

TREASURERS

READ DO NOT DISREGARD
WHAT HAS HAPPENED!!!!!!

WHEN DOING APPLICATIONS FOR MEMBERSHIP

1. MAKE SURE IT IS LEGIBLE
2. MAKE SURE ALL NEEDED INFORMATION IS THERE
3. INVESTIGATING COMMITTEE HAS SIGNED AND WHEN ELECTED OR REJECTED COMPLETED
4. COMPLETE BIRTHDATE

WHEN DOING CONVERT TO LIFE

1. THE COMPLETE BIRTHDATE MUST BE ON NOT JUST THE YEAR. MALTA WILL NOT ALLOW TO FINISH THE PROCESS IF NOT IN THE SYSTEM

DECEASED MEMBERS

1. IF YOU ARE ENTERING INTO MALTA, **I DO NOT NEED** A COPY. I HAVE ACCESS TO ALL ENTERED INTO THE SYSTEM

MAILING OF CHECKS –

1. NOTHING HAS CHANGED. WE **MUST** HAVE THE **PRESIDENT AND TREASURER'S NAMES** ON THE CHECK. NO OTHER OFFICERS CAN SIGN. **REMEMBER** WHICH OFFICES ARE BONDED.
2. UNLESS OTHERWISE NOTED CHECKS ARE MADE OUT AS FOLLOWS – IF NOT...THEY WILL BE RETURNED: **VFWA-DEPT OF WI**

AUDITS

1. THE THREE TRUSTEES AUDIT THE BOOKS **NOT THE TREASURER!!!**
2. TRUSTEES SIGN THE REPORT AFTER CHECKING ALL NUMBERS IN THE CHECK BOOK MATCH THE DISBURSEMENTS IN THE LEDGER. ALL DEPOSITS MATCH THOSE MADE. AND ALL FUNDS ARE PROPERLY ACCOUNTED FOR.
3. IT IS TO BE READ AT THE MEETING BY THE SENIOR TRUSTEE. AND ACCEPTED WITH A MOTION RECORDED IN THE MINUTES. THAT DATE IS PUT ON THE REPORT BEFORE BEING SUBMITTED TO DEPARTMENT TREASURER'S OFFICE. THEY WILL BE RETURNED IF THIS IS NOT COMPLETED.

AUXILIARIES

IF YOU ARE IN NEED OF HELP, YOU NEED TO **ASK**. WE ARE HERE TO ASSIST YOU. DON'T WAIT UNTIL IT HAS GONE SPINNING OUT OF CONTROL AND 1 MEETING WILL NOT FIX THE PROBLEM.

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