



American Legion Auxiliary  
Department of California

**2023-2024 Unit Checklist**

This checklist is for the Unit or District to track their submissions. The items listed below have other forms that are required to be sent in.

Forms/Checks Due to Department Office (except where noted)	Date Due	Date Sent	Check Number	Amount of Check
ALAMIS Logon Fee	9/30/23			
Bi-Monthly Mailings in paper form \$35 or Email	9/30/23			
<u>Unit</u> Fidelity Bond (3yr premium) \$15.00 <b>Due 2024</b> <b>Mandatory</b>	9/30/23			
<u>District</u> Fidelity Bond (due annually) \$35.50 <b>Mandatory</b>	9/30/23			
Poppy Order <b>Mandatory</b>	10/1/23			
Girls State Reservation	10/1/23			
Girls State Application and Fees <b>Dept Treasurer</b>	3/31/23			
Unit Data Form (Where to send Dues, Amount) <b>Mandatory</b>	4/30/24			
Membership for Book of Reports <b>MPMC</b>	5/6/24			
Donations for Book of Reports <b>Dept Treasurer</b>	5/6/24			
Delegate/Alternate Certification & Fees Convention <b>Mandatory</b>	5/9/24			
Certification of Unit/District Officers <b>Mandatory</b>	Immediately after Election			
Poppy Financial Report <b>Mandatory</b>	6/2/24			
<b>MANDATORY AUDIT &amp; TAX FORMS: COPIES DUE TO DISTRICT PRESIDENT NLT 9/30/23</b>				Date Sent
<input type="checkbox"/> Unit Audit Report NLT 9/30/23 (signed by Unit President and all members of Audit Committee)				
<input type="checkbox"/> IRS 990N e-postcard or other 990 long forms required for all units NLT 9/30/23 <input type="checkbox"/> CA FTB 199N e-postcard or 199 long forms required for all units NLT 9/30/23 <input type="checkbox"/> Attorney General Registry of Charitable Trusts RRF-1 required for all units NLT 9/30/23 <input type="checkbox"/> Attorney General Registry of Charitable Trusts CT-TR-1 required for all units NLT 9/30/23 <b>Note:</b> The AG CT-TR-1 instructions state on the form that “special events” are one-time events (not your annual or ongoing events and fundraisers, which should be put on their form under program income).				

**District Presidents please forward Audits and Tax Documents to the Department Office No Later than October 30<sup>th</sup>.**