

## Timeline for Treasurers

### July

Check MALTA tfo be sure it shows the correct dues amount for your Auxiliary.

Provide books for audit. (April-June)

Purchase bond.

New Treasurers-file form 8822B with the IRS to register the name and address of the current responsible party (Treasurer) Form can be found on MALTA or IRS websites.

New Treasurers-Go to bank and have the signature cards changed on any accounts.

Two check signers are still required and must be current Treasurer and President.

### August-September

Deadline for bond purchase August 31.

Send the first dues notice to annual members. (You can have Dept do this for you)

Have Auxiliary review standing rules for expenses to be paid though the year.

Good time to purchase poppies for Auxiliary.

Start processing dues.

Send a copy of the June 30 audit and membership total to Post Commander by Sept 1

Attend Parade of Programs Treasurer Training

### October

Provide the books for audit. (July – Sept)

Good time to pay per capita expenses (these are based on the number of members from last year on June 30) District dues

Health and Happiness

Dept. Hospital

### November- December

Send second dues notice

Good time to make any donations to VA Hospitals or Community Living Centers

Deadline to file 990 return with IRS November 15. Send a copy for the confirmation to the Department Treasurer

Be sure all officers and chairman have annual dues paid by December 31.

Check to see that all donations have been reported on the Program Report form.

### January

Provide books for audit. (Oct – Dec)

Make any other donations approved by membership.

### February- March

Contact any annual members whose dues are unpaid.

Cutoff for Program Reporting March 31

### April

Provide books for audit. (Jan-March)

Have current membership total for the President when delegates are elected.

### May-June

Send Presidents love gift

Sell Dept. raffle tickets