

Treasurers and Trustees

Treasurer New Year Housekeeping

EMAILS: Many of you have my personal email address. Please do not use that if you are emailing about auxiliary issues. I am continuing to use the same email address that you used with Lennie which is codept.treasurer@gmail.com.

Speaking of emails. I will try very hard to respond to your emails even if it is just to say "Thanks". If you don't get any response from me please double check that I have received it. I would appreciate the same courtesy when I send an email to you.

MAIL

Postage is now up to .73 an ounce. In an effort to cut costs there I will be emailing most correspondence to you all. There are only two treasurers who do not have an email listed. They will receive a mailed copy of any group emails I send out. I am also fine with getting information from you by email. Please check your attachments to ensure that they are complete and readable. There are no packets for the Treasurers at this meeting. I will send an email to you all with attachments of what would have been in the packets.

FORMS

All of the current year forms will be on the Colorado website for your use. Please check "Forms and Documents" if you are looking for something that is for Colorado only. If you can't find what you need there please contact me. I would really prefer that you use the Colorado Audit form and not the one provided in Malta. There are a couple of things we have added to our form that are not on the National one.

DONATIONS

There is a donation form on the Colorado website that will work as a cheat sheet when sending donations. It shows what can be sent to me, what needs to be sent directly to the VFW Colorado Headquarters, to National and National Home. Remember, some of these donations can be made through Malta.

DUES

The amount of money that needs to be set aside for National and Department dues is now \$20.00 per annual member. Please be sure that you send the correct amount to me for new members or if you are having me process your dues in MALTA. If your auxiliary votes to increase their dues, it is very important that the correct amount is listed on MALTA for your auxiliary. If a member pays their dues on MALTA they will be charged whatever is recorded there. Treasurers, you can change that amount in MALTA.

NEW MEMBERSHIP APPLICATIONS

I need the help of anyone who serves on an Investigation Committee and the Auxiliary Treasurers to look over all the information on an application to be sure that it is complete before you send it to me. For some reason, the birthday is frequently missing and is a requirement to enter a new member into Malta. Also, please look at the Name and address section of the application. If you cannot read it neither can I. It is very disappointing for a new member to get a card from National with their name spelled wrong or not get one because the address was wrong or unreadable.

CREDIT CARD PAYMENTS

Credit card payments are only accepted for new life membership. It is very important that all the information in that section of the application is filled out and legible. The amount listed as due for the life membership must be correct. That is the only amount that can be charged. TIP FOR CALCULATING THE CORRECT AGE: Take the current year and subtract the

year the applicant was born. The difference is the correct age to use. That section must be signed by the cardholder. If the cardholder is not the applicant, those signatures are different. Look for changes to this process coming later this year.

TAX EXEMPTION

I am sure that most if not all of the Treasurers both Auxiliary and District have received correspondence from the IRS saying that the Department and your Auxiliary is no longer tax exempt. It also goes on to say File your return exactly like you did last year. Please do that. I am working with our tax accountant to catch up on all department tax returns and file the necessary forms to get our group exemption reinstated. If all goes well that will be retroactive to when it was lost. This is a detailed process, and I am asking you all to be patient. It is not necessary to call the IRS if you get a letter regarding this matter. Please let me know though. I will be emailing out a form soon that must be returned to me indicating that your auxiliary wishes to be part of the group exemption. This needs to list your Federal EIN number and be signed by the treasurer and President. Please return this as soon as possible to me after you get it. Email is fine.

INVOICES

If you have requested that the Department do dues notices for you or if you asked me to purchase your bond for you, you will receive an invoice from me. Please pay these invoices as soon as possible. In the spring I have to inform the credentials committee at the convention of the auxiliaries who are in arrears and whose delegates are not eligible to vote. In arrears means that they are behind in audits and/or have not paid their invoices to the Department. Please do not let that happen. You all need to have a voice in our organization.

PLEASE DO ME A FAVOR

The department standing rules state that in October the Department Treasurer will send out dues notices for the Auxiliaries unless notified that the auxiliary has done their own notices. I have heard from very few auxiliaries to date. Please let me know as soon as possible how your auxiliary wants to handle this job. Remember if you have me do your notices, I will bill the auxiliary for the cost of postage only.

990N'S

There is just about a month left before your 990N tax returns are due to the IRS. The deadline is November 15. If you want me to do this filing for you, please let me know as soon as possible. If you do your own and have not sent me a copy of the Confirmation page showing that the return was accepted, please do that too. There is no charge to file this return.

TRUSTEES AND AUDITS

Trustees can be elected for 1, 2, or 3 years. If a trustee resigns or cannot fulfill their term, a new trustee is elected to fill the vacancy. Trustees do not move up if the vacancy occurs in the middle of the year like the top officers do. The number1 trustee is the head trustee and usually has the most experience. They should be the one to contact the other trustees, treasure, secretary and president to find a mutually acceptable date and time for the audit.

