

American Legion Auxiliary  
Department of California  
Finance

Finance is very important to the Unit. You raise funds to promote the Programs. These funds need to be tracked. Unit members need to know that the funds are being spent the way that they are intended. Also, the records of the expenditures are to be reported on your annual reports.

**What does Finance include:**

- Budget – The budget is a plan for how the money will be spent for the year. It is presented to the Unit for their approval. Once the approval is documented in the minutes, then the Treasurer can pay bills. Bills include:
  - Fidelity Bond – District is due annually. Units are paid every three (3) years and will be due 2023.
  - Percapita to the Districts;
  - Donations to District and Department
- Taxes – The taxes are due right now both Federal and State. These can be done online in 5 minutes. If you do not report to IRS for three years your non-profit will be revoked. It will cost \$600 to get it back. Copy of the receipt for filing needs to be given to the District President and Department.
- Audit- A team, not including the President or Treasurer, audits the books to ensure that the funds were used according the what the Unit designated.

**Donations to Department:**

- Complete the form with the amount and check number. If you notice there are three (3) sections of this form. This means there are three (3) bank accounts. If you send one (1) check it will be returned
  - Page 1 is for the General Fund donations. (check #1)
  - Page 2 -top portion- Welfare Accounts (VA&R, PPP, Education, C&Y,). (check #2)
  - Page 2 – bottom portion- Girls State only

- Any donations for National will be returned to the Unit so they can send to National.

### **Type of Funds**

There are two (2) types of funds:

- General Funds – for non-Veteran’s expenditures
- Welfare funds – for use for Veterans, Active duty and their Families. Poppy proceeds are Welfare funds and can only be used on the Veteran’s.

### **Dues Paid Online**

To minimize credit memos the distribution of funds will be done monthly. Any amount over \$10.00 Will be get a check. Units are not using their credit memos. I am currently returning over \$10,000 to about 100 Units.

Please be patient with the new Treasurer. I have big shoes to fill. If you wish to contact me about Finance, my email is [calegionauxtreas@gmail.com](mailto:calegionauxtreas@gmail.com).

Susie Tozier  
Department Treasurer  
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