

Finance

December 2024

Happy Holidays! Are you aware that Policies and Procedures has a very informative section on Finance? Please see below for the first installment on Finance. And make sure to follow up next month on more information:

FINANCE (updated 2024) Financial security within the Department is guaranteed by 3 elements working together very closely and providing checks and balances for each other.

1. Department Secretary/Treasurer who is responsible for the daily financial business of the Department.

2. Outside Paid Accountant and Payroll Service providing daily access to professional guidance and supervision of the Secretary/Treasurer's work. It is required that the chief liaisons of the outside accountant and payroll service are not members of the American Legion Auxiliary to prevent the perception of Conflict of Interest. In addition, the outside services are responsible for proper reporting of employee withholding taxes and IRS requirements. The outside accountant is hired by the Department Executive Committee.

3. Department Finance Committee-This Committee is the point of contact for the Department membership on any matter which concerns the Department Finances. The Committee is responsible for preparation of the annual budget and supervises the expenditure of funds under the budget approved by Convention Delegates.

The Finance Chairman and Department President receive monthly financial statements from the Secretary/Treasurer and outside accountant. The Finance Chairman and Committee are responsible for making sure yearly audits are conducted, and for recommending the hiring or contracting of an outside auditor to the Department Executive

Committee if deemed necessary. (2006) Composition of Finance Committee shall be set up as prescribed by the Constitution and Bylaws.

To be continued in January.....

Yolanda Bonilla, Chairman, 602-989-3321, yodobo@msn.com

Penny Maklary, Member, 520-364-5038, ahhpenny@aol.com

Barbara White, 602-908-2980, [barbara.white99gmail.com](mailto:barbara.white99@gmail.com)

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