



# **Treasurer Training**

## **New Year Housekeeping**

▶ Treasurer emails:

▶ [andersoncindy1109@gmail.com](mailto:andersoncindy1109@gmail.com)

▶ Personal

▶ [Codept.treasurer@gmail.com](mailto:Codept.treasurer@gmail.com)

▶ Auxiliary business

# Postage is up again \$0.73



# FORMS

- ▶ . Use the Colorado website for all Colorado forms
  - ▶ [VFWCO.ORG](http://VFWCO.ORG)

# DONATIONS

- ▶ The donation form on the website will work as a cheat sheet for the most common donations and will tell you where to send your donation and who to make the check to.
- ▶ Remember that some donations can be made through MALTA.

**Donation Form**

From: Auxiliary # \_\_\_\_\_

From: Auxiliary # \_\_\_\_\_

Send to: Cindy Anderson, VFW Auxiliary Dept. of CO  
8281 Clay St. Unit A  
Westminster, CO 80031

Send to: Cindy Anderson, VFW Auxiliary Dept. of CO  
8281 Clay St. Unit A  
Westminster, CO 80031

Date \_\_\_\_\_ Check # \_\_\_\_\_ Total Amt. \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_ Total Amt. \_\_\_\_\_

2024 – 2025

2024 – 2025

Dept. Hospital Donation \_\_\_\_\_  
Suggested amount \$.75/member

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Suggested amount \$.75/member

Hospital – VA Hospital and CLC Cheyenne \_\_\_\_\_  
Hospital - VA Hospital Denver \_\_\_\_\_  
Hospital – VA Hospital and CLC Grand Jct. \_\_\_\_\_  
Community Living Ctr. Fitzsimmons \_\_\_\_\_  
Community Living Ctr. Florence \_\_\_\_\_  
Community Living Ctr. Home Lake \_\_\_\_\_  
Community Living Ctr. Pueblo \_\_\_\_\_  
Community Living Ctr. Rifle \_\_\_\_\_  
Community Living Ctr. Walsenburg \_\_\_\_\_

Hospital – VA Hospital and CLC Cheyenne \_\_\_\_\_  
Hospital - VA Hospital Denver \_\_\_\_\_  
Hospital – VA Hospital and CLC Grand Jct. \_\_\_\_\_  
Community Living Ctr. Fitzsimmons \_\_\_\_\_  
Community Living Ctr. Florence \_\_\_\_\_  
Community Living Ctr. Home Lake \_\_\_\_\_  
Community Living Ctr. Pueblo \_\_\_\_\_  
Community Living Ctr. Rifle \_\_\_\_\_  
Community Living Ctr. Walsenburg \_\_\_\_\_

Dept. President Special Project \_\_\_\_\_  
The White Ribbon Project \_\_\_\_\_  
Other \_\_\_\_\_

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The White Ribbon Project \_\_\_\_\_  
Other \_\_\_\_\_

**Make above checks payable to VFW Auxiliary Dept. of CO**

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**OPTIONAL**

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Ralph Emerson/Jack Gulden Blood and Cancer Fund  
VFW Colorado Foundation  
Checks payable and Mail to VFW Dept. of Colorado  
1400 Carr St. Lakewood, CO 80214

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1400 Carr St Lakewood, CO 80214

**GIFTS**

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National Home Health and Happiness and any cancer donation  
Can be paid through MALTA or make and mail checks to VFW Auxiliary  
406 W 34<sup>th</sup> St 10<sup>th</sup> Floor Kansas City, MO 64111

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**VETERANS AND MILITARY SUPPORT**

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Includes: MAP, Unmet Needs, Natl Veterans Service  
Make check and Mail to: VFW National 406 W 34<sup>th</sup> St 9<sup>th</sup> Floor  
Kansas City MO 64111

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Make check and Mail to: VFW National 406 W 34<sup>th</sup> St 9<sup>th</sup> Floor  
Kansas City MO 64111

# DUES

- ▶ New Dues amounts for National and Department Annual Dues
- ▶ National            \$10.00
- ▶ Department        10.00
- ▶ Total                \$20.00

# Raising Auxiliary Dues

- ▶ If your Auxiliary votes to increase your dues, you must change the amount in MALTA.
- ▶ Treasurers can make this change.



# Membership Applications

- ▶ Who is responsible to make sure the applications are filled out correctly?
  - ▶ 1. The recruiter
  - ▶ 2. The members of the Investigating committee
  - ▶ 3. The Treasurer

- ▶ If you can't read it
  - ▶ I can't read it!

