

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF NORTH CAROLINA  
ncala@ncrrbiz.com**

**2015-2016 FINANCE BULLETINS**

Dear Unit President and Treasurer:

This bulletin is written to give information to guide you in planning your finances for the year. A sound budget is needed to guide officers in wise expenditure of your funds. Your Department Finance Committee recommends that each Unit prepare a budget in two funds: general fund and poppy fund. We have assembled the following information with regard to your obligations to Department and National.

**GENERAL FUND**

**MEMBERSHIP DUES:** Senior membership dues are \$17.50 and Junior dues are \$5.25. Units may set their own dues as long as they cover this amount. Some Units prefer to raise enough monies to cover all their obligations with membership dues; others prefer to raise monies with projects. The decision concerning amount of dues is left up to each Unit.

**BONDS:** Under a bonding system through National, every Unit member is bonded with a liability limit of \$10,000. Each Unit **MUST PAY** the **\$7.00** fee by November 1. This is a performance (or position) bond and does not cover loss or robbery. Should the Unit wish a theft or robbery type bond, local coverage must be sought. A bill for this treasurers bond is enclosed.

**BOOKLETS:** The Department does not handle booklet orders. These supplies should be ordered directly from National Emblem Sales (1-888/453-4466). The Department will supply membership materials such as cards, applications, member data forms, etc.

**STATE HEADQUARTERS:** This fund provides for office equipment at Department Headquarters operating. There are no other funds budgeted for this purpose. Please donate.

**GENERAL FUND DONATIONS:** Because the cost of everything has been going up in recent years, the expenses of operating the Department Headquarters has gone up. In order to underwrite these increases, the Finance Committee is asking Units to make a contribution to the General Fund.

**VETERANS AFFAIRS AND REHABILITATION FUND:** This fund covers the cost of the Department VA&R program, such as need/comfort items and indigent patient care for all hospitalized veterans in the Four VA Medical Centers. It also covers expenses for the chairman. A Unit's "Fair Share" this year will be \$2.00 multiplied by its 2015 membership. If Units do not contribute their "Fair Share", we will not be able to adequately serve our veterans; so please know your financial support is vital to the success of the Department VA&R program. Refer to the enclosed VA&R bulletin for your "Fair Share" amount.

**POPPY FUND**

POPPIES: Monies received from poppy distribution can be used only for VA&R and Children and Youth work. Enclosed is an order form for poppies. **The price is \$160 per 1000 small poppies and \$6 for 10 large Poppies.** Please see Green Poppy order form for other amounts you can order. This covers the cost of materials, the amount paid to the veteran making the poppy and mailing costs. You can order leaflets from National Emblem Sales (1-888/453-4466).

The poppy is a vital part of the American Legion Auxiliary programs. It is an obligation of prime importance for each Unit to order and distribute Poppies on Poppy Day. (Which is the closest Saturday in May to Memorial Day). “WEAR A POPPY” - NOT “BUY A POPPY.” An order of poppies or a donation to the Poppy Fund is required for a Department Citation.

**SCHOLARSHIP FUND**

NANNIE W. NORFLEET SCHOLARSHIP: One scholarship in the amount of \$1,000 will be awarded each year. A Unit may select and submit one application. The deadline is April 10. Applications are available from Department Headquarters. The Department Education Committee will select the winning entry.

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For your information, the Department Budget is set up under the following funds:

**GENERAL FUND:** This fund is made up of monies received from membership dues. From this fund are paid office salaries, all office operation costs, expense allowances for Department Officers and Chairmen, and expenses for Department and National meetings. Monies from membership comprise the majority of the General Fund.

**VETERANS AFFAIRS AND REHABILITATION:** This fund is supported totally by Unit contributions. These monies are used as stated earlier in the section on VA&R.

**CHILDREN AND YOUTH FUND:** Revenue in this fund comes from Unit contributions.

**POPPY:** Revenues come from the sale of poppies to Units. These revenues cover the cost of materials, labor for making poppies, mailing, as well as purchasing ready-made poppies from other Departments.

**SCHOLARSHIP:** The Nannie W. Norfleet Scholarship fund is supported by Unit contributions. These monies are used to provide one scholarship each year to a deserving student.

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**IMPORTANT: All checks should be made payable to “Department Treasurer, American Legion Auxiliary”. Note: If the check is for an item or items specified on the blue obligation form, please send a completed form with your check. It is not necessary to submit separate checks for each fund if you use this form and itemize. Make certain each check contains pertinent information, such as the name and number of the Unit. Please use Unit checks or money orders. DO NOT send cash or personal checks.**

Department Secretary-Treasurer  
American Legion Auxiliary  
P. O. Box 25726  
Raleigh, NC 27611

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**UNIT FINANCIAL REPORT:** Your Unit Financial Report needs to be sent to the Department Office after the Close of Books on June 30<sup>th</sup>. (A copy of this report is included in this mailing). The Department is not interested in your financial information but the State and Federal Government are. The American Legion Auxiliary is a non-profit organization; therefore this information is needed to help us maintain this status and protect this privilege!

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**AUDIT:** Each Unit should have their books audited at the end of each fiscal year. Three members can make up the Audit Committee.

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**DEPARTMENT CITATION REQUIREMENTS:**

**Equal last year's membership**  
**VA&R "Fair Share" Contribution**  
**Treasurers Bond (\$7.00)**  
**Poppy Order or Donation**  
**General Fund**

**Deadline for meeting these requirements is the close of books for Department Convention.**

**MEMBERSHIP CERTIFICATE:** This is awarded to the Unit who reaches its current membership goal by the close of books for Department Convention.

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A great way to honor a deceased member is a Memorial donation to any of our funds. Please use the blue Memorial form for these contributions.

**PLEASE USE THE FUND TRANSMITTAL FORMS (BLUE) WHEN YOU SEND MONEY TO THE DEPARTMENT OFFICE!**

**FINANCE COMMITTEE**  
Martha Corriher, Chairman  
Vivian Hammond  
Betsey Lee Hodges  
Anne Morris  
Janice MacLeod