

Treasurer

New -Treasurers-Report and Ledger- On our website under Announcements

Audits are due November 30th

Trustee

Audit Preparation

- ❖ These items shall be available to the Trustees:
 - Permanent record books of the Treasurer and Secretary
 - Checkbooks
 - Savings books or investment information, if any
 - Bank statements
 - Receipt Book
 - Membership records and reports
 - Minutes of each meeting
 - Copy of the most recent audit
 - Copy of the Standing Rules
 - Blank Audit Forms

Performing an Audit

- ❖ Review and check Treasurer's book against the checkbook to ensure all receipts and expenditures are listed
 - Cash receipt book transactions listed in Treasurer's book
 - Receipts in Treasurer's book=deposits
 - Expenditures in Treasurer book=checks written
- ❖ Reconcile Bank Statements
 - Review Canceled checks and compare to checkbook and Treasurer's book
 - List outstanding checks by number and amount
 - List outstanding deposits by date and amount
 - Balance of bank statement + outstanding deposits-outstanding checks=balance of checkbook
- ❖ Review and check Secretary's minutes to ensure that all expenditures other than membership transmittals were either authorized by a motion or are in the VFW Auxiliary's standing rules
- ❖ Compare Auxiliary dues against National's reports
 - In the Reporting Center behind login the Auxiliary Officers can run reports for membership
 - Ensure that every member that pays dues shows as paid in National's reports
- ❖ Trustees are to report, not correct, any errors that they may find in the Secretary's or Treasurer's records
 - It is the duty of the Secretary or Treasurer to make the necessary corrections in their records
 - The Trustees shall sign and date the audit after all mistakes, if any, have been corrected

Membership

We have brought in 444 new or rejoins and have met 2 gains for National Awards

We are need of 559 current Annual Members to meet National Award

<https://www.vvmf.org/Wall-of-Faces/>- to get eligibility