



VETERANS OF FOREIGN WARS AUXILIARY Department of Indiana

Dear Auxiliary Treasurers,

July General Orders

Here's a few tips and tricks that you will need:

1. **TEACH** your bartenders, canteen staff, and members on how to accept new membership applications. Applications must be filled out correctly in order for them to be processed. Any that are not will be sent back for corrections.
2. Do not send me a member's check for dues-unless they are sending it as an ACH and void the check (follow the instructions on the app). Deposit their check and then write a check made out to "VFW Aux, Dept. of IN". Remember, annual members are \$10 (your Aux keeps the rest), and life members are the full life payment.
3. Please keep your rosters up-to-date. If a member moves or changes their contact info, update Malta. If you should have a member pass away, make sure to decessate them in Malta.
4. Reconcile your ledgers, checkbook, and other records monthly. Do not let a problem pile up on you.
5. Come to our School of Instruction for Treasurers and Trustees on August 18, 2023, at 7:30 PM at the Indianapolis Marriott East.
6. Pay your obligations in July such as Hospital and District Dues. Look for the enclosed obligations and donations sheet in this packet of General Orders.
7. You **MUST MUST MUST** purchase your bond. Do that in Malta as soon as it opens around July 6, 2023. Make sure to bond your position for at least double the amount you have in assets. For example, if your Auxiliary has \$5000, bond for \$10,000.
8. Audits for April-June 2023 will be due by August 31, 2023. If you need assistance, please reach out to your District President or to me.

Thank you! Let's have a great year for our Veterans and our Organization!

Kasey Osborn, Department Secretary/Treasurer

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