

# **VFW AUXILIARY, DEPARTMENT OF INDIANA**

Trustee, Treasurer, and Malta Training

September 5, 2025

# **SCHEDULE OF TRAINING**

- Trustees
- Malta & Treasurers

# TRUSTEES

- Section 814, of the National Bylaws
  - Audits are performed quarterly
    - January-March: Due May 31
    - April-June: Due August 31
  - July-September: Due November 30
- October-December: Due February 28



# AUDIT FORM

<b><u>Audit Report</u></b>				
<b>VFW Auxiliary #</b>	<b>District #</b>	<b>Date:</b>		
<b>Quarter</b>	<b>Please Mark Which:</b>	<b>Send Audit To:</b>		
January 1-March 31	5/30/2021	Kasey Osborn, Dept. Treasurer 410 E Dustman Rd Bluffton, IN 46714 osborn.kassandra@gmail.com (260) 273-9571		
April 1-June 30	8/31/2020			
July 1-September 30	11/30/2020			
October 1-December 31	2/29/2021			
<b>Fund Name</b>	<b>Balance Last Report</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance This Report</b>
General Fund	\$	\$	\$	\$
Dept & National Dues	\$	\$	\$	\$
Relief	\$	\$	\$	\$
Other Funds	\$	\$	\$	\$
Provide Names of fund	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Funds Total:</b>	\$	\$	\$	\$
<b>Savings &amp; CD's</b>	\$	\$	\$	\$
<b>Total All Funds</b>	\$	\$	\$	\$
<b>Checking Bank Statement Balance This Report:</b>				\$
<b>Deposits in Transit:</b>				\$
<b>Less Outstanding Checks This Report:</b>				\$
<b>Total Checking Balance This Report:</b>				\$
<b>Funds Total &amp; Total Checking Balance This Report MUST Match</b>				
<b>List Outstanding Checks:</b>				
<b>Check #</b>	<b>Amount</b>	<b>Check #</b>	<b>Amount</b>	<b>Total Outstanding</b>
				\$
This is to certify that the books and records of the Treasurer and Secretary have been audited and all money is properly accounted for. Audited Date: _____				
Trustee #1 _____		Trustee #2 _____		
Trustee #3 _____				
Items to be Audited: Treasurer's Ledger/Computer Records, All Bank Statements, Cancelled Checks, Checkbook, Secretary's Minutes. Please sign those items. Make 4 copies of this Audit and give to President, Secretary, Treasurer, and #1 Trustee. Send Original to Department Treasurer				

# AUDIT FORM REQUIREMENTS

- All Math must be completed-TOTALS TOTALS TOTALS
- Please mark which audit you are performing and date it
  - Bank statement balance must be included
- FUNDS TOTAL AND TOTAL CHECKING BALANCE  
MUST MATCH
- Must be signed by at least one trustee (two can pro-tem)

# ALTERNATE AUDIT FORMS

- [www.vfwauxin.org](http://www.vfwauxin.org) has a treasurer report and audit form  
(Thank you Michael Fleenor!!)
- <https://vfwauxiliary.org/treasurer-resources/>



# WHO CAN ATTEND AN AUDIT?

- OR WHO SHOULD??
- President, Secretary, Treasurer (however, they cannot perform the audit)
  - All three Trustees

# WHAT MUST BE AUDITED?

- Treasurer Ledger Book
- Checkbook Register
  - Gaming Account
  - Savings Account
- Secretary's Minutes



# **SIGNATURES**

- Must sign the following
  - Audit Form
- Check book Register
- Secretary's Minutes
  - Bank Statement

# MATH?? EEEK!

- General Fund Beginning Balance
- +Total Receipts for the quarter (General Fund Only)
- -Total Disbursements for the quarter (General Fund Only)
  - Ending Balance for the General Fund
  - Repeat process for each fund!!!

