

Finance

August 2026

Important Notes for Treasurers and Presidