



Please join me in welcoming Past Department President, Debbie Sturgis to the Department Financial Team, as the Assistant Department Treasurer. With Debbie joining the team, I am optimistic that I will be able to get caught up on tasks I have had to put on hold.

Please keep in mind that when Debbie contacts you about something, she is doing it on my behalf and my instruction. We both thank you for your cooperation and support.

QUARTERLY AUDIT REMINDER

The Auxiliary Audit covering **April, May, and June 2026** is due to the **Department Treasurer no later than August 31, 2026**.

A complete and accurate audit is an important part of good financial stewardship. Audits help ensure that Auxiliary funds are properly accounted for, records are accurate, and financial activity is transparent to the membership.

Before submitting your Audit, please make sure:

- The Audit has been completed and signed as required.
- **Audit Table Item #1, Treasurer's Book Balance Item #2, and Total Balanced Statement Item #3 all agree.**
- The **June bank statement** is included.
- The Treasurer's **June bank reconciliation** is included.

- Any bank statements containing **debit-card purchases** are included and have been reviewed, initialed, and dated by the Trustees.
- All copies are complete, clear, and readable.

Remember: **Accurate records today make tomorrow's audit easier.**

Please do not wait until the last minute. If you are having difficulty balancing your Audit or are unsure what documentation to submit, reach out for assistance before the deadline.

DEADLINE: AUGUST 31, 2026

If your Auxiliary or District appears on any of the lists below and you believe your Audit has already been submitted, please contact me so I can verify receipt. Otherwise, please make arrangements to complete and submit the Audit as soon as possible.

As of August 20, 2026 I have not received an Audit for the following auditing periods:

April 1, 2025 – June 30, 2026: 5627

July 1, 2025 – September 30, 2025: 3065 and 5627

October 1, 2025 – December 31, 2025: 3065 and 5627

January 1, 2026 – March 31, 2026: 3065 and 5627

April 1, 2026 – June 30, 2026 *Due by August 31, 2026: 194, 341, 1411, 2562, 2621, 3065, 5246, 5337, 5367, 5627, 5633, 7464, 7472, 8126, 8185, 8276, 8509, 8950, 9619, 10067, 10076, D-1, D-2, D-3, D-4, D-6, D-7, D-11, D-14, D-16

ANNUAL CALENDAR FUND RAISER

You may pick yours up from me at any of our upcoming events, or I will be happy to mail them to you. If you choose to have your calendar mailed, you will be responsible for the shipping cost.

Thank you for your support, and be sure to get yours while supplies last!



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410-219-3449 (Fax)

OUTSTANDING AUXILIARY TREASURER AWARD

★ ONE AWARD IN EACH OF THE SIX MEMBERSHIP DIVISIONS ★



The Department of Maryland VFW Auxiliary will recognize one Outstanding Auxiliary Treasurer in each of the six Membership Divisions at the Department Convention.

This award is designed to honor Auxiliary Treasurers who demonstrate accuracy, timeliness, organization, accountability, and faithful financial stewardship throughout the year.



SECRETARY & TREASURER WORKSHOP—10 Possible Points



Treasurer attended Training
July 18, 2026—10 PTS
August 9, 2026—10 PTS

MEMBERSHIP—30 Possible Points



100% in Paid Membership by July 31, 2026—30 PTS
100% in Paid Membership by October 31, 2026—10 PTS
100% in Paid Membership by December 31, 2026—5 PTS

BOND—10 Possible Points



Auxiliary bonded by July 31, 2026—10 PTS
Auxiliary bonded by August 31, 2026—5 PTS

AUDITS—30 Possible Points



- Quarter: April 1, 2026 thru June 30, 2026 Rec'd by Department Treasurer by August 31, 2026—10 PTS
- Quarter: April 1, 2026 thru June 30, 2026 Rec'd by Department Treasurer after August 31, 2026—5 PTS
- Quarter: July 1, 2026 thru Sept 30, 2026 Rec'd by Department Treasurer by November 30, 2026—10 PTS
- Quarter: July 1, 2026 thru Sept 30, 2026 Rec'd by Department Treasurer after November 30, 2026—5 PTS
- Quarter: Oct 1, 2026 thru Dec 30, 2026 Rec'd by Department Treasurer by February 28, 2027—10 PTS
- Quarter: Oct 1, 2026 thru Dec 30, 2026 Rec'd by Department Treasurer after February 28, 2027—5 PTS

990—10 Possible Points



990 Completed and Received by
Department Treasurer by
November 15, 2026—10 PTS

RECEIPT BOOK—10 Possible Points



Treasurer uses a receipt book
for all monies received—10 PTS

TREASURER'S REPORTS—30 Possible Points



- The Treasurer should submit one month per quarter indicated below of the Treasurer's Report to the Department Treasurer.
- July 2026 thru September 2026—10 PTS by October 31, 2026—after October 31, 2026 5 PTS
 - October 2026 thru December 2026—10 PTS by January 31, 2027—after January 31, 2027 5 PTS
 - January 2027 thru March 2027—10 PTS by April 15, 2027—after April 15, 2027 5 PTS

RELIEF FUND—10 Possible Points



Treasurer maintains
a working
Relief Fund—10 PTS

STATE OF MARYLAND ANNUAL REPORT formerly Personal Property—10 Possible Points



State of MD Annual
Report completed
and sent to
Department Treasurer
by April 15, 2027—10 PTS

COMMUNICATION—10 Possible Points



Responds to
Department
Treasurer request
in a timely
manner—10 PTS

★ TIEBREAKER TO BE DETERMINED BY DEPARTMENT TREASURER ★