

January 17, 2023 ZOOM Presentation by Department Treasurer Kim White.

After Jr Vice Darlene Baker lead us in prayer, President Lisa had a couple comments. She advised Auxiliary members to watch their emails as some "Preinformation" will be coming about Spring Conference. She also asked Auxiliaries to work on membership.

Kim White, Department Treasurer began by giving an overview of Treasurer's duties from the Bylaws Section 813. Then she had a few comments about common errors she sees when Auxiliaries send things to her.

\*Don't wait until an item clears the bank before you enter it in your ledger book. Make entries as soon as a check is written or a deposit is made.

\*Do NOT make checks payable to "Kim White" or a Program Chairman. All checks for a Department program, or dues should be payable to the "Department of New York VFW Auxiliary"- or as I like to write "Dept NY VFW Aux"

\* When sending new members to Kim to process the amount of money is \$12.00. Make the checks payable for \$12. The rest of the dues money is for your treasury.

Then Kim practiced a little screen sharing and shared a fantastic treasurer's tool found on MALTA. To find it, after you log in to your account and find your "Duties", scroll down to the heading that says "Manage Auxiliary". Click on the "Treasurer Resources" tab and then in the column "Auxiliary Treasurer Resources, click the link that says "Treasurer's Report and Ledger Tool."

There are tabs at the bottom of the Excel spread sheet that comes up to show you how to set up. A Treasurer can do a monthly report and at the quarter the program will provide a summary to complete the audit. What a tool to help Treasurers with reports and helping Trustees as they complete an audit.

This spread sheet only allows a limited input of deposits and withdrawals, and is best suited for auxiliaries that write less than 12 checks/month. Additional rows cannot be added.

Treasurers should take time to "play" with this tool. They will probably find it beneficial, and they can't "hurt" it. Kim said she's more than willing to help if you need. PLEASE do not call during work hours however. Call in the evening or on a weekend, or see her at a conference or convention.

Kim gave a much more thorough demonstration and answered more questions than I could keep up with, but check it out if you're a Treasurer. It should save a LOT of frustrations.

Kim added that the second membership notices went to the post office this week. Treasurers, please input dues as soon as possible. The Department of NY needs our 100% this year to make the Circle of Excellence. (Remember the National President is from New York!)

In closing, all were reminded that if an officer or chairman sends an email, please take time to read the WHOLE message. It will tell you things like where to send something, how much to send, and how to make that check payable.