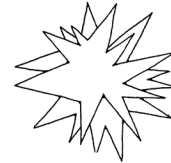


VETERANS OF FOREIGN WARS AUXILIARY
TREASURERS – NEWS ALERT



➤ **DO YOU HAVE THE CURRENT AND CORRECT AUDIT FORMS FOR THE TRUSTEES TO USE?**

PLEASE USE THE ENCLOSED OR ON-LINE AUDIT FORM FOUND ON: www.wivfwaux.org NOT THE ONE ON THE VFW AUX. NATIONAL SITE. WE ARE TRYING TO MAKE ALL FORMS THE SAME!

➤ **DO YOU UNDERSTAND HOW THE NEW REPORTING IS DONE?**

THE AUDIT DONE COVERING THE MONTHS OF OCT-NOV-DEC IS DONE IN JANUARY. THEN BEFORE IT IS SENT TO THE DEPT. TREASURER'S OFFICE:

- A TRUSTEE WILL READ IT AT THE NEXT MEETING
- IT MUST BE APPROVED WITH A MOTION THAT IS RECORDED IN THE SECRETARY'S MINUTES
- ENTER THE DATE OF APPROVAL ON THE AUDIT FORM (LOWER LEFT SQUARE)
- THE MOST SENIOR TRUSTEE MAILS/EMAILS THE FORM TO THE DEPT. TREASURER. PER SECTION 814 OF THE BY-LAWS.

TRUSTEES.....MAKE SURE ALL PAGES ATTACHED TO THE RECORD BOOKS SHALL BE SIGNED BY TRUSTEES AT THE TIME OF THE AUDIT.

ANY QUESTIONS ON THE PROPER FORMS OR AUDITING, PLEASE CONTACT ME.

MEMBERSHIP- NEW ANNUAL AND LIFE APPLICATIONS MUST BE COMPLETED AND MAILED TO DEPT. TREASURER'S OFFICE WITH AN AUXILIARY CHECK – NO PERSONAL CHECKS. THE REASON BEING THAT THE MEMBERS MUST BE VOTED ON AT A REGULAR MEETING. APPLICATIONS CANNOT BE SUBMITTED TO THE OFFICE VIA EMAIL.

PLEASE MAKE SURE THAT YOU ARE USING THE CURRENT MEMBERSHIP FORM.

DONATION SHEET – IT SEEMS THAT AFTER USING THIS FOR SEVERAL YEARS, AUXILIARIES ARE NOT FOLLOWING THE CORRECT MAILING ADDRESSES. PLEASE READ BEFORE YOU MAIL SO CHECKS ARE MADE OUT PROPERLY AND MAILED TO THE CORRECT OFFICE.

PLEASE ASK IF YOU HAVE QUESTIONS.

WE WILL BE HOLDING AN AUDIT TRAINING SESSION AT MID-WINTER. TREASURERS AND TRUSTEES PLEASE **RSVP TO 262-560-1222 OR EMAIL: lennylavfw@yahoo.com** - SO THAT ENOUGH MATERIAL IS PREPARED. THANK YOU.

MERRY CHRISTMAS AND HAPPY NEW YEAR TO ALL!

LENORE OTTO, DEPT. TREASURER

262-560-1222

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