

## **General Orders #4, February 2022**

1. Audits for Auxiliaries and Districts are to be performed by the **Trustees**. The President, Secretary and Treasurer should attend to answer questions, but may not perform the audit. Sec 814 – Trustees, Duties of (All Levels) will give additional Details.
2. **Audits** must be completed and forwarded to the Department Treasurer in a timely manner. Auxiliaries and Districts that are delinquent on their audits at the time of Department Convention in June will not be permitted to vote. The Department Treasurer will forward a list of delinquent Auxiliaries and Districts to the Convention Credentials Committee Chairman by 10:00 am June 13, 2022. Do NOT bring your audits to Convention!!! (Sec 813C Dept. Treasurer, Reports - Financial.)
3. **Elections** – Following the election of the 2022-2023 officers, the Auxiliary and/or District Secretary will send the Installation Report to the Department Secretary and to the National Secretary. Even if your officers will all remain in place for the next year, you must send in an Installation Report and have an Installation!
4. **Chairmen's Bulletins** – Auxiliary Presidents, please give copies of these Bulletins to your Program Chairmen to present at your meeting. If they do not have a copier at home, you might print out their Year-end Reports which they will need very soon. And please pay your obligations of \$3.00/member for Hospital, and \$.10 or \$.25/member for National Home Health and Happiness. Send that one straight to National Hdq., earmarked H&H, or enter onto MALTA under "Gifts" on your Dashboard.
5. **Year-end Reports** will be due to the Department Chairmen very soon. Reports with all zero's or "NA"s for answers will not count as a report for the Program. Despite how hard the year has been, there is at least one item on every report that someone in your auxiliary has done. Then it will count as a report!

## GO #4, Continued

6. **Incorporation** – Each Auxiliary and District should file their paperwork for Incorporation with the Washington Secretary of State, ([sos.wa.gov](http://sos.wa.gov)). This costs \$30.00 the first year; each year after costs \$10.00 renewal. Banks are requiring this. If you change signatures on your account or if you change banks, you need this UBI number. Be pro-active and complete this responsibility to avoid issues in the future. If you need assistance email Cindy Burkey at [cindyb52@centurylink.net](mailto:cindyb52@centurylink.net).

7. All General Orders must be read at the first meeting after they are received.

“Courage. Kindness. Friendship. Character.  
These are the qualities that define us as human beings,  
And propel us, on occasion, to greatness.”

R.J. Palacio



“Stick Your Neck Out for Our Veterans!”

Barbara Heston-Moore  
President  
VFWA Dept. of WA