



Treasurer's Stuff

November 2024



AUDIT DUE BY END OF THE MONTH

Trustees—Treasurers—Secretaries...The Third Quarter Audit, covering the months of July, August and September, should have been completed by October 31. Then in November the Trustees make a report at their regular Auxiliary meeting. Then the Trustee, who completed the Audit, should make a motion and second that the Auxiliary accept the Audit as reported in the meeting. After the Auxiliary passes the motion, then the Audit is sent to me by November 30.

Treasurers and Secretaries should not be the ones to make or second a motion to accept the Audit that was reported at your meeting. The Trustees that performed the Audit should be the ones that make the motion and second for acceptance of the Audit Report that was given to their Auxiliary membership.

When sending your Audit, please adhere to the guidelines that have been provided for you in the Conference Material and also in the September Promotion. I am asking that each Auxiliary as part of reporting their Audit to me provide the Checklist along with the actual audit, Treasurer's Reconciliation and the Complete last bank statement of the quarter. After the Trustees complete the Audit Each Trustee or Trustee Pro-Tem should sign with name and Trustee Number or Trustee Pro-Tem on the following documents:

- Audit Form.
- Treasurer's Book or printout—Last page of each month audited.
- Secretary's Record book or print out—Last page of each month audited.
- Checkbook-At the place where the last check, during the audit period, was written.
- Most current Bank Statement of the Quarter or Audit period.
- Treasurer's Bank Reconciliation.

The reason for the checklist is to aid you when sending your Audit to me. Many times I am not receiving all the components needed. If you are following the checklist you will be sending everything required.

PRESENTATION OF BILLS

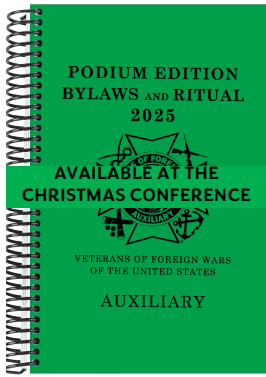
How many of you know that the Presentation of any Bills, at your Auxiliary meeting is presented by the Auxiliary Secretary? It is the responsibility of the Auxiliary Secretary to read, present, any bills brought before your Auxiliary. No matter if the bill is given to the President or the Treasurer, they should be giving the bills to the Secretary to be read at the proper time during your Auxiliary meeting.

Once the bills are read by the Secretary, the Secretary will give the bills presented to the Conductor who will give the bills to the Trustees for them to examine. Your Auxiliary should have provided by way of a passed motion or Standing Rules a provision for the Treasurer to cut a check for payment for the particular activity—event—program, etc. The Trustees once they examine and determine the items listed are for the purpose indicated and have stayed within the parameters of the passed motion or Standing Rule should sign off on the bill along with a date (The President does not have to wait on the Trustees to examine the bills. The meeting can move along while the Trustees are fulfilling their responsibilities.). Keep in mind, that Auxiliary members should not be presenting bills assuming that the Auxiliary will pay them. Auxiliary Officer, Chairman and members when working on an event-program-activity for the Auxiliary should anticipate expenses and in most cases get approval for expenses before they go out and spend money. No motion for the expenditure of funds should be open-ended. If you don't know what the exact expenses will be for your project, then you can estimate an amount, or use the clause "not to exceed" a certain amount.

Before the meeting ends, the President should ask for "Report of Trustees and Action Thereon". This is point in your Auxiliary meeting where the Trustees report on the bills they have examine and recommend payment or recommend nonpayment with a reason.

990's are DUE

Treasurers...November 15th is fast approaching. If you have not completed your 990, please do so immediately. Failure to do so can affect our Tax Exempt Status with the Internal Revenue Service. If you would like me to complete for you, please do not wait until the last minute to request that I do it for you. 990s **that I do** for Auxiliaries have been completed and a copy given to each Auxiliary and District Treasurer. If you did not receive your copy please reach out to me.



RESERVE YOUR 2025 PODIUM EDITION

I have ordered 250 Podium Editions and I should have them by the Christmas Conference. Please let me know how many your Auxiliary will want to purchase. They will be \$7.50 each if picked up at the Christmas Conference. If mailing to you shipping will be added. You can order your own from the VFW Store. If ordered directly from the VFW Store they will cost \$8.50 plus shipping.

The free Electronic copy is now available for free Member Resources in MALTA.

VFW NATIONAL HOME KITCHEN FUND

The Department Auxiliary jointly with the Department of Maryland VFW are raising funds to renovate the Kitchen in the Maryland House at the VFW National Home. If your Auxiliary wishes to help support the efforts to renovate the kitchen, funds can be sent to the me, the check should be made payable to the Department and clearly earmarked National Home Kitchen Fund or NHKF.

CYNTHIA FOR VFW NATIONAL AUXILIARY GUARD

The Council of Administration voted to support and endorse our own Cynthia Davis for the High Office of National Guard. Running a successful campaign requires resources, and we are humbly asking for your financial support to help our Department and Cynthia achieve this goal. Your generous contribution will enable us to reach more members and share Cynthia's vision. Every donation, no matter the size, will make a significant difference in our campaign. Together with your support we can make a positive impact. Donations can be made payable to the Department of Maryland VFW Auxiliary, earmarked "National Guard" and mailed to the me, Department Treasurer, Jackie Kimball, 1019 Queen Avenue, Salisbury, MD 21801.

ONE LAST THING!

There are some Auxiliaries who owe the Department money for the 2024 Convention Registration and 2024 School of Instruction. Also there are some Auxiliaries who have not sent in their Audit Report for the Quarter ending April—May—June 2024. **If these situations are not remedied immediately, I will be recommending to the Department President to put these Auxiliaries under suspension.** If you need help getting these things done please reach out to me. The last thing I want to do is to recommend suspension of any Auxiliary.



JACQUELYN KIMBALL, PDP

TREASURER

DEPARTMENT OF MARYLAND VFW AUXILIARY

1019 QUEEN AVENUE

SALISBURY MD 21801-2008

410-749-9511 (HOME)

410-219-3449 (FAX)

jackie.kimball@comcast.net (EMAIL)