## Credit Card Payments

- ▶ Credit cards are only accepted for
  - ▶ Life memberships
- ▶ The proper amount of the life dues must be listed. The charge can only be processed for that amount.

- ▶ If the card belongs to someone who is not the applicant, the card owner must sign.
- ▶ All information must be filled out.

# Invoices from Department

- ▶ .Bonds
- ▶ .Dues Notices
- ▶ If the Treasurer requests that the bond be purchased through MALTA
  - ▶ or
- ▶ If the Treasurer has Department send their Dues Notices.
- ▶ You will receive an Invoice from the
  - ▶ Department

- ▶ Outstanding invoices must be paid in order for delegates to have voting rights at Convention.

## Dues Notices

- ▶ Department Standing Rules require the Department Treasurer to send dues notices for Auxiliaries unless the Auxiliary notifies the Department that they have sent their own notices.

- ▶ Please let me know if you have sent you dues notices. I have not heard from many Auxiliaries.
- ▶ You will be invoiced for postage only on any notices I send.



## 990N Returns

- ▶ 990N Returns are due by November 15 to the IRS.
- ▶ If you need help or want me to do the return for you, let me know ASAP
- ▶ There is no charge to do this return.



# ▶ QUESTIONS

# Trustees and Audits

- ▶ .Trustees can be elected for 1, 2, or 3 years.
- ▶ .If a Trustee resigns or needs to be replaced,
- ▶ .An election is held for the balance of the term that has been vacated.
- ▶ .Remaining Trustees do not move to a different position

- ▶ .The number 1 Trustee is the head Trustee. That person should set the audit time and site that is agreeable to the Treasurer, Secretary, President and the other Trustees.
- ▶ .It takes at least 2 Trustees to conduct an audit.
- ▶ .One Trustee can be a protem.

**Audit Report 2023 - 2024**

**Distribution of Receipts, Disbursements and Cash Balance by Fund**  
 Audits are to be completed by: **1<sup>st</sup> Qtr-April 30** (Jan 1 – March 31), **2<sup>nd</sup> Qtr-July 31** (Apr 1 – June 30), **3<sup>rd</sup> Qtr-October 31** (July 1 – Sept 30), **4<sup>th</sup> Qtr-January 31** (Oct 1 – Dec 31) Additional 30 days are allowed for audit to be accepted by auxiliary and sent to the Department Treasurer.  
 (If you have a Bingo/Raffle Account, please file a separate audit for that account)

VFW AUXILIARY TO POST                      DISTRICT                     

FOR THE PERIOD April 1, 2024 TO June 30, 2024

**\*\*Treasurer must have all bank statements, cancelled checks, savings account books, and ledger books available to audit committee\*\***

FUND	CASH BALANCE LAST REPORT	RECEIPTS	DISBURSEMENTS	CASH BALANCE THIS REPORT
1. Auxiliary General Fund	\$ <u>4301.36</u>	\$ <u>2086.84</u> <sup>(+)</sup>	\$ <u>1169.15</u> <sup>(=)</sup>	\$ <u>5219.05</u> <sup>(=)</sup>
2. Dept & Natl Dues	\$ <u>&lt;502.85&gt;</u>	\$ <u>&lt;155.00&gt;</u>	\$ <u>&lt;61.00&gt;</u>	\$ <u>&lt;596.85&gt;</u>
3. Auxiliary Relief Fund	\$ <u>&lt;770.24&gt;</u>	\$ <u>                    </u>	\$ <u>&lt;100.00&gt;</u>	\$ <u>&lt;670.24&gt;</u>
4. <u>National Home</u>	\$ <u>&lt;51.25&gt;</u>	\$ <u>                    </u>	\$ <u>&lt;21.50&gt;</u>	\$ <u>&lt;72.75&gt;</u>
5. <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>
6. <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>
7. <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>
8. TOTAL (Lines 1 thru 7)	\$ <u>4301.36</u>	\$ <u>2086.84</u>	\$ <u>1169.15</u>	\$ <u>5219.05*</u>
9. Savings Account or CD	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>0</u>
TOTAL BALANCE – All Funds including Savings Account (Line 8 + Line 9).....				\$ <u>5219.05</u>
Bank Balance as shown on Bank Statement.....				\$ <u>5219.05</u>
Plus, Deposits not shown on Bank Statement <u>629</u>		<u>862.02</u>	Total Amount \$	<u>862.02</u>
Less Outstanding Checks <u>1532-\$13</u> <u>1534 \$22</u> <u>1535 100.00</u> <u>1537 22.38</u>		<u>relief 1536 305.95</u>	Total Amount \$	<u>568.34</u>
TOTAL ADJUSTED BANK BALANCE (This line MUST agree with Line 8) .....				\$ <u>5219.05*</u>

