

Finance Policy and Procedures-VA&R Chairmen

The following VA&R Chairmen each have allotted funds 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),
- Gift Shop Chairmen for each VAMC
- Arizona State Veterans Home Chairmen for each Arizona State Veterans Home

These funds are distributed by the Department Secretary on a monthly basis to individual chairmen accounts. Secretary will send an email outlining the donating unit and donation amount to each individual chairman whose account receives funds.

CARE & DILIGENCE

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)
- Authorization by the Department Finance Chairman

AUTHORIZED USE OF FUNDS

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 Christmas \$2.00 gift (which can 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, lodging if not alternately available;
- Expenditures *directly* connected to the comfort or mental well-being patients and approved by the VAMC, such social gatherings, decorations, games, books, etc. Funds may not be used for building infrastructure, medical equipment etc.

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 such social gatherings, decorations, games, books, gifts etc. Funds may not be used for building infrastructure, medical equipment etc.

FUNDS MANAGEMENT

Monthly Banking Report

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

- Forms are available on the Department website
- Activity on the form is for the current month and due at the end of that 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 (see “Form entries” below).

Form entries:

- **Banking Account:** Enter the account number being reconciled
- **Date:** Enter the date of the transaction as it appears on the bank account
- **Payee:** Enter the entity that was paid as it appears on the banking account (not who conducted the transaction).
- **Expense memo:** Provide a detailed description of what the expense was for. Example: ‘Refreshments for monthly State home birthday party held April 5, 2024’. This is *critical* to demonstrate that the expense falls within the policy for use of funds.
- **Amount:** transaction amount as it appears on the statement.

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.

Annual Audit

Chairman 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.