



VETERANS OF FOREIGN WARS AUXILIARY Department of Indiana

Auxiliary & District Treasurer Guidesheet

August 2023

1. Remember to review the July Guidesheet that was in General Orders. It is available on our website under Resources, and then Treasurer.
2. If you are a new treasurer this year, you must fill out an 8822-B and send it to the IRS. This is to let the IRS know who the fiscally responsible party is.
3. Effective immediately, you must file your own 990N. Instructions for this step-by-step are on our website under Resources, and then Treasurer. If you DO NOT have a computer, you need to get with one of your trusted family members or Auxiliary members have them help sit with you to do this. If the 990N is not completed, you can lose your non-profit status with the IRS.
4. Please make sure to go in and purchase your Bond if you have not already done so. National will require that your Auxiliary be placed on suspension if you do not have your bond purchased by August 31, 2023. This is an annual, mandatory requirement.
5. Anytime you send a check to the Department (me), make it payable to "VFW Aux, Dept. of IN". Do not make it payable to me personally.

Things that are due now and who they get sent to or how they get processed:

- A. General Hospital is \$54.00 and sent to me.
- B. District Dues is set by your District and sent to your District Treasurer.
- C. President's Special Project pins are \$60.00. Send to either the Chairman or to me.
- D. If you are doing donations such as Health and Happiness and Cancer Aid, those can be done in Malta under "gifts".
- E. If you are donating to our "in house" items such as VOD, President's Special Project, Patriot Pen, or Indiana Youth Art, send to me and earmark the check for what the money is to be used for.
- F. National Home for Children-send the check directly to the National Home to ensure you get proper credit.