

## TREASURER

In July or August each Auxiliary Treasurer should receive a packet with the new Dues Cards, a Membership Roster of their Auxiliary, Blank Dues Cards, an Application Form, a Transmittal Form, an Instruction Guide on how to fill out the Transmittal Form, (the Delegate letter form to fill out is now available on-line and in the Courier), and an Order Form with current Supply Prices. The Bond Application is sent out on odd years; the current bonds expire August 31, 2023. These packets are sent out after the Supreme Treasurer receives the Installation Warrant/Election Report for the new year. If you do not receive your packet, please contact the Supreme Treasurer to verify that the Installation Warrant was received. Each Grand Treasurer also receives the Forms, extra Dues cards, and a Roster for the Grand.

Send your Transmittals in on a timely basis at least once a month. **Do not include any monies except membership on your transmittal check.** When submitting the names of Auxiliary Members, please **print clearly last name first, then first name in alphabetical order.** Be sure to include a copy of the Application for New, Reinstated and Transfer Members signed by three Auxiliary Members in good standing. If you are paying a previous year's membership dues, put these on a separate transmittal, not with the current year's dues, and try to write a separate check.

Only **Grand Treasurers** and **Auxiliaries Not in a Grand** send transmittals directly to the Supreme Treasurer. All **Treasurers** can send donations to Supreme for **Supreme Hospital, Supreme Scholarship, Supreme President's Special Hospital Project, National Home, National Home Special Project, Ways & Means** and the **Love Gift** for the Supreme President.

Make all checks payable to the **Supreme MOC Auxiliary** and earmark where the funds are to go. All Grand money is mailed directly to your **Grand Treasurer**. Do not send Supreme your Year-End Reports; send these to your Grand Chairmen. You will find the form "**Donations for Supreme Programs**" in the Program Book. Make extra copies to use throughout the year. Send a copy of the form, along with your check for donations to the Supreme Treasurer. Make copies of the form for the Grand Chairman's Year-End Reports. **You can (and should) include all of your donations on one check.** Just be sure to include the form showing where the donations are to be applied.

**Audits:** Audits are sent in for each quarter. Auxiliaries in a Grand send them to their Grand Treasurer, **not** to the Supreme Treasurer. Their Grand Treasurer is responsible for tracking them. Grand Treasurers send their audits to the Supreme Treasurer. Auxiliaries not in a Grand also send their audits directly to the Supreme Treasurer.

**Membership:** After two years of non-payment of dues, an individual member is dropped off the list for the next year. You do not need to send in the names of members not paying their dues; the computer automatically does this. To obtain 100% in Membership for the following year, these Members must be replaced with new or reinstated Members.

The IRS made a ruling several years ago that all nonprofits must fill out Form 990's. This also means that each auxiliary needs its **own Employer Identification Number (EIN)**. Since banks usually require these numbers, most auxiliaries have already gotten them. Once the auxiliary receives the EIN, the information is sent to the Supreme Quartermaster with a copy to the Supreme Treasurer so that auxiliary can be added to the Supreme MOC nonprofit list for the IRS. We, the MOC Auxiliaries, are covered under the MOC blanket exemption for the IRS. The Group Exemption Number is 1710. Auxiliaries should file a 990-N e-Postcard, which can be done by a simple online form. Filing is free and if you are asked to pay a fee, you are on the wrong website.

Thank you for your support. All of you Treasurers do a great job in one of the most important positions in the Auxiliary. Keep up the good work that you do!

### SUPREME TREASURER

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