



SECRETARY / TREASURER

BULLETIN 4



Greetings to all!

“I will love the light for it shows me the way, yet I will endure the darkness for it shows me the stars!”

I hope it’s a great day in your neighborhood! First off, we are going to cover some items that have been covered a number of times but continue to be an issue:

- 1) All Fundraiser money is to come to me as a stand-alone item. That is, we are asking that you send a separate check for Fundraiser and also a separate Check Summary Form. I realize that we have not been doing a lot of fundraising of late, but some do want to contribute and this is how we need to report it. ☺
- 2) Health & Happiness is sent directly to National Headquarters earmarked as such or can also be input on the MALTA system. I have received several in the past few weeks and have had to return them. We covered this at SOI and have also mentioned this in other Bulletins, so please route this donation appropriately. ☺
- 3) If you are making a donation directly to National for items such as National Home, etc. (not coming through my office or the Dept. account), I would have no way to track on what you have sent. Some are sending me copies, etc., so that these can be logged in on the Consolidated Report; however, if these funds do not come through this office, I cannot track them. You may put them on your Community Activities Report and/or Year-end Reports. ☺
- 4) Please ensure your Check Summaries are complete and added up properly prior to sending. ☺
- 5) We realize with COVID restrictions that meetings are being held differently across the state. However, irregardless of how you conduct your meeting – i.e., in person, Zoom, both, etc., minutes must be taken and presented at the next meeting date. And, please ensure you are giving your Treasurer a copy for this record requirement. The Treasurer’s are required to report as well in the manner in which has been determined by the Auxiliary and shall include in detail all receipts and disbursements of the last meeting and this applies for pre-approved expenses and all receipts since the last meeting. ☺
- 6) Regarding Audits – I would like to ask that you begin to have your Trustees print their name under or to the right of the signature. Many are difficult to decipher! And, if you have a Pro-tem, please ensure you note that as well. ☺

- 7) I am keenly aware of how many things our esteemed Treasurers must track on and I have total empathy, but now I am asking you to please begin working on another very important task. Way back in 2015 (see attached “What You Need to Do”) National sent out this checklist pertinent to the name change which occurred when we voted to accept males into our organization – i.e., we became the VFW Auxiliary and were asked to follow these steps to ensure the “Ladies” was removed from all official filings, communications, etc. You will remember that we all received new charters as well with the correct entity.

I know many of you took heed and got this all done, while others are still struggling to get this issue resolved. We were allowed five (5) years to complete the name change, file proper paperwork, notify the bank, toss all data/forms that were not in compliance, etc. (2015-2020). Just recently National asked the Department Treasurers to send paperwork (from the IRS) which verified we had, in fact, made these changes – our five years was up in August 2020! Thankfully, we had completed these necessary changes and our paperwork was approved.

More to this story has to do with #1 on the “What You Need to Do” correspondence. It has become troublesome to a number of Auxiliaries over the past few months as they wanted to change banks, but could NOT change, as no Articles of Incorporation were filed. Several Presidents and/or Treasurers called me and said the bank would not even begin to open the account without Incorporation paperwork being completed, filed and a “UBI” number issued by the Secretary of State (WA). I subsequently found out that in 2018 the banking laws in our state changed and it appears this is the law governing new accounts such as ours. So, many will say we do not plan on changing banks, etc.; but, as we know, quite often new Treasurers are voted in and in some cases the bank account is not conveniently located to that new Treasurer.

I would like to recommend we ALL incorporate and ensure we are all compliant with the state law and the National Bylaws. To file for incorporation, you must complete the initial form which can be secured from the Washington Secretary of State Website. When complete, you would need to send a check in the amount of \$30.00 for initial filing and send to them. This can be done online but, just a heads up, both times I’ve tried to do this (online filing) with a Treasurer, it was rejected and so would recommend you print the form, fill it in and send with the check. If you complete successfully online – YES! Please ensure the membership vote to incorporate!

I am enclosing a mock-up of the form and how it should be filled out. Please pay special attention to the form itself as there are two different forms and if you chose the wrong one; again, it will reject.

Once you have approval paperwork back from the SOS, please file this paperwork with or in proximity to your IRS filings (990’s) copies. Note: please send me a copy of your paperwork as well as we will be tracking these going forward. Every year after you file, you will be required to go online and verify all data is correct and pay \$10.00/year thereafter. I just paid the Department’s today and filed the Annual Report – FYI, I just used my VISA for the \$10 fee and the Auxiliary will reimburse with the receipt I was able to print online. I then printed out the filing update and filed away until next year. Of importance will be the need for updating officers should they have changed as this is sent to the Treasurer.

Again, I have tried to fill in an example of the SOS Non-Profit Articles of Incorporation RCW 24.03 you may use as a guide.

I want to thank you in advance for making this happen and if you have any questions, please do not hesitate to contact me.

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"SOARING TO NEW HEIGHTS"