



## FINANCE - Fall Conference 2022

### Finance Goals for 2022 are simple:

- Each and every Unit and District requires that you file your 990 with IRS. If your gross receipts are \$50,000 or less, then use 990N (e-post card). Use 990 when gross receipts total more than \$50,000. Do file before the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of books of Unit/District tax year. Remember there is a new sign-in process for 990-N filers with IRS. Gov. Please contact me at 602-989-3321 or reach out via email at [yodobo@msn.com](mailto:yodobo@msn.com) or go to IRS.gov and download Publication 5248, "Electronic Filing System Guide" for details.
- Units and Districts need to submit Annual Reports with the Arizona Corporation Commission. E-file at ACC.gov according to the close of books or end of tax year.
- Get in the habit of working up a Budget. Do include program expenses, general expenses and proposed income. Remember that a Budget is a guideline for your Unit/District and as treasurer responsibility falls on the entire Unit/District as far as expenditures are concerned.
- According to ALA National Headquarters Record Retention Policy:  
Keep copies of Accounts Receivable/Payable, Budgets, Internal Audits, Check Registers for 7 Years and the Current Year. Copies of Bank Statements/Reconciliations need to be kept for 10 Years. Do you need to keep hard copies? Can you keep scanned copies?
- As a tax-exempt non-profit corporation under the umbrella of the American Legion Auxiliary it is your responsibility to remain knowledgeable and maintain compliance to receive tax deductible donations.

Questions or concerns, please reach out to the Finance Committee.

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)

Helen Stout, Member, 520-294-3593, [helenstout84@gmail.com](mailto:helenstout84@gmail.com)

Members by Virtue of Office: Barbara White, President, Jennie Molina, NEC

Barbara Matteson, Sec/Treas. (no vote)

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## **American Legion Auxiliary**

Department of Arizona

### **Yolanda Bonilla**

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