMMON CAUSES OF LOW PROFITS

- Cost to pay for full time Manager or Employees
- Poorly set Business Hours
- Not charging enough/over pouring of drinks
- Purchasing individual bottles vs. case
- Not renting the hall
- Free drinks (Illegal)
- Embezzlement
- Ringing up of sales/end of shift shortages

# IMPROVE PROFIT

- Adjust Pour Amount/Drink Pricing
- Adjust Operational Hours
- Train to Standards (SOP)
- Follow-up/Evaluation
- Monthly Report (P & L)

# MONTHLY REPORT OF PROFIT & LOST

- P & L monthly summary prepared by Canteen Manager
- Report given at the end of the month to House Committee
- Report then given to Quartermaster
- Reported by Quartermaster at the next Post meeting

# CANTEEN OPERATIONS

- Bartenders daily log used & reviewed by?
- Register Tapes saved daily and recorded?
- Deposits done daily, weekly?
- Separate deposits itemized for Canteen sales.
- Canteen inventory done Monthly?
- Canteen P & L reported Monthly by Canteen Mgr?
- Canteen income and expenses are recorded on a designated column in ledger or similar?
- Fed & State Withholding? EDD? Sales Taxes?



# CANTEEN REGISTER

- Daily Z out of cash register nightly
- Bartender to complete Closeout Form
- Attach Daily Z out slip to Bartenders daily Closeout Form
- Verify closeout form \$\$ amount with Z closeout slip \$\$ amount
- Keep all Z out tapes on file
- Have a Cash Register with Continuous Grand Totals

# CANTEEN INVENTORY

- Should be taken monthly
- Done by Canteen Manager
- A Trustee will assist
- Inventory from Canteen and Storage
- Only have enough inventory to operate; don't over purchase

# SUMMARY

It must be remembered that the VFW itself is supreme in any dispute. The Department rules and Post By-Laws and Canteen rules outline the way the Post and the Canteen must be operated. The Post, in all cases, is above the canteen. The canteen is merely an activity of the Post and must be treated as such.

# QUESTION & ANSWERS



# DISTRICT CONTACT INFORMATION

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WE APPRECIATE YOUR  
PARTICIPATION!



**THANK YOU**

