

DUTIES OF THE TREASURER

The Unit Treasurer should handle all unit funds, collect dues from members and make remittance of Department and National dues and special funds to Department Headquarters monthly. A simplified accounting system has been designed for unit use, and a set of books can be obtained from National Emblem Sales at a small cost. An efficient Unit Treasurer is essential for the smooth functioning of the unit. Excel, Quick Books and other computerized programs may be used.

By provision of the National Constitution and Bylaws, Unit, District and Department officers having custody of organization funds shall be bonded. A blanket position bond is maintained by the National Organization whereby all Unit, District and Department members are bonded automatically.

TREASURER'S RESPONSIBILITIES

1. Bank all monies in a timely manner
2. Keeps accurate record of source of all funds
3. Payment of all authorized bills and expenditures promptly
4. Keeps an accurate record of all monies paid out, retaining vouchers, receipts and records reflecting obligations of the unit
5. Never accepts money from anyone without giving a receipt
6. Keeps books up to date, posting within a few days of the meeting
7. Keeps Welfare Funds and General Funds separate on the books/ (This does not mean a separate bank account.) She must not transfer funds from the Welfare Fund to the General Fund when General Fund is low.

POPPY FUNDS CAN ONLY BE USED FOR

- a. Children & Youth (Veteran's Children only)
 - b. VA&R (Regular donations to Department, VAHC, Veteran Homes, needy and homeless veterans, Creative Arts, etc.)
 - c. Gift Shop/Patient Remembrance (Donation to Department)
 - d. Education & Scholarship (Donation to Department) & scholarships for veterans, spouse or veterans children
 - e. Past President's Parley, Nurses Scholarship (Department, District or Unit)
 - f. Poppy Seals and Poppies (Department)
 - g. Packages to Troops/active military
 - h. Any local contribution toward a veteran, spouse or his/her children
8. Keeps books on recommended "Treasurer's Books" as sold by National Emblem Sales or comparable item. They are simple, set up specifically for units, come with complete instructions and refills are available.

9. Have a supply of money wrappers to use for Poppy collections or other unit activities.
10. Keeps ready for the Auditing Committee as specified in unit bylaws.
11. Give a complete statement upon call at each meeting. The statement will be written out and read clearly and itemized in detail. THIS IS NOT A BANK STATEMENT. A bank statement does not tell you how much is in each category, nor which checks have not cleared the bank.
12. Make 4 copies of statement, 1 for the President, 1 for the Secretary, 1 for the Treasurer's book and 1 for the Auditing Committee.
13. All funds are unit funds, voted and budgeted by vote of the majority of members. The Treasurer will never issue a check without proper authorization. The Treasurer will never take a chance that the unit will approve an expenditure later.

The financial statement should be referred to the auditor or audit committee, who should report to the unit at such times as required by the Bylaws.

An annual report presented by the Treasurer of the unit is made after the Treasurer's Books have been audited. If the Bylaws do not state how the audit is to be made, the unit may determine the method of appointing an audit committee of one or more persons. It is recommended to have three (3) persons if members are to audit. The Treasurer is required to deliver to the auditors:

- Checkbook
- Bank Statements
- Treasurer's Book (Ledger)
- Receipt Book
- Itemized Statement of bills paid
- Warrants if used
- Minutes
- Any additional material requested by auditors

All units are required to file Federal Income Tax Form 990-N with the IRS. All units have a Federal Income Tax Exemption under provisions of Section 01c (19) of the IRS code. All units must file with the State Franchise Tax Board 199-N using assigned Entity number. In addition RRF-1 form for the Registry of Charitable Trust and various other state and federal forms may be required,

Audit MUST be completed by August 31st and a statement MUST be sent to the District President by October 1st.

Prepare a Procedure Book for your successor.

