

**Helpful Notes to help with Unit Finance:**

- Use your Unit's legal name; information is found on Unit Charter.**
- You are a Unit, 501 C(19), National Group #0964**
- Create a recording keeping system, manual or computer.**
- Keep a copy of every check or cash disbursement and attach the corresponding invoice.**
- Set up a filing system, either manual or computer.**
- Financial Reports - share with Executive Committee Meeting and General Meeting. Keep copies of all monthly check book reconciliations.**
- Checks should be deposited within seven working days. Pay all invoices with a check. Cash transactions should have a petty cash receipt.**
- Keep copies of 990s and Corporation Commission Filings.**
- Annual Audits of all Auxiliary accounts are recommended. Work with your Unit President to set up an Audit Committee, with Unit Treasurer available to answer questions. Remember that the purpose of an Audit is to review transactions within the past year and reconcile accounts for next year.**
- Work with your Unit President to set up a Budget using last year's budget information, ie, income, expenditures and program expenses for the new budget.**

**Remember that records need to be kept for seven years.**

**Yolanda Bonilla, Chairman, 602-989-3321, [yodobo@msn.com](mailto:yodobo@msn.com)**

**Penny Maklary, Member, 520-364-5038, [ahhpenny@aol.com](mailto:ahhpenny@aol.com)**

**Barbara White, [barbara.white99gmail.com](mailto:barbara.white99gmail.com)**

**Members by Virtue of Office: Stacey Mayberry, President, NEC, Rose Ficklin, Sec/Tres. (no vote)**