# MATH PART DEUX

- Getting Ending Balances??
  - Now....
- Add the Ending Balances of all funds
  - Gives you the Total All Funds 😊



## **MATH PART WHATEVA...**

- Check bank statement with register-write down Outstanding Checks and Deposits in Transit..
- **THROUGH AUDIT PERIOD ONLY-DON'T COUNT THE STUFF AFTER THE AUDIT PERIOD!!!!**

# **FRUSTRATED YET? I AM.**

- Bank Statement Balance
- + Any Deposits in Transit
- -Outstanding Check Total
- Total Checking Bank Line
- If it equals the Total Funds line—
- **WINNER WINNER WINNER WINNER!!**



**ANY QUESTIONS ON AUDIT STUFF?**





# MALTA

- Process Dues
- Update Dues Information
- Edit Member Information
  - Purchasing the bond
- And...basically everything


# SEVERAL SECTIONS

[Profile](#) [Duties](#) [Resources](#) [Events](#) [Make Gift](#) [Reports](#)


[Department Treasurer](#) [Department Secretary](#) [District Treasurer](#) [District Secretary](#)

## Department of Indiana


### Shortcuts




[Process Dues](#)




[Reports](#)




[Receipts](#)



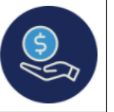
[Withdrawals  
by National](#)



[Deposits by  
National](#)



[Make a Gift](#)



[Print Bond](#)

### Manage Members

1. [View Members](#)

2. [New Membership](#)

3. [Rejoin Member](#)

4. [Process Dues](#)

5. [Convert to Life](#)

6. [Transfer Members](#)

7. [Address Labels](#)

8. [Phone & Email List](#)

9. [Order Membership Cards](#)

10. [Print Member Cards](#)

11. [Event Registration](#)

# AND MORE...

## Manage Department

- |  |  |
|--|--|
| 1. <a href="#">Edit Dues Amount</a>                | 5. <a href="#">Officer Contact Information</a>           |
| 2. <a href="#">Bank Account</a>                    | 6. <a href="#">Treasurer Resources</a>                   |
| 3. <a href="#">Officers / Installation Reports</a> | 7. <a href="#">Officer Resources</a>                     |
| 4. <a href="#">Edit Department Addresses</a>       | 8. <a href="#">Bond Purchase for Department Entities</a> |

## Department Information

<b>Total Auxiliaries</b>	<b><u>127</u></b>	<b>Total Districts</b>	<b><u>11</u></b>	<b>Institution Date:</b>	July 16, 1925
Auxiliaries Missing Installations/Officers	<u>1</u>	Districts Missing Installations/Officers	<u>1</u>	<b>Address:</b>	410 E Dustman Rd Bluffton, IN 46714
Auxiliaries Not Bonded	<u>16</u>	Districts Not Bonded	0		



## **BUT WAIT...WHAT CAN'T YOU DO?**

- All New and Rejoin Members must go through the Dept.
  - All Transfers must go through the Dept.
  - But wait...what can't the Dept. do?
- After received by the Dept...All Life Credit Cards and all Out of State Transfers must be sent by the Dept. to National.

# PROCESSING CONTINUOUS DUES

<input type="checkbox"/>	2000284733	VonOr	Storri	2138 N Sampson Rd, Woodburn, IN 46757	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000170011	Wall	Betty	540 Lane 375 Crooked Lk, Angola, IN 46703	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000367506	Wannemacher	Harold	1329 Melbourne Dr, New Haven, IN 46774	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	3021628	Warnock	Teresa	4424 Homestead, Woodburn, IN 46797	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000012117	Weekly	Theresa	701 Ohio Ave, Auburn, IN 46706	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	9226812	Wheeler	Cathleen	733 Lillian Ave, Fort Wayne, IN 46808	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000436832	Williams	Catherine	1717 N Tyland Blvd, New Haven, IN 46774	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000150067	Worden	Crystal	9712 Grotrian Rd, Monroeville, IN 46773	<a href="#">Edit Address</a>	\$5.00
<input checked="" type="checkbox"/>	2000373920	Worden	Derek	13218 Tonkel Rd, Fort Wayne, IN 46845	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000290905	Worden	Mike	9712 Grotrian Rd, Monroeville, IN 46773	<a href="#">Edit Address</a>	\$5.00
<input type="checkbox"/>	2000034486	Yablonsky	Patty	2815 Turnpointe Blvd , New Haven, IN 46774	<a href="#">Edit Address</a>	\$5.00
<input checked="" type="checkbox"/>	2000368719	Zehr	Larry	15030 Dawkins Rd, New Haven, IN 46774	<a href="#">Edit Address</a>	\$5.00
Total Amount:						\$10.00

☐ I understand that **\$10.00** will be debited from the Department's bank account.

[Read Terms and Conditions](#)

Pay Dues

Cancel

Please do not click the payment button twice.

