

# Auxiliary Treasurer Information

Included in this section are the forms that you will need for the 2021-2022 year. Please disregard any forms that you have from the previous years and use only the ones in this packet.

- New Audit Form – this form is an excel spread sheet. Please use this form for the audits for this year.
- Audit Worksheet – This is to help the audit team do the audit.
- Distribution Form 2021 – please use this form anytime you send money to the Treasurer. That includes donations, new membership, continuous membership, etc. **(Please make checks out to: MO VFW Auxiliary)**
- Membership Summary Form – use for any membership you send to me.
- Donation Guide for Treasurer – This is a guide for you to use when making donations. There are donations that do not come to the Department office. Please use this to make sure.
- Relief Fund Guide– to help the Auxiliary understand what expenders can be made from this fund.
- Treasurer’s Report – this can be used for your report at the meeting if you are doing it manually. This is not the ledger.
- VFW Auxiliary Member Change/Update Form – Use this to report any changes of a members’ status. We need this to update the applications we have at Department.
- Membership/Member Transfer Application – this is the most current application. Please be sure to use it.
- ACH Authorization Form – if you change banks, you are to send this form to National Headquarters in Kansas City.
- 8822-B – must be completed when a change has been made in the Treasurer. Please send a copy to Department for their records.

Please read section 813 of the Bylaws for your duties.

## Audits – Please use the current audit form

Audits are to be done quarterly. See table below for the due dates.

Quarter	Months Covered	Audit Completed by	Approved Audit to Department Treasurer
First	Jan, Feb & March	April 30 <sup>th</sup>	May 31 <sup>st</sup>
Second	April, May & June	July 31 <sup>st</sup>	August 21 <sup>st</sup>
Third	July, August & Sept.	October 31 <sup>st</sup>	November 30 <sup>th</sup>
Fourth	Oct., Nov. & Dec	January 31 <sup>st</sup>	February 28 <sup>th</sup>

**TREASURERS DO NOT DO THE AUDIT!** It is the duty of the Trustees to do the audit. You are there to answer any questions that may come up during the audit.

Treasurers are to provide the Audit team with the following:

- Treasurer’s ledger
- Checkbook and deposit slips
- Bank Statements with the cancelled checks
- Receipt Book
- Savings account records

Secretaries will provide the minutes in which the disbursement have been voted on. This includes the bills/receipts that are presented to the membership and signed by the Trustees.

## **Distribution Form, Membership Summary and Donation Guide**

Use the 2020 Distribution form when you are sending money to the Department Treasurer. This is our record of what the Auxiliary sends incase there is a problem. So use it any time your Auxiliary is sending the department money.

If you do not do your dues on Malta, use the Membership summary form. Make sure to double check the membership id numbers. This also help in making sure you have the correct amount of money.

Listed on the Distribution form is the donations that can be made to the Department. All other donations are on the "Donation Guide for Treasurer". It will tell you where you need to send those donations.

All checks coming to the Department should be an Auxiliary check. Make checks payable to:

**VFW Aux MO**

**Do not make it out to the Department Treasurer.**

## **Relief Fund Guide**

This is a guide to help you when disbursing money from the relief fund. This is current as of 2019. It has not changed.

## **Treasurer's Report**

This is not your ledger but pulls all the information from your ledger. It is what you are to read at your meeting. This report is to be given to the Secretary to include in her Secretary's minutes and to the President for her records. No other copies are to made and distributed. If they are, they are to be collected and destroyed.

## **VFW Auxiliary Member Change/Update Form**

Please use the VFW Auxiliary Member Change/Update Form for the following:

- Name Change
- Address Change
- Convert to Life Member
- Card replacement
- Death Report

Whenever there is a change in the status of a member, you are to send an update to the Department Treasurer. Since this has to do with the members, the Treasurer is responsible for sending the updates.

- **Name Change:** Whenever a member changes their last name i.e. marriage, divorce, etc., please complete this form and send to the Department Secretary. We will update our files. We will check in Malta to make sure it has been changed.
- **Addresses change:** It is important to have the current address of our members. Any time you have a change, send them to Department Treasurer so we can update our files and to make sure it is in Malta.
- **Convert to Life:** Anytime a member wants to convert to life membership, you use this form. The member will write a check to your Auxiliary and you will in turn write a check to the VFW Aux MO for the amount of their life membership.
  - They can pay by credit card by filling out the information on the form.
  - They can pay by ACH – complete the information on the form and attach a voided check to the form.
  - Both of the above will be faxed/emailed to National for processing.
- **Replacing a Membership Card:** It is \$5 for an annual member and \$10 for a Life Membership.
- **Death Report:** Please list the date of death if you can.

**With all of these, it is important to list the members ID number.** This makes it easier for us to look up that members.

## Completing New and Rejoining Membership Applications

### New Membership Applications

Membership is vital for our organization to survive. Every member of the VFW Auxiliary should always have an application with them so when our they are out amongst the public and find a potential member, they will have an application to give to that potential member. Encourage your members to have their name and number on the application so the potential member can get hold of them when they have the application completed. The VFW Auxiliary member should ask the potential member's name and phone number so if they do not hear from them within a certain length of time, they can follow up with them.

When you sign new members up, please make sure the application is filled out completely and legibly. If the following fields are not completed, the application will be delayed in processing:

- Auxiliary Number
- Name
- Address (street address, City, State and Zip)
- Date of Birth (MALTA will not accept the application if this field is not filled)
- Gender
- Phone number
- Email (if applicable)
- Eligibility
  - Post affiliated – the name of the person they are coming in under, their relationship to that person and the VFW members ID number.
  - If the Post member is deceased, the application must be marked Non-affiliated.
  - Non-affiliated – All blanks are to be completed.
- Signature of the new member.
- Signature of the Investigating Committee. (at least 2. The recruiter cannot sign as part of the investigating committee.)
- Recruiter Membership Number (Do not put just a name there. We need the Membership Number)

Make sure the applicate has the DD214 or other proof that they are eligible. If they are coming in on a member of your Post, you are to put that Veteran's VFW Membership Number on the application.

**Investigating Committee:**

It is your job to check the application for completeness. Please review those applications before you sign your name. Check that they have their eligibility on the application.

**Transfer Members:**

When a current member of the VFW Auxiliary wants to transfer, they must complete a membership application. They need to check the box for Transfers and put the Auxiliary they are transferring to. Their eligibility is their current membership card. The investigating committee has to sign the application and the transfer member is voted on by the Auxiliary membership

**Auxiliary Treasurer:**

Before you send in the new member application to Department Treasurer, please review the application for any missing information. If anything is missing when it gets to the Department Treasurer, it will be sent back to you to complete the missing information. We do not want to delay getting that member into Malta.

## **ACH Authorization Form**

When your Auxiliary changes banks, it is so important to complete this form and send it to VFW Auxiliary National Headquarter. National Headquarters needs your bank account information so that dues can be processed through you account.

## **8822-B – Change of Address or Responsible Party**

When there is a change in the Auxiliary Treasurer, this form is to be completed and sent to the IRS. Please send a copy to the Department Treasurer.

If there is a time that you need help, please call the Department office. Phone number is 636-338-4201 or email [vfwauxdeptmo@gmail.com](mailto:vfwauxdeptmo@gmail.com).

Jackie Davis  
MO VFW Auxiliary Treasurer