

American Legion Auxiliary
Department of California
Finance
Mid-Year DEC 1/15-1/16-2022

What a first half of 2021-2022 year this has been very busy since my election. Having no experience with Quickbooks, I enrolled in a class starting the end of September 2021 and ending February 4, 2022 (YEAH). I have been attending class 2 nights a week for 2 ½ hours each night. I thank MPMC for being patient with me.

I started with the distributing the funds identified by PAID ONLINE either by credit memo (less than \$10) or a check. To minimize postage, I have now started to sending the credit memos via email. This saves paper, envelopes, and stamps. PUFL was distributed the same way. By emailing the credit memos, it also saves me time. The Unit using ONLINE Payment the most is Unit 291, D29. I foresee that paying online in the future will be used by more members.

When we contracted with MPMC, Department eliminated the Membership Clerk and Bookkeeper positions. These positions were transitioned to the MPMC contract. They have done a good job this first year. Next year Membership will be done by the Units. Because of this, I will expand more data entry work that was performed by the Bookkeeper. They will also be available to help the Units with their transitions to transmitting membership to Department. I intend to utilize the "Invoicing function" of Quickbook to invoice those Units who have not paid obligations. I will not be giving them the ability to do payables. Distribution of funds will remain with the Treasurer.

New laws make banking interesting. Some banks like Chase do not want to handle our accounts. Interview banks and find out what are their requirements to open an account. Some now require a lot more documentation to open an account at their banks because of these laws.

Ameritrade: It came to our attention that Department was not making much from our accounts. After contacting Serra Financial, we found out that the guidance they had to follow a letter from past Secretary Teresa Jacobs (over 10 years ago). This agreement is no longer being used. Department

President Dee Ann, Finance Chairman Linda Workman and myself met with Sierra Financial representative via a zoom meeting to update the Department guidance. We will be holding zoom meetings twice a year or more as needed.

We are currently getting three proposals for a new copier. Our contract ended in 2018. Department Secretary has been working with an antiquated machine. The Finance Committee will review the proposals.

Audit: I apologize for not starting the process early and COVID for getting the audit done. We had a Zoom meeting with the Auditor on 11/11/2022.

The Finance Committee has 2nd half allowance for those Chairman who have turned-in their receipts for the 1st half allowance. The Authorized Mileage will be available after the close of DEC Sunday, 1/15/2022. If you have not completed the travel form for mileage, please see the Finance Committee for the form.

The way business was done in the past is changing really fast. I hope the Units will be flexible to change. We follow changes from National requirements. We are streamlining processes within our bookkeeping.

If you have financial questions, please contact me.

Susie Tozier
Department Treasurer
619-994-3804
calegionauxtreas@gmail.com



ALA DEPARTMENT OF CALIFORNIA

UNIT MEMBER DONATION GUIDE 2021-2022

PROGRAMS	EXPENSES	AMOUNT BY PROGRAM	2021 RESERVE	SR MEMBER DONATION
Americanism	Essay Awards	\$ 6,200.00	\$ 101,522.69	\$ 0.35
	Chairman Allowance	\$ 75.00		\$ 0.00
	25% Admin	\$ 1,375.00		\$ 0.08
	Total Americanism	\$ 7,650.00	\$ 101,522.69	\$ 0.43
Children and Youth	Temporary Financial Assistance (TFA)	\$ 6,500.00	\$ 57,744.68	\$ 0.37
	Chairman Allowance	\$ 150.00		\$ 0.01
	25% Admin	\$ 1,595.57		\$ 0.09
	Total Children and Youth	\$ 8,245.57	\$ 57,744.68	\$ 0.47
Education	Scholarship	\$ 13,000.00	\$ 74,243.16	\$ 0.74
	Chairman Allowance	\$ 150.00		\$ 0.01
	25% Admin	\$ 2,250.62		\$ 0.13
	Total Education	\$ 15,400.62	\$ 74,243.16	\$ 0.87
Past President's Parley (PPP)	Scholarship	\$ 7,500.00	\$ 78,367.78	\$ 0.43
	Luncheon Awards	\$ 4,500.00		\$ 0.26
	25% Admin	\$ 100.00		\$ 0.01
	Total PPP	\$ 12,100.00	\$ 78,367.78	\$ 0.69
Veterans Affairs & Rehab (VA&R)	Temp Financial Assistance (TFA)	\$ 5,000.00	\$ 202,106.38	\$ 0.28
	Chair Allowance	\$ 400.00		\$ 0.02
	Patient Welfare	\$ 1,200.00		\$ 0.07
	VAMC Tours	\$ 1,900.00		\$ 0.11
	Hospital Rep/Mid Year	\$ 2,200.00		\$ 0.12
	Gift Shop/Rembrance	\$ 13,000.00		\$ 0.74
	25% Admin	\$ 4,484.62		\$ 0.25
	Total VA&R	\$ 28,184.62	\$ 202,106.38	\$ 1.60
Total Expenses & Reserves		\$ 71,580.80	\$ 513,984.69	\$ 4.07

Total annual suggested programs donation per SR Member

*note: These are not mandated donations. This chart is to be used as a guide only

Thank you to those Units that have regularly donated to these programs.