Revised 7-29-2022

AMERICAN LEGION AUXILIARY TIMBUKTU UNIT 999

7/18/2022

INCOME

Date	Receipt	From Whom	Amount	General Fund	AEF	Americanism	Children & Youth	Comty Service	Educa-tion	Girls State	Natl Security	Jrs	PPP	Welfare	CMTs
	Amount brought forward			\$6,017.45	\$1,660.15	\$74.00	\$38.95	\$40.93	\$560.90	\$429.50	\$810.21	\$42.34	\$1,623.14	\$706.33	
7/18/2022	937038	Susie Smith	\$73.00										\$73.00		drawing
7/18/2022	937039	Ruth Jones	\$40.00	\$40.00											dues
7/18/2022	937040	Mary Hall	\$497.00	\$497.00											dinner
7/18/2022	937041	Katy Brown	\$126.00		\$126.00										drawing
7/18/2022	937042	Jen Jackson	\$6.25		\$6.25										dontion
7/18/2022	937043	Judy Ball	\$1,087.00						\$532.00		\$555.00				dinner

Monthly Total \$1,829.25 \$537.00 \$132.25 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$532.00 \$0.00 \$0.00 \$555.00 \$0.00 \$73.00 \$0.00 \$0.00

NEW BALANCE \$7,846.70 \$2,197.15 \$206.25 \$31.00 \$38.95 \$40.93 \$1,092.90 \$429.50 \$1,365.21 \$42.34 \$1,696.14 \$706.33

TIMBUKTU UNIT 999

DISBURSEMENTS

7/18/2022

Date	Check To whom	Amount	General Fund	AEF	Ameri cansim	Children & Youth	Cmnty Service	Educa- tion	Girl State	Natl Security	JRS	PPP	Welfare	comments
Balance brought forward		\$7,846.70	\$2,197.15	\$206.25	\$31.00	\$38.95	\$40.93	\$1,092.90	\$429.50	\$1,365.21	\$42.34	\$1,696.14	\$706.33	
7/18/2022	2137 Susie Smith	\$20.00											\$20.00	adopt a vet
7/18/2022	2138 DOC ALA	\$187.00	\$187.00											per cap
7/18/2022	2139 Ray Jones	\$151.70											\$151.70	vet repair

MONTHLY TOTAL \$358.70 \$187.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$171.70

NEW BALANCE \$7,488.00 \$2,010.15 \$206.25 \$31.00 \$38.95 \$40.93 \$1,092.90 \$429.50 \$1,365.21 \$42.34 \$1,696.14 \$534.63

AMERICAN LEGION AUXILIARY

TIMBUKTU UNIT 999

7/18/2022

BEGINNING BALANCE	\$6,017.45
INCOME	\$1,829.25
DISBURSEMENTS	\$358.70
 NEW BALANCE	 \$7,488.00
 INCOME BREAKDOWN	
General Fund	\$537.00
AEF	\$132.25
Americanism	\$0.00
Children & Youth	\$0.00
Community Service	\$0.00
Education	\$532.00
Girls State	\$0.00
Natl Security	\$555.00
Jrs.	\$0.00
PPP	\$73.00
Welfare	\$0.00
TOTAL INCOME	\$1,829.25

DISBURSEMENTS	
General Fund	\$187.00
AEF	\$0.00
Americanism	\$0.00
Children & Youth	\$0.00
Community Service	\$0.00
Education	\$0.00
Girls State	\$0.00
Natl Security	\$0.00
Jrs	\$0.00
PPP	\$0.00
Welfare	\$171.70
TOTAL DISBURSEMENTS	\$358.70

ACCOUNT SUMMARY	RECAP
General Fund	\$2,010.15
AEF	\$206.25
Americanism	\$31.00
Children & Youth	\$38.95
Community Service	\$40.93
Education	\$1,092.90
Girls State	\$429.50
Natl Security	\$1,365.21
Jrs.	\$42.34
PPP	\$1,696.14
Welfare	\$534.63
 NEW ACCOUNT BALANCE	 \$7,488.00

SAVINGS BALANCE	A/O 4/30/2022	\$574.33
CD BALANCE	a/o 4/15/2022	\$7,953.89

Penny Lane
Treasurer

AUDIT GUIDELINES

An audit needs to be conducted within 60 days of the end of the fiscal year which is June 30th. (Department Constitution & Bylaws Article XII Section 7 for districts and Article XIV section 6 for units.) It should also be done periodically throughout the year if your Bylaws or Standing Rules so state.

An audit is not just balancing the checkbook with the bank. All funds need to have been deposited and recorded in the ledger and credited to the correct line items, as well as, checks being written and disbursed from the correct columns.