THIS IS TO CERTIFY THAT THE BOOKS OF THE SECRETARY AND TREASURER HAVE BEEN AUDITED, FOUND CORRECT, AND ALL MONEYS PROPERLY ACCOUNTED FOR. THIS ALSO CERTIFIES THAT A BOND IS HELD ON THE AUXILIARY PRESIDENT AND AUXILIARY TREASURER WITH Natl Treasurer IN THE AMOUNT OF \$ 10,000 THAT EXPIRES ON 8-31-24

DATE OF AUDIT \_\_\_\_\_ DATE 990 RETURN WAS ACCEPTED Nov 2023

DATE AUDIT ACCEPTED BY AUX VOTE \_\_\_\_\_  
 1 Copy for the Auxiliary Secretary #1                       
 1 Copy for the Auxiliary Treasurer #2                       
 1 Copy for Auxiliary #1 Trustee

MAIL OR EMAIL ORIGINAL TO:

RECEIVED

OK

Audit Report 2023 - 2024

AUG 06 2024 Distribution of Receipts, Disbursements and Cash Balance by Fund

Audits are to be completed by: 1st Qtr-April 30 (Jan 1 - March 31), 2nd Qtr-July 31 (Apr 1 - June 30), 3rd Qtr-October 31 (July 1 - Sept 30), 4th Qtr-January 31 (Oct 1 - Dec 31) Additional 30 days are allowed for audit to be accepted by auxiliary and sent to the Department Treasurer.

(If you have a Bingo/Raffle Account, please file a separate audit for that account)

VFW AUXILIARY TO POST [REDACTED] DISTRICT [REDACTED]

FOR THE PERIOD 1st - Jan TO March

\*\*Treasurer must have all bank statements, cancelled checks, savings account books, and ledger books available to audit committee\*\*

FUND	CASH BALANCE LAST REPORT	RECEIPTS (+)	DISBURSEMENTS (-)	CASH BALANCE THIS REPORT (=)
1. Auxiliary General Fund	\$ 142.-	\$	\$	\$ (=) 142.-
2. Dept & Natl Dues	\$ 0	\$	\$	\$ 0
3. Auxiliary Relief Fund	\$ 0	\$	\$	\$ 0
4. Donation	\$	\$ 1000.-	\$	\$ 1000
5. Fundraising	\$	\$ 690.-	\$	\$ 690
6. Silver Mtg Fund	\$	\$ 27.-	\$	\$ 27
7.	\$	\$	\$	\$
8. TOTAL (Lines 1 thru 7)	\$	\$	\$	\$ *
9. Savings Account or CD	\$	\$	\$	\$

TOTAL BALANCE - All Funds including Savings Account (Line 8 + Line 9)..... \$ 1859

Bank Balance as shown on Bank Statement..... \$ 1859

Plus, Deposits not shown on Bank Statement \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Less Outstanding Checks \_\_\_\_\_ Total Amount \$ 1859

TOTAL ADJUSTED BANK BALANCE (This line MUST agree with Line 8) ..... \$ 1859

THIS IS TO CERTIFY THAT THE BOOKS OF THE SECRETARY AND TREASURER HAVE BEEN AUDITED, FOUND CORRECT, AND ALL MONEYS PROPERLY ACCOUNTED FOR. THIS ALSO CERTIFIES THAT A BOND IS HELD ON THE AUXILIARY PRESIDENT AND AUXILIARY TREASURER WITH \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_ THAT EXPIRES ON \_\_\_\_\_

DATE OF AUDIT 7/25/2024

DATE 990 RETURN WAS ACCEPTED 7/29/2024

DATE AUDIT ACCEPTED BY AUX VOTE 7/25/2024

Trustee Signatures:

1 Copy for the Auxiliary Secretary  
1 Copy for the Auxiliary Treasurer

#1 [REDACTED]

# Tips

- ▶ .If you copy the balanced audit to a clean form, always check your addition to be sure it is still in balance.
- ▶ .The audit must be read on the floor of a business meeting and approved by a vote of the members before sending it to Department.
- ▶ . Use the Colorado form not the one in MALTA

# Report to the Commander

- ▶ The Auxiliary must give the Commander of their post a copy of the last audit within 30 days of the installation of officers along with the membership total.
- ▶ .This must be done on all levels.
- ▶ .No other information is required to be provided.





# ▶ QUESTIONS