



American Legion Auxiliary

Department of Wisconsin

Unit FINANCE Plan of Action 2009-2010

Diane Duscheck, Department Chairman

Purpose: The purpose of the Finance Committee is to oversee the financial policy of the unit, to prepare an annual budget, and to supervise expenditures provided by the budget.

Unit Level Objectives

1. Objective: Oversee the financial policy of the unit.

Action Steps:

- a. Monitor records of all financial transactions.
 - b. Maintain two separate fund records, a welfare fund (for poppy profits) and a general fund. They may be in one account.
 - c. Audit treasurer's books annually.
 - d. File Form 990.
2. Objective: Prepare an annual budget.

Action Steps:

- a. Project unit income from dues, fund raisers, etc.
 - b. Estimate expenditures including regular financial obligations and yearly charitable donations.
3. Objective: Supervise income monies and expenditures provided for in the budget.

Action Steps:

- a. Acquire receipts for all bills.
- b. Reimburse expenditures approved in the budget. Pay bills by check.
- c. Issue receipts for all monies received.