Things needed to conduct an effective audit;

- Receipt book
- Checkbook
- Pass book or deposit receipts
- Bank Statements
- Ledger
- Minutes
- Receipts

Step 1. Compare receipt book with deposits made. Should balance

Step 2. Check that all deposits are entered in the checkbook

Step 3. Check that all debits and credits have been entered in the checkbook

Step 4. Compare checkbook with bank statements. Should balance

Step 5. Make sure all money received, disbursed, credited & debited are entered in the ledger and in the appropriate columns (funds). There needs to be at least two (2) columns, one for General Fund and one for Welfare Fund. You may need to refer to the minutes as to which account money should be credited and/or debited.

Step 6. Note any discrepancies.

Step 7. Check bills/receipts for accuracy, note any discrepancies.

Step 8. When complete all members of the Audit Committee should sign on the last page audited in the ledger, and/or checkbook indicating their name and date.

Step 9. A report needs to be prepared showing money received and disbursed for the entire account(s) and for each line item. Any discrepancies need to be shown.

Step 10. A written report needs to be made for the files.

Step 11. A report should be made at the first meeting following the audit. A motion needs to be made to accept the books when they are found to be in order. If the books are not found to be in order, appropriate action needs to be taken.

No one who signs on the account(s) should be on the Audit Committee. The Treasurer should not be part of the audit, however, should be available to answer questions that may arise.

TIMBUKTU UNIT 999
AUDIT
JULY 31, 2022

The books were audited on July 31st, 2022 from January through June. The following was found: (These books are audited semi-annually)

All Journal Entries from previous audit had NOT been corrected.

Check #1438 written in April 2021 for \$142.28 for Dept Nurses Scholarship has not been resolved.

Check #1504 written October 11, 2021 was shorted by \$.63 and needs to have a Journal Entry to add to the General Fund.

Receipt 640614 written on November 8, 2021, for \$3.00 was entered in General Fund Should be Welfare. A journal entry is needed to correct.

December 2021, deposit was over by \$1.00, unable to determine where funds go, Journal Entry to put in General Fund

In addition the deposit in January 2022 was over by \$1.00, Needs Journal Entry

Check fees in March 2022 had not been entered in the ledger.

Outstanding checks

1438	\$142.28	Dept Nurses Scholarship	4-11-21
1532	\$ 6.00	Dept General Fund	12-13-21
1544	\$100.00	AL Post Hall Rent	2-14-22
1555	\$ 50.00	Dept Welfare	3-13-22

TOTAL \$298.28

Bank Account January beginning balance \$6162.02

	Deposits	Disbursements
JAN 2022	\$1353.86	\$ 421.00
FEB 2022	\$ 875.00	\$2586.66
MAR 2022	\$2334.91	\$1389.00
APR 2022	\$ 232.60	\$1009.87
MAY 2022	\$ 977.50	\$ 97.70
JUNE 2022	\$ 122.00	\$ 225.00
New balance	\$5308.66	

ALCWF beginning balance \$302.34

no activity

Ending balance \$302.34

PPP beginning balance \$260.73

No activity

Ending balance \$260.73

Welfare	\$1051.18		
		Deposits	Disbursements
JAN 2022		\$ 5.28	\$ 100.00
FEB 2022		\$ 118.65	\$ 0.00
MAR 2022		\$ 317.00	\$ 712.00
APR 2022		\$ 0.00	\$ 200.00
MAY 2022		\$ 977.40	\$ 97.70
JUNE 2022		\$ 0.00	\$ 00.00
Ending balance	\$1159.81		
General Fund beginning balance	\$4000.99		
JAN 12 deposit	\$1273.58		\$ 321.00
FEB 12 deposit	\$ 649.70		\$ 986.66
MAR 12 deposit	\$ 723.90		\$ 677.00
APR 12 deposit	\$ 222.60		\$ 673.74
MAY 2022 deposit	\$ 00.00		\$ 00.00
JUNE 2022 deposit	\$ 122.00		\$ 225.00
Ending Balance	\$4109.12		

(Continue with all columns and accounts)

Audit Committee

Sally Smith
Carol Taylor
Mary Jones