

District Presidents-Please consider this official communications and have your Secretary read it in that section of your District meeting

To the Treasurers, Membership Chairmen, and Trustees of the VFW
Auxiliary, November, 1, 2020

Please remember a few important tips as you process dues, membership applications and audits...

1. All membership apps must be legible. If you can't read it, you know I can't read it. I will not process apps that I can't read. I will send it back for help!
2. All apps must have a birthdate. If there is no birthdate, I will try for 10 business days to reach the Auxiliary Treasurer to get the information. If I don't hear back from the Treasurer, I will snail mail the app and payment back with a note requesting clarification and explaining that I did try reaching out.
3. All Audits MUST HAVE the bank statement balance written on there. I am sending back over 10 % of the audits this quarter alone for not having the statement balance written on the audit. Even if it matches your figures, it must be written on the audit per the National Bylaws.
4. If the audit doesn't balance (the funds total line and the total checking balance this report line) do not match, don't send the audit. I can't accept it as correct. If you can't figure it out, then contact me and I'll try to help or have one of our amazing treasurer team members help you! Indiana has spent several years building a network of treasurers locally who can help when I cannot travel to you. Team work makes the dream work!!

If you have any problems, concerns, or questions, please reach out to me!

Thank you for your assistance,

Kasey Osborn, Department Secretary/Treasurer