



AMERICAN LEGION AUXILIARY

Department of California

Finance Committee

As we begin a new ALA year let us all remember what is needed by each unit and district. I will list them below. Make sure that each item is completed as it can become quite problematic. Each District President should remember if your unit treasurer does not do these items it falls upon you to complete. It is the same at the District level. If the treasurer or auditing team does not complete these items it falls on the District President.

1. Taxes – please make sure that your most recent taxes are filed and a copy of the completed postcard is sent/mailed to Secretary Liz. Remember to use our fiscal year of July1 – June 30.
2. Make sure that your Fidelity Bond for units and Secretaries are up to date.
3. Please make sure that you have a copy of your last audit to make sure you have the correct starting balance. Follow your Constitution and By-laws or Standing rules for further audit frequency etc.
4. Last year the Finance Committee asked for the Contributions for the different Department programs ie; Children & Youth TFA, VA&R etc. be paid sooner rather than later. In the past units would send in the funds at the last moment before convention. Sending a check early allows for there to be more money available earlier for qualifying distribution

Teresa Lugo-Nunez Finance CHairman