



American Legion Auxiliary  
Department of California

**2022-2023 Unit Checklist**

This checklist is for the Unit or District to track their submissions. The items listed below have other forms that are required to be sent in.

| Forms/Checks Due to Department Office (except where noted)   | Date Due                                    | Date Sent | Check Number | Amount of Check |
|--|---|-----------|--------------|-----------------|
| Convention Proceedings Previous Year   | 9/30/22                                     |           |              |                 |
| ALAMIS Logon Fee   | 9/30/22                                     |           |              |                 |
| Bi-Monthly Mailings in paper form \$30 or Email  | 9/30/22                                     |           |              |                 |
| Unit Fidelity Bond (3yr premium) \$15.00 <b>Due 2024</b> <b>Mandatory</b>  | <b>9/30/23</b>                              |           |              |                 |
| District Fidelity Bond (due annually) \$35.50  | <b>Mandatory</b> 9/30/22                    |           |              |                 |
| Poppy Order  | <b>Mandatory</b> 10/1/22                    |           |              |                 |
| Girls State Reservation  | 10/1/22                                     |           |              |                 |
| Girls State Application and Fees   | 3/31/23                                     |           |              |                 |
| Unit Data Form (Where to send Dues, Amount)  | <b>Mandatory</b> 4/30/23                    |           |              |                 |
| Donations/Membership for Book of Reports   | <b>MPMC</b> 5/9/23                          |           |              |                 |
| Delegate/Alternate Certification & Fees Convention   | <b>Mandatory</b> 5/9/23                     |           |              |                 |
| Certification of Unit/District Officers  | <b>Mandatory</b> Immediately after Election |           |              |                 |
| Poppy Financial Report   | <b>Mandatory</b> 6/2/23                     |           |              |                 |
| <b>MANDATORY AUDIT &amp; TAX FORMS:</b><br><b>COPIES DUE TO DISTRICT PRESIDENT NLT 9/30/22</b>   |   |           |              | Date Sent       |
| <input type="checkbox"/> Unit Audit Report NLT 9/30/22<br>(signed by Unit President and all members of Audit Committee)  |   |           |              |                 |
| <input type="checkbox"/> IRS 990N e-postcard or other 990 long forms required for all units NLT 9/30/22<br><input type="checkbox"/> CA FTB 199N e-postcard or 199 long forms required for all units NLT 9/30/22<br><input type="checkbox"/> Attorney General Registry of Charitable Trusts RRF-1 required for all units NLT 9/30/22<br><input type="checkbox"/> Attorney General Registry of Charitable Trusts CT-TR-1 required for all units NLT 9/30/22<br><b>Note:</b> The AG CT-TR-1 instructions state on the form that "special events" are one-time events (not your annual or ongoing events and fundraisers, which should be put on their form under program income). |   |           |              |                 |

**District Presidents please forward Audits and Tax Documents to the Department Office No Later than October 30<sup>th</sup>.**

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