# CONVERT TO LIFE

Search By Member ID  
 or by First Name

TOOL TIP: To process more than one, input another Member ID

Cancel

Search

\*NOTE: Bad Addresses are listed in red. To proceed with the payment, click 'Edit' to correct.

District	Auxiliary	Member ID	Name	Email	Address	Is this a Gift?	Amount	
DIN04	2457	2000284796	Logan Haler		410 E Dustman Rd, Bluffton, IN 46714	<input type="checkbox"/>	\$161.00	<a href="#">Edit</a>   <a href="#">Remove</a>
Total Amount:							\$161.00	

☐ I understand that **\$161.00** will be debited from the Department's bank account.  
[Read Terms and Conditions](#)

Pay Now

Cancel

Please do not click the payment button twice.



# REPORTING

## Officer Reports

**TOOL TIP:** Search for a specific Member ID or Auxilliary Number by entering it into the Find|Next field.

### Membership Counts

[CMR - Paid Cancelled & Deceased](#)  
[CMR - Conference Summary](#)  
[CMR - Program Division](#)

### Dues & Member Changes

[Dues Renewal Letter](#)  
[Dues Paid By-Membership](#)  
[Deceased Members](#)  
[Transferred Members](#)  
[Unpaid Members Report](#)  
[Member Contact Changes](#)  
[Malta Activated Members](#)  
[Membership Summary](#)  
[Recruiter](#)

### Entities

[Entities Not Bonded](#)  
[Bonded Amounts](#)  
[Suspended Entities](#)  
[Gift Detail](#)  
[Gift Conference Summary](#)  
[Delegate Strength](#)  
[Dept Purchased Bonds](#)

### Officers

[Missing Officers Report](#)  
[Officer Listing Report](#)  
[Unpaid Officer Listing Report](#)

# EDITING MEMBER INFO

Address		<a href="#">Do Not Contact</a>	Action	
9571	410 E Dustman Rd, Bluffton, IN 46714-1207		<a href="#">Edit</a>	

# MAKING A GIFT

Auxiliary Number:

Add

Auxiliary	Fund	Amount	
2457 - Howard W Bandelier Jr Auxiliary	Cancer Aid & Research	\$	
2457 - Howard W Bandelier Jr Auxiliary	Health & Happiness	\$	
2457 - Howard W Bandelier Jr Auxiliary	Patriotic Art	\$	
Total Gift Amount		\$0.00	

☐ I hereby agree to the terms and conditions of purchase.

[Read Terms and Conditions](#)

Pay Now

Cancel

Please do not click the payment button twice.



# WITHDRAWAL/DEPOSITS



[Withdrawals  
by National](#)



[Deposits by  
National](#)

# MALTA QUESTIONS



# TREASURER DUTIES

- All financial records of the Auxiliary
  - Reconcile the Accounts Monthly
    - Assist the Trustees
- Provide Sound Financial Advice



## **SECTION 813**

**\*\*Duties of the Treasurer ARE MOST EFFICIENTLY  
CONDUCTED THROUGH ELECTRONIC MEANS (Page 80)**

**Bullet Point 1 of Section 813**

# BYLAWS

- Treasurer is responsible for keeping National up to date on bank information (Account #)
  - Must have a General Fund and a Relief Fund
    - No ATM/DEBIT cards
  - Some funds are restricted, others are not

# TREASURER'S GUIDE

- [www.vfwauxin.org](http://www.vfwauxin.org) Go to Resources→Treasurer
  - Find the Treasurer's Guide and other info!
- Treasurer's Guide provides more than the Bylaws in terms of “real word” assistance.



# TAXES AND OTHER BORING STUFF

## 990 or 990N? (Feds)

- Less than \$50,000 in receipts
- The Dept. can do it, but if you want to learn -> training is provided  
<https://vfwauxiliary.org/treasurer-resources/>
- Must be done before November 15 annually.

## IT-20 (Indiana)

- If Registered with Secretary of State
- Comes to the Treasurer
- Fill it out and send it back. Mandatory!

# REFRESHER...SITES TO HELP YOU!

- [www.vfwauxin.org](http://www.vfwauxin.org)
- <https://vfwauxiliary.org/treasurer-resources/>
- <https://malta.vfwauxiliary.org/Account/NewLogin>

**HMMMM...**

