

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: TREASURER**  
(Updated 12/15/24)

**Officer - Elected Position**

**Purpose:** The unit treasurer must safeguard the funds of the unit and to ensure that proper accounting practices and internal controls are maintained.

**Duties and Responsibilities:**

The unit treasurer is responsible for the following:

1. Attend all Board and Regular meetings.
2. Handling all unit funds. *It is strongly recommended to have at least two unrelated people present for accountability when accepting cash or checks and issuing a receipt*
3. Collection of dues from members and donations to special funds
4. Sending dues and special funds to department or national
5. Provide a monthly financial statement to the unit
6. Finance Committee, and others as required by the unit constitution and bylaws
7. Facilitating an audit. *If the bylaws do not say how the audit is to be conducted, the unit may hire an outside auditor or appoint an audit committee of two or more unrelated persons; and*
8. Providing a report after an annual audit of the treasurer's books. Once the audited report has been accepted, it becomes part of the unit's permanent record.

**Treasurer Timeline**

**JULY** Girls State

- Budget Committee to meet
- Reconcile June & Books—send email to Resnick that ready for taxes

**AUGUST** Constitution & Bylaws (Dimes for Times – VA&R)

- Audit Committee to meet

**SEPTEMBER** National Security (Dimes for Times—Junior Activities)

- Poppy Order Due by 10/1 order send form to Dept Poppy Chair—a copy with the check to Dept Office
- CT-NRP-2 Raffle filing due 9/30 with date for fundraiser
- Donation Transmittal Dept-Live logon fees due 9/30 Unit Fidelity Bond due every 3 years
- Girls State Reservation 10/1—fees due in March
- Signed Audit Report & taxes due to District President 9/30

**OCTOBER** Education

**NOVEMBER** Membership (Dimes for Times—Military Families)

- Mid Year Reports Due early December to District

**DECEMBER** VA&R

- Post employees in Xmas Cards with thank you from Auxiliary

JANUARY Legislative (Dimes for Times—National Security)

- 1099s filed via yearly.com—Raffle winners

FEBRUARY Americanism

- Major Fundraiser Raffle
- Election of nominating committee—at General Meeting
- Work on Budget

MARCH Community Service

- Past Presidents Parley to meet to nominate Member of the Year
- Slate presented by nominating committee—at General Meeting
- Poppy Stuffing
- Girls State Application & fees Due EOM

APRIL Children & Youth

- First read of Budget
- Annual Reports Due to District
- Insurance Renewals Shawn Shorepoint 714-430-0035 Pol PHPK255710
- Nominations accepted from floor at General Meeting

MAY Poppies

- Second read of Budget
- Deadline for Donations to be listed at Convention 5/12
- Ask for volunteers for Delegate/Alternates to June Dept Convention to submit list to Dept with Create delegate/alternate list from Dept form/spreadsheet available. Must be members with current dues paid.
- Elections at general meeting—Read delegates/alternate list for CA Convention and have membership vote to approve—Certification of Election of Unit officers form to sent to District & National
- Announce Member of the Year at General Meeting
- Poppy Financial Report DUE

JUNE Junior Activities

- Installation

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

Article IV – Unit Officers

SECTION 1. The officers of this Unit shall be: President, First Vice President, Second Vice President, Secretary, Treasurer (the office of Secretary-Treasurer may be combined), Historian, Chaplain, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, Junior Past President and Five (5) Executive Committee Persons. (Assistant Sergeant-at-Arms and Parliamentarian are optional.) (2019)

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall

be elected annually by majority vote at a meeting designated by a vote of the Unit, provided nominations and elections are held not earlier than April 1<sup>st</sup> or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 5. a. The President shall be a signatory with Treasurer on all bank accounts. (2019)

SECTION 9. The Treasurer shall be custodian of all Unit funds, and shall keep an itemized account of all receipts and expenditures. The treasurer shall sign with the President all orders on the treasury that are authorized by the Unit. The treasurer shall keep all poppy proceeds separate from the general funds in an account known as the Welfare Fund. It shall be the treasurer's responsibility to see that these funds are exclusively used for the welfare of veterans and their families and that no expense other than Veterans Affairs and Rehabilitation, Children and Youth, and Education shall be drawn from the Welfare Fund. (2019)

#### ARTICLE VII - COMMITTEES

SECTION 1. This Unit shall *have* such Standing Committees and Activities as are required by the Department, and such other committees as the President of the Unit may deem necessary.

a. The President shall appoint an Auditing Committee of three members to serve during the current administrative year. This committee shall audit, or cause to be audited, the books of the Unit Treasurer, annually. Audits may be conducted throughout the Auxiliary year, but all books must be audited *within sixty (60) days of the end of the fiscal year.* (2019)

#### Standing Rules

##### Article VI – Executive Board

3. It shall be the duty of each Delegate or Designated Alternate to attend each full session at Department Convention, unless excused by the head of the Unit delegation to attend to other convention business. If not excused, the delegate shall forfeit monies allotted by the Unit for the time absent. Delegates who are attending Convention will receive no more than \$250 per day in the event they attend at least three full sessions on the Convention floor. In order to receive this reimbursement, the Delegate must submit receipts for their expenses to the Treasurer of the Unit. (2023)

##### Article X – Financial

3. All expenditures, budgeted or non-budgeted, must be accounted for by the presentation of receipts to the Treasurer.

4. The Liability and Directors and Officers insurance shall be paid annually by July 1 by the Treasurer. This is a budgeted item.

5. The Treasurer shall pay every three years, the Fidelity Bond after July 1 but no later than the July meeting to the Department of California. This is a budgeted item.
6. The President of Unit 291 shall be reimbursed for tickets to attend American Legion Auxiliary, American Legion, Sons of American Legion, and American Legion Yacht Club events in an amount not to exceed \$900 per fiscal year.
7. In the event the President or Treasurer is unavailable to co-sign on the bank account, the Secretary has the authority to be a co-signer. (2023)

### **Unit Guide Handbook**

**Section 4.** Duties of the Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for it. The treasurer shall keep two separate funds: a general fund and a poppy fund. All poppy donations shall be placed in the poppy fund and be used only to help veterans or active-duty military and their families following the poppy guidelines of the national organization. The treasurer shall keep all receipts and account for expenditures in a monthly report and such other reports as may be considered necessary by the Unit Executive Committee. Unit accounts shall be audited annually. All current bills shall be paid before transferring all funds, books, and papers belonging to the Unit to the treasurer's successor.