

HELPFUL HINTS FOR AUXILIARY TREASURERS
2018-2019

☺ **ALL dues and donations**, as outlined in this communication, are to be sent to the Department Treasurer at P.O. Box 13193, Spokane Valley, WA 99213. Please do not send to Department Headquarters (Fife) as they must be forwarded to me – this costs money and wastes time. As a reminder, my phone number is 509/327-1802.

☺ **The Hospital and Cancer Donations** (\$3.00 & \$1.00 respectively) are to be sent to the Department Treasurer as well. Even though these are donations, please try to pay the \$3.00 for Hospital, especially, as we set our budget for the Hospital on these donations. Refer to the revised Check Summary Form distributed at SOI.

☺ **Health & Happiness** is to be input on MALTA or mailed to National Headquarters – VFW Auxiliary and earmarked H&H. The address is 406 West 34th Street, 10th Floor, Kansas City, MO 64111.

☺ Donations for **Veterans & Family Support** – i.e., National Military Services and National Veterans Services are to be sent to National Headquarters directly. Please ensure you identify on your check or personal note where the funds are to be credited. And, as a reminder, all monies that are sent to National are not being tracked by me (per the Consolidated Report sent on a quarterly basis).

☺ Please send **ALL Dues** in regularly (or input the Continuous members if you have access to MALTA) ... DO NOT HOLD THEM ... EVER!

☺ Kindly remember when **submitting new members and change forms** to review the spelling, address, etc. thoroughly prior to submitting. Some are making copies and the copy quality is very poor in some cases. Good rule of thumb - if you can't read it's pretty certain I can't. Also, some of these must be scanned into National and every time it's transmitted, the quality of the copy gets worse.

☺ I am asking that you use **ONLY the Check Summary Form** that is being provided to you. I need only 1 and this is the one we'd like to receive. As well, please do not shrink or expand the form. The Audit Committee finds it much easier to review the forms all in one size and shape too (thank you!!!).

☺ Going forward, if the **Check Summary** does not balance or is not correctly completed and/or your check amount is out of balance with the Summary, it will be returned for correction.

☺ Along this line, each Auxiliary is to have an **Investigating Committee** who reviews potential new members and also ensures they qualify to be a member. This Committee is appointed by the President.

☺ **ALL (THAT MEANS ALL!) checks** being issued by the VFW Auxiliary **must be signed** by **the President and the Treasurer**. I have called many of you concerning this issue – let's be in compliance with the Bylaws, please!

☺ **Death notices** may be input by Treasurers on MALTA or sent to the Department Treasurer and she will ensure the Department Secretary receives the names which are required for our Memorial Program.

☺ The **Auxiliary Bond** is to be paid by August month-end. This can easily be input on MALTA or it can be sent with the appropriate form with a check to National Headquarters for processing. If this is not paid, your Auxiliary risks being Suspended until it is paid (and National is all over this one!). No excuses.

☺ Your **990 Postcard filing** is to be completed and filed with the IRS no later than November 15th. Please refer to the Treasurers Guide for specifics. This important task is upon us and I ask that you make this filing a priority. And, again, when you receive your confirmation from the IRS, please send me a copy for the file.

☺ If your Auxiliary is incorporated, please ensure you file this on an annual basis. The fee is \$10.00. You should receive a postcard from the SOS reminding you of the filing date deadline.

☺ **Delegate Dues** for Dept. Convention are **mandatory** and delegates must be elected and voted on not less than 30 days prior to the convention. Each Auxiliary elects one delegate and alternate for each thirty (30) members (or fraction thereof in good standing) and Department Delegate Dues are \$4.50 each for delegates and \$4.50 each for officers. It is very important these are remitted prior to the Convention to alleviate any undue situations that could arise at the Convention. As a reminder, if these are not paid, the Auxiliary is not allowed to vote. No exceptions going forward – this has caused undue chaos.

☺ Remember that I work for you – I am always most happy to help in any way I can! Please try to call during designated work hours and remember that every once in a while I deserve a break on the weekends! As you know, if you leave a message, I will call you back just as soon as I am available or return.

AND, TO ALL OF YOU TREASURERS (BROTHERS & SISTERS!), THANK YOU FOR ALL OF YOUR HARD WORK AND DEDICATION! I APPRECIATE EACH AND EVERY ONE OF YOU AND THANK GOD FOR THE EXAMPLE YOU SET. KEEP THE FAITH!

Cindy Burkey