

Auxiliary Treasurers

Please read the Bylaws for "Auxiliary Treasurer's" Section 813 and 813A, "Membership" Section 101 thru 117, "Duties of Trustees" Section 814A. **The Auxiliary Treasurer's Guide should be with you at all times.** Also refer to the "Booklet of Instructions Ladies Auxiliary (yellow section) of the Bylaws pages 13 – 18 and pages 20 -23.

All checks sent to me should be made payable to: LAVFW MO. Do not alter checks in any way. Personal Checks will not be accepted. Auxiliary Checks: If your Auxiliary number is not printed on the checks, please write the number on the check. Two signatures are required on all checks. Each check must be ear marked for the fund intended. Do not send donations to the Department Chairman.

Applications: The applications are used for New, Reinstated, Transfer and Life Members. Fill in all blanks on the Application and send (1) to me for an Annual member, (2) to me for a Life Member. If the applications are not filled out completely they will be returned to you. If a new member's eligibility is from a VFW member from your Post, you still must complete the application in full. Please be sure to include the Auxiliary number on the Applications and please PRINT the information. Do not send me copies of the applications.

Life Membership: If every line on the application for a Life Member is not filled in it will be returned. National will not accept without all information plus the signature. If the Life Membership is a gift mark as such and sign the application as the Auxiliary Treasurer. You must have the date of birth on the application. The fee is how the fee is determined. Payment must be made to me with an Auxiliary Check.

Dues: Send dues to me not National Headquarters. If you have a member that is paying the previous years dues please send with a separate summary and check.

New Members: Please send (1) applications with the N/R/T form (New, Reinstated, Transfer form).

Continuous Members: Pre-printed membership cards must not be changed, lined thru or altered in any manner. For changes please use the Annual or Life Member Change Request form.

Annual dues are \$7.00 per person, \$3.50 for National and \$3.50 for Department. They must be sent to me not National.

Summary Forms (white copy only) are sent with each set of dues sent to me. Do not use staples on any dues transaction.

KEEP THE CARDS IN ALPHABETICAL ORDER

Annual or Life Member Change Request Form: This form is used for changes of address, name changes, deceased members, request for replacement Life Membership cards and for Life Member Transfers.

Monthly Maintenance Journal: The journals should be received monthly, please check them immediately if there are any discrepancies you must notify me as soon as possible.

Cancer Donations: Donations are sent to me, \$2.00 or more per member for the year based on the membership quota. Cancer Memorial Cards can be obtained from National Supply Department. Each Auxiliary is responsible for sending the Memorial Cards.

Cancer Insurance: This is separate from your Cancer Donations. The insurance premium is based on your membership as of December 31st of the previous year. Payment must be paid on all members of the Auxiliary; this includes your Life Members. Renewal notices are mailed to the Auxiliary Treasurer approximately six weeks prior to the annual due date.

Your Auxiliary should send a notice as of July 1st each year to all Life Members requesting payment of their Cancer Insurance.

All questions or requests for supplies for the Cancer Insurance must be directed to National Headquarters.

Audits: All Auxiliary Audits are due by the end of the following months; July, October, January and April. Please mail to me as soon as the Audit is completed.

Incorporation Renewals: Auxiliaries who have been incorporated must renew this Incorporation each year. The renewal must be paid by the end of August each year. If this is not renewed each year your Incorporation will be dissolved by the State of Missouri.

IRS Tax Filings: All Auxiliaries are required to file forms for Income Tax as of the first of July. The Form 990, 990-EZ, or 990-N will be required to ensure continued recognition of your tax-exempt status.

Please do not hesitate to contact me by phone, e-mail, fax or letters. I am only here to assist you and try to make your job a little easier.

Debbie Miller
Secretary-Treasurer
Department of Missouri

2189 Forest Lane
Arnold, Mo 63010

Phone: 636-296-7862
Fax: 636-282-9533
E-mail: deborah2580@sbcglobal.net

QUICK REFERENCE GUIDE
AUXILIARY TREASURERS

Mail the following to:

Department Treasurer

Debbie Miller
2189 Forest Lane
Arnold, MO 63010
636-296-7862 Phone
636-282-9533 Fax
Deborah2580@sbcglobal.net

1. All transmittals for membership, including Life Members.
2. All Auxiliary Audits – due by the end of July, October, January and April.
3. All Cancer Donations. The \$2.00 or more per member for the year is based on your membership quota.
4. All donations for the following: Hospital (including all special donations for designated Hospitals and Fund), Junior Girls, Missouri Past National Presidents Scholarship Fund (MPNP), National Home for Department House Fund, VOD/Youth, Service Officers Fund and Fisher House.
5. Delegate Dues for Department Convention.
 - a). \$6.00 – Auxiliary President
 - b). \$6.00 – Per Delegate
 - c). \$6.00 – Per Past Department President, Department Officer or District President from your Auxiliary.
 - d.) One delegate per 30 members of paid up membership.
6. **All checks should be payable to: LAVFW Dept. of MO., and earmarked for intended fund. Personal Checks will not be accepted.**
 - All changes of Officer's address and phone numbers. (Auxiliary President, Secretary and Treasurer).

Mail the following to: Ladies Auxiliary VFW

National Headquarters
406 West 34th Street
10th Floor
Kansas City, MO 64111

1. Health and Happiness - \$.10 per member or more, based on Membership Quota. This must be sent before December 30th of each year.

2. MAP, Unmet Needs and Operation Uplink are sent to National Headquarters. Donations to help support these three programs should be earmarked for **National Military Services**. This will allow the VFW to designate the use of these funds where they are needed most.
 3. Treasurer's Bond Applications – will be mailed to Auxiliary President after National receives installation report. Must be bonded by August 31st. Standard \$10,000.00 bond is \$10.00; each additional \$1,000. is \$3.50.
 4. Cancer Insurance Renewal Notices – will be mailed to Auxiliary Treasurer 6 weeks prior to Renewal Date
 5. Orders for Supply Items
 6. **All checks should be made payable to: LAVFW and earmarked for the intended fund.**
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Mail the following to: VFW National Home
3573 South Waverly Road
Eaton Rapids, MI 48827

1. Contributions for National Home Seals
 2. Life Membership for the National Home
 3. Endowment Certificates
 4. Special Projects. Funds requested by the National Home and designated for that fund.
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Donations for Missouri Veterans Homes are sent directly to that Home designated for the proper fund.

NOTE: PLEASE HAVE AUXILIARY NAME, NUMBER AND PROPER SIGNATURES WITH FUND THAT MONEY IS FOR ON ALL CHECKS.