

GENERAL ORDERS #4

February 2021

#1 Each Auxiliary should complete the “Healthy Auxiliary” Questionnaire, return it to their respective President or Secretary for compiling. When that is complete, the results should be sent to the Department Auxiliary Chief of Staff Elaine Taylor. This information is not only important for the Year-end Report, it assists the Department in being informed of items/issues that may have slipped through the cracks, also giving us new ideas of successes that have worked for each Auxiliary.

#2 Audits for Auxiliaries and Districts are the responsibility of the most senior Trustee, to coordinate. Trustees are to fill in the entire audit; the President, Secretary and Treasurer should attend, but may not to perform the audit. Sec. 814 – Trustees, Duties of (All Levels) will give additional details.

#3 It is imperative that Audits 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 no less than 48 hours before the fall of the first gavel on June 24, 2021. Bringing your audits to convention will not put you in good standing. Sec. 813C Department Treasurer Financial.

#4 Auxiliaries and Districts following their election of 2021-2022 officers will need to have their Installation Report sent to the “National Secretary and the Department Secretary”. In the past Auxiliaries and Districts that have not completed their Installation report by the last day of June are placed on suspension. If your officers with the approval of the body of the Auxiliary or District remain in place an Installation Report is still required to be completed and filed accordingly. An official installation should also occur.

#5 Each Auxiliary and District should complete their paperwork for Incorporation with the Secretary of State for Washington (sos.wa.gov). This is \$30.00 when you first sign-up, each year after that is \$10.00 renewal. National will, in the near future, make this a requirement. Banks are requiring this (per the Dept. Treasurer – laws changed in

2018!) and if you change signatures on your accounts or if you change banks – opening a new account is extremely difficult without a UBI number. Be pro-active and complete this responsibility to avoid issues in the future. If you need assistance, please give Cindy Burkey a call.

#6 Each Auxiliary and District should send a copy of their 990N to the Department Treasurer or data detailing the status of such.

#7 It is with regret that the Department has received the resignation of Laura Jimenez as Mentoring for Leadership Chairman. Until further notice, the Department President will serve as the Chairman and all questions and concerns should be directed to her.

#8 Year-end Reports will be due to the Department Chairmen very soon. Reports with all “0” or NA’s for answers will not serve as a report for the Program. Times are difficult, but many things have been done, Auxiliary members need to look hard at all that they **HAVE ACCOMPLISHED** and document it. There is at least one item on every report that someone in your auxiliary has done.

#9 When sending **ANY FUNDRAISING** money to the Dept. Treasurer it **MUST** have its own **SEPARATE Check Summary Sheet**. Do not include any other funds on the Check Summary Sheet for Fundraising.

#10 All General Orders are to be read at the first meeting after they are received.

Loyally,

Marjorie Stetson

VFW Auxiliary Dept. of WA

President

★ *Soaring to New Heights* ★