

July 29, 2016

To: Unit Treasurers
Unit Presidents

From: Rosemary Turner, Department Secretary-Treasurer

Re: 2016-2017 Financial Information

Enclosed you will find information and forms needed to carry out your duties as Unit Treasurer.

Included in this packet are:

1. Finance Bulletin - This explains our funds so you can explain them to your members.
2. Funds Transmittal Form (**blue**) - Please use this form each time you submit a check for any of the items listed on the form. If you make all your contributions at one time, send only one check and itemize how the money is to be distributed. You can contact us for additional copies of this form. Please note the item "General Fund". This fund helps meet increased operating costs of Department Headquarters, and your contributions are greatly needed. **Please note Treasurer Bond is \$7.00.**

If anyone wants the monthly mailing, it is \$6.00 for bulk and \$10.00 for 1st class. If a unit wishes their President to receive it 1st class rather than bulk, the cost is \$6.00.

3. Treasurer's Bond Bill (**GOLD**) - National Headquarters bills the Department for bonding each Unit. **The cost is \$7.00.** Every Unit will be expected to pay this amount. Please use the enclosed form when submitting payment. **This payment is required in order to receive a Department Citation.**
4. VA&R Bulletin - This gives the amount of your Unit's "fair share". This is \$2.00 per member based on last year's membership.
5. Past Presidents Parley Form (salmon) - If you would like cards for your parley members, please complete this form. Remember they must be a past Unit President and have paid \$1.00 to this fund.
6. Memorial Donation Form (tan) - Use this when sending in memorial donations. An acknowledgment will be sent to the person listed.

7. Poppy Order Form (green) - Please note the cost of small poppies is **\$160.00** per thousand and large poppies are \$6.00 for ten poppies. Don't forget the deadline for ordering poppies is January 1. **Prices may increase due to supplies, if so we will invoice you any additional amount you may owe.**
8. **Department will no longer fill orders for handbooks, manual of ceremonies, etc. These are to be ordered directly from National Emblem Sales (1-888/453-4466).**
9. National Poppy Supply Orders - **These are to be ordered directly from National Emblem Sales (1-888/453-4466). This does not include regular Poppy orders.** Refer to National Emblem Sales catalog for other poppy material that can assist in your poppy distribution.
PLEASE ORDER POPPIES FOR DISTRIBUTION FROM THE DEPARTMENT OFFICE.
10. Membership Supply Order Form (pink) - Please use this when ordering membership supplies. There is no charge for these. Please get supplies at Division meetings and Conferences to save postage.
11. Unit Financial Report - This is included so you will be familiar with this report. It must be completed at the end of the fiscal year. Another copy will be sent to the Unit President later in the year.
12. Subscriptions for the Dispatch are to be ordered **FROM The Dispatch**, P. O. Box 1055, Indianapolis, IN 46206. The cost is \$15 for 22 issues.

If you have questions or problems, please do not hesitate to call or e-mail me for assistance. Run extra copies of any of this information if needed.

Office e-mail: ncala@ncrrbiz.com