



Department of Minnesota September 2025 Unit Mailing Finance

Budgets and Donations: As each Auxiliary year begins, your Unit should have a budget to submit to your members for approval. It will make the fiscal year so much easier. The approved budget will become your unit's financial guideline. As you begin your budget process take some time to estimate the unit's yearly income. This will be important as you list the Unit's obligations and donations to the Unit, District, Department and National organization. There may also be some American Legion and Community programs that you include in your list of donations. When you finish you will have a budget to guide you through the year. Some of the American Legion Auxiliary programs receive funds from ONLY the American Legion Auxiliary Units and members. Please make sure "our American Legion Auxiliary programs" are your top priority programs. Check the Unit Guide for program solicitations that have been approved for 2025-2026.

Checks sent to the Department Office need to be made payable to the "American Legion Auxiliary". Include a copy of the donation sheet that the Unit President received in the Unit mailing and indicate the amount you are donating per line item. You can mail in one check with each sheet; there is no need to write a separate check for each program. Send the check and donation sheet to: American Legion Auxiliary, Department of Minnesota, State Veterans Service Building, 20 W. 12th Street, Room 314, St. Paul, MN 55155.

When donations are from the American Legion Gambling Fund, please make checks out to the American Legion Auxiliary Foundation for the following programs:

ALA \$5.00 Bill Shower	ALA Dept. Scholarship Fund
ALA Hospital Program	Armed Forces Service Center
ALA Gift Shop	Minnesota Fisher House
ALA Department President's Project	Auxiliary Emergency Fund
Department Junior President's Project	ALA Minnesota Girls State
ALA Foundation	American Legion Child Wellbeing Foundation

Donations from Auxiliary Gambling Funds, please make check payable to: American Legion Auxiliary, Dept of MN and send to the Dept Office.

Membership should be sent to the Department office as soon as possible after collection along with the transmittal sheet and a check for the correct amount of money. Membership is recorded only when the transmittal information is correct. Membership dues are submitted to the Department Office at the address above.

District dues vary by District and are paid to the District Treasurer. This is not part of the dues that are sent to the Department office. Check with your District Treasurer for the amount per member that your Unit owes and for the address to send your payment.

Poppy Funds are generally maintained in the Unit checking account along with the general funds. You must, however, track the poppy funds separate as these funds are regulated by the National American Legion Auxiliary and are to be used for Veterans and their families only.

Budget items from Poppy Funds:

- American Legion Auxiliary Hospital Programs
- Department Children and Youth Programs (Veterans children)
- Department Scholarship Program
- Department Veterans Affairs & Rehabilitation Program (VA&R)
- Poppy orders
- National Creative Arts Festival

Budget items from General Funds:

- American Education Week
- American Legion Auxiliary Emergency Fund
- Any Department program or approved project (unless for Veterans)
- Delegate expense to Conventions and Fall Conference
- Department dues
- District dues
- Expenses of Juniors to Conferences
- Fisher House
- Girls State Registration Fee
- Unit Administrative Expenses (postage, etc.)
- Unit Bonding Fee

The Department Executive Committee approved the Honorary Department Junior President's Project for this year. **Also approved** were the 10 District Presidents' Projects. (Check with your District President to see if Poppy funds may be used for the project.)

EVERY UNIT AND DISTRICT IS REQUIRED BY LAW TO FILE A 990 EACH YEAR WITH THE IRS.

Please remember to develop a budget. Please remember to support our MN American Legion Auxiliary programs first. No matter how small the donation might be, every penny or dollar, keeps our programs worthwhile and relevant. Our Veterans and their families are our cause and our concern.

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