

**Happy New Year!!!**

**Continuing the Policies and Procedures section on Finance below for the second installment on Finance:**

**The Department Finance Committee shall be set up as prescribed by the Constitution and Bylaws. The Department President and the National Executive Committeeman shall by virtue of office be members of the Department Finance Committee with vote. (89) Family members may not serve on the Department Finance Committee at the same time. Vacant positions on the Department Finance Committee when members leave an unexpired three-year term will be filled only at a regular or special meeting of the Department Executive Committee. (2006)**

**Budget The Department Finance Committee shall prepare the yearly budget. If they recommend that either Department dues or per capita be raised to produce a viable budget, both the old and new amounts are to be included in the Budget Proposal along with the bottom-line difference it will make in Income vs. Expenses for the coming fiscal year. Following ratification of a Budget by the Department Executive Committee and the Convention Delegates, the Finance Committee supervises the expenditures of the funds under the approved Budget. (2005) They shall set up the General Fund Budget and the Welfare Fund Budget. The Welfare funds are to be kept in a separate "paper" account and will provide for both Veterans' Rehabilitation and the Welfare of Veterans' Families. The Finance Committee is responsible for recommending each year the cost to Units for purchasing poppies and the amount paid to Veterans per poppy assembled. These will be approved in the Department Budget at Convention. (See "Poppy Making" under "Veterans Affairs and Rehabilitation" this book.) (2005) (At Convention 2023 cost of poppies was set at \$15.00 per 100 beginning in 2024-2025.) The \$25 cash awards made to the Department winners of the Children of Warriors National Presidents Scholarship, Spirit of Youth Scholarship for Junior Members, and Non-Traditional Scholarship referred to under Education shall be a line item in the annual budget. (95)(2012)(2017)**

**The Finance Committee is responsible for considering annually the pay scale for any and/or all paid Department Employees. This is their only authority in reference to said employee. Any expenditures exceeding \$200.00 not provided for in the annual budget must have a written approval or rejection from the entire Executive**

**Committee. (2004) In case of a financial emergency which cannot wait for a specially called or regularly convened meeting of the Executive Committee, the Department President has the privilege of having a vote of the Executive Committee by regular letter, by email, or by a combination of the two. Each member of the Executive Committee must be contacted and a “hard” copy of the response to the question is to be kept for the record. A written report of committee members’ votes will be given at the next ensuing Executive Committee meeting and the results recorded in the meeting minutes. Only one item of business may be handled in each communication. (2016) Reimbursement for ground transportation may not exceed the lowest air fare available. Statement of air fare must accompany the mileage claim. Rate reimbursed per mile is determined by the Department Finance Committee on a yearly basis. (2008) Amounts voted by Convention action or as authorized by the Department Executive Committee which are special expenditures for the year, shall be taken from the revenue in the General Fund. The budget shall set forth an estimated yearly expenditure and the amount including the reserve shall not exceed the estimated amount of the yearly revenue. The Department Finance Chairman is responsible for securing the Girls State and Junior Department Meeting Budgets for approval by the Department Finance Committee. Any contract relative to the American Legion Auxiliary Department of Arizona whether it be for meeting rooms, meals, equipment or the like shall be signed by the Department President and Department Finance Committee Chairman after approval of the entire Finance Committee. (2004)**

**To be continued in February....**

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