It takes at least two trustees to perform an audit. One of those may be a protem. The treasurer, secretary and president cannot perform the audit.

Thank you to all of you who have already filed your audits for the period ending June 30 and some of you have already sent the current audit for July through September. I have already observed a couple of things that I would like to bring to your attention. Treasurers listen up this is for you too.

EXAMPLE 1

RECEIVED

OK

Audit Report 2023 - 2024

AUG 10 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 & Nail Dues	\$ 0	\$	\$	\$ 0
3. Auxiliary Relief Fund	\$ 0	\$	\$	\$ 0
4. <u>Donated</u>	\$	\$ 1000.-	\$	\$ 1000
5. <u>Fundraising</u>	\$	\$ 690.-	\$	\$ 690
6. <u>Silver Mtg Fund</u>	\$	\$ 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 6) \$ 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 Copy for Auxiliary #1 Trustee

- #1 [REDACTED]
- #2 [REDACTED]
- #3 [REDACTED]

MAIL OR EMAIL ORIGINAL TO:

Lennie Dolan, Dept. Treasurer
1170 Fulton St
Aurora, CO 80010
codept.treasurer@gmail.com

President's Signat [REDACTED]

EXEMPLE 2

RECEIVED

Audit Report 2023 - 2024

Auditor's Note: 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 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>	\$ ⁽⁻⁾ <u>1169.15</u>	\$ ⁽⁼⁾ <u>5219.05</u>
2. Dept & Natl Dues	\$ <u><502.85</u>	\$ <u><155.00</u>	\$ <u><61.00</u>	\$ <u><596.85</u>
3. Auxiliary Relief Fund	\$ <u><770.24</u>	\$ _____	\$ <u><100.00</u>	\$ <u><670.24</u>
4. <u>National Home</u>	\$ <u><51.25</u>	\$ _____	\$ <u><21.50</u>	\$ <u><72.75</u>
5. _____	\$ _____	\$ _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____	\$ _____	\$ _____
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>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>4.29</u> <u>\$862.02</u> Total Amount \$ <u>862.07</u>				\$ <u>862.07</u>
Less Outstanding Checks <u>1532</u> <u>\$18</u> <u>1534</u> <u>\$22</u> <u>1535</u> <u>100.00</u> <u>1542</u> <u>20.00</u> Total Amount \$ <u>5168.34</u>				\$ <u>5168.34</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 MONIES 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 _____

Trustee Signatures:

- 1 Copy for the Auxiliary Secretary
- 1 Copy for the Auxiliary Treasurer
- 1 Copy for Auxiliary #1 Trustee

- #1 _____
- #2 _____
- #3 _____

MAIL OR EMAIL ORIGINAL TO:
Lennie Dolan, Dept. Treasurer
1170 Fulton St
Aurora, CO 80010
codept.treasurer@gmail.com

President's Signature _____

< > not included in totals

EXAMPLE 1 All of the receipts that are shown on separate lines should be part of the General Fund. By showing them on separate lines, they would need to be brought over to the next audit the same way. You can't get rid of them. They should be added together and shown as one amount on receipts column of the general fund. This would apply the same way if they were disbursements.

EXAMPLE 2 We have two problems here. First, Line 2 Dept and National dues. This line should almost always have a zero "balance this report." This column is used for the treasurer to record dues that were received and the portion that will be paid out for the department and national portion of each dues payment received. So ,if the annual dues for your auxiliary were \$40.00 \$20.00 would be shown in the receipts column. When those dues are processed either by sending a check to me to process the dues or they are processed by the treasurer through Malta there would be \$20.00 is the disbursement column. As you can see this is a double check that all dues received have been processed. The only time there should be a balance forward is if dues were processed the last day of the month by MALTA and the ACH has not been processed.

Second problem. The Relief fund or any other special fund should never have a negative balance. If you are using money in the relief fund and the total is more than the balance there, the difference should come out of the general fund. In this example the national home line should be part of the general fund unless the auxiliary maintains a special fund for National home. Also, you cannot show negative numbers and not use those numbers in the balance.

The last four lines of the audit are to me the most important. This lists the balance of the last bank statement, the outstanding deposits and checks and the reconciled balance. This balance must match the total on line 8 which is you book balance. There is no way for me to tell if you have completed this correctly or just brought down the Line 8 total but it is the

only way to be sure the books match the bank. Please be sure this is done correctly.

One last tip: If you have to copy the audit to a new form after balancing, please take the time to re-add the form before calling it finished. Many times, mistakes are made when copying. Always add down and across to make sure everything agrees.

The completed audit must always be read on the auxiliary floor during a meeting and be accepted by a vote of the members present before being sent to me.

FORMS

The 24-25 Colorado audit form is already on the department website. I am requesting that you use that form instead of the form that National provides on MALTA.

REPORT TO THE COMMANDER

Please remember that all auxiliaries and district must give a copy of their June audit to their respective Post Commander along with the total membership number for the year that just ended. Where to find that? The CMR report in MALTA.