

Finance

Beverly Otterness, Chairman

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 year so much easier. The budget will become your financial guideline. As you begin your budget process take some time to calculate your income. That will become important as you list your obligations and donations to the Unit, District, Department and National organization. There may 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 programs” are your priority programs. Check the Unit Guide for program solicitations that have been approved for 2017-2018.

Checks sent to the Department Office need to be made payable to the “American Legion Auxiliary”. Include a copy of the list your 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 list; there is no need to write a separate check for each program. Send the check and list to: American Legion Auxiliary, Department of Minnesota, State Veterans Service Building, 20 W. 12th Street, Room 314, St. Paul, MN 55155.

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.

Senior dues are \$18.00. The breakdown is Department - \$9.00, National - \$9.00.

Junior dues are \$3.50. The breakdown is Department - \$2.25, National - \$1.25.

The dues include the following per member fee:

\$.25 American Legion Family Hospital Fund

\$.20 National Candidates Fund

\$.05 Junior Conference

District dues vary by District and are paid to the District Treasurer. This is not part of the \$18.00 that is 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.

A Bonding Fee is due every three years from the Units. It is due in 2019-2020. The amount for three years is \$25.00. When due, send this fee to the Department office.

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 by the National American Legion Auxiliary and are to be used for Veterans and their families only.

Budget items from Poppy Funds: (items listed alphabetically)

\$5.00 Bill Shower

American Legion Auxiliary Hospital Program

Department Children and Youth Programs (Veterans children)

Department Scholarship Program

Department Veterans Affairs & Rehabilitation Program (VA&R)

Poppy orders

Creative Arts Festival Minnesota and National

Budget items from General Funds: (items listed alphabetically)

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 has approved the following programs for solicitation of funds (items listed alphabetically) (* indicates our OWN MN program)

\$5.00 Bill Shower	*
American Legion Family Hospital Association	
American Legion Hospital Program	*
American Legion Legacy Scholarship Fund	
Armed Forces Center	
Auxiliary Emergency Fund	
Brain Science Foundation	
Child Welfare Foundation	
Department Scholarship Program	*
Fisher House	
Forgotten Children's Fund	
Gift Shop	*
Girls State	*
Legionville	
MN Creative Arts Festival	*
Past Presidents Parley Health Care Scholarship Fund	*
Temporary Financial Assistance	
Veterans Affairs and Rehabilitation Program (VA&R)	*

Also approved for this year was the Honorary Department Junior President's Project and funds for a photo restoration project taken on by our Department Historian.

Also approved were the 10 District Presidents' Projects. (Check with your District President to see if Poppy funds may be used for her 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 one keeps out programs worthwhile and relevant. Our Veterans and their families are our cause and our concern.



Front Row: Becky Nelson, Judy Ackerman
Back Row: Carol Barbknecht, Beverly Otterness, Cheryl Schauman

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