

AUXILIARY PRESIDENTS-PLEASE GIVE THIS TO YOUR TREASURERS-THANK YOU!

Auxiliary Treasurers,

September 2020

Several items have been noticed as we have rolled into this new membership and fiscal year. Please take note of the following:

1. Do not send me DD214 or other proof of eligibility. In fact, it is against the Bylaws for you to even keep it. It is the property of the prospective member, and should be returned as soon as the investigating committee has viewed it.
2. Do not send me a member's check for dues. Please deposit the dues' check into your Auxiliary checking account and in turn, write a check to the Department. Make it out to "VFW Auxiliary, Dept of IN" and earmark it "Dues". Please use the summary form to ensure that you are sending the correct amount.
3. Birthdates! I have reached out to several Auxiliary Treasurers regarding the fact that the birthdate is not on the applications (by email). If the Treasurer does not contact me back within 5 business days, I will then send the application and check back to the Treasurer. To ensure efficient and fast membership processing, please make sure that all required information is on the application.
4. Audits-we are sending several audits that do not have the bank statement balance written on them. Per the National Bylaws, we must have the bank statement balance written on the audit form.
5. 990N-If you completed your 990N, please notify me. I have heard from several of you that have completed your own. Thank you! I will complete all 990Ns that need to be completed by November 15, 2020. I will send the receipt to the Auxiliary treasurer.
6. Please remember the dues fee schedule:
  - A. **Annuals (new/rejoins) are \$10.00 each. Do not send me more than \$10.00 per annual member. Example-you send me 3 new or rejoined members. The check should be for \$30.00, not \$60. If you have already done that by accident and I sent you a refund check, please deposit into your Auxiliary bank account ASAP.**
  - B. Life memberships: It is the full life payment. If the life membership cost is \$184, then I need a check for \$184.
  - C. You can put all members that you are sending on the same check.