

FINANCE POLICY AND PROCEDURES FOR VA&R (2025)

OVERVIEW VA&R FINANCE POLICY

The following VA&R Chairmen each receive funds, through the Department, to carry out the mission of the Department of Arizona American Legion Auxiliary:

- ☐ Veteran Affairs Voluntary Services (VAVS) Representatives for each Arizona Veterans Affairs Medical Center (VAMC) including some funds specifically designated for the local Creative Arts Festival
- ☐ Gift Shop Chairmen for each VAMC
- ☐ Arizona State Veterans Home Chairmen for each Arizona State Veterans Home. Budgeted and donated funds are periodically received from and designated to VA&R programs by Units, Districts and/or Department. These funds are distributed to the responsible individual chairmen accounts by the Department Secretary on a monthly basis. At the time of funds distribution, the Secretary will send an email outlining the donating entity and donation amount by to each individual chairman whose account receives funds. Chairmen are responsible to acknowledge the donation to the sending Unit or individual.

Separately, the Department maintains the following VA&R funds:

WELFARE PLEDGE: Units and VA&R Chairman may request funds from Department for direct aid to veterans.

CHRISTMAS PLEDGE: VAMC Reps may request funds to place dollar bills in Christmas Cards for VAMC hospitalized veterans.

CARE & DILIGENCE VA&R Finance Policy

All chairmen must use and manage funds with care and diligence. This includes:

- ☐ ensuring all purchases support the priorities of the entity they are serving;
- ☐ looking for alternate sources of funding as available;
- ☐ researching spending requests thoroughly;
- ☐ ensuring that funds are available to complete the project;
- ☐ ensuring that expenditures fall within authorized use of funds outlined here.

Prior to purchase, all expenditures exceeding \$2500 require:

- ☐ 3 bids (or purchase options) as feasible
- ☐ Authorization by the Department Finance Chairman

AUTHORIZED USE OF FUNDS VA&R Finance Policy

VAVS funds may be used for:

- ☐ ALA Volunteer recognition;
- ☐ Misc supplies, printing, postage, including expenses related to promoting the ALA, etc;
- ☐ Creative Arts supplies or Festival expenses including display expenses or refreshments/food;
- ☐ Annual \$2.00/patient Christmas pledge (which may be reimbursed from Department by request);
- ☐ Specific expenses of families of veterans in need during a veteran's hospital stay or visit such as transportation and lodging if not alternately available;
- ☐ Expenditures directly connected to the comfort or mental well-being of patients and approved by the VAMC, such as social gatherings, decorations, games, books, etc.
- ☐ Funds may not be used for building infrastructure, medical equipment etc. or for direct aid to individual veterans.

Gift Shop Funds may be used for:

- ☐ Misc supplies, printing, postage, including expenses related to promoting the ALA, etc;
- ☐ Transportation of Veterans to/from the Gift Shop as applicable;
- ☐ Gifts approved by VAMC;
- ☐ Refreshments/food for veterans, their families and volunteers.

Arizona State Veterans Home funds may be used for:

- ☐ Expenses related to resident activities and/or supplies such as bingo, parties, chapel, external trips or activities;
- ☐ Expenditures directly connected to the comfort or mental well-being of residents, such as social gatherings, decorations, games, books, gifts, common area furniture, etc.
- ☐ Funds may not be used for building infrastructure, medical equipment etc. or direct aid to individual veterans.

FUNDS MANAGEMENT VA&R Finance Policy

In addition to maintaining overall account financial records, Chairmen are responsible for maintaining financial records to “sub programs” to which each donation may have been designated (e.g., Creative Arts, bingo etc.) and utilizing those funds accordingly. Chairmen may not accept donations directly for their program. All donations must go through Department.

Monthly Banking Report

Chairmen are responsible to provide the Finance Chairman a Monthly Banking Report each month.

- ☐ Forms and instructions are available on the Department website;
- ☐ Activity on the form is for the current month and due on the second day of the following month;
- ☐ Activity generated by Department does not need to be included on the form;
- ☐ Form submission is not required if there has been no account activity for a given month;
- ☐ Receipts are not required monthly, but an explanation of each expense item is required.

Account Reconciliation

Chairmen are responsible for reconciling the account each month.

- ☐ Review all transactions ensuring you have receipts for all transactions with an explanation of the expense;
- ☐ Ensure that deposits made to the account are documented and acknowledged to donor;
- ☐ Ensure that any “sub-programs”, such as Creative Arts, bingo, are in balance to overall account balance.

Annual Audit

Chairmen are responsible to provide the Finance Chairman with required material to conduct an annual audit of their program account. These material are due at the Department Convention.

- ☐ A chronological list of all transactions since the last audit;
- ☐ Scanned or printed receipt copies of all expenditures;
- ☐ Explanation of each expenditure to include what the expense was for;
- ☐ Copies of any warranties or service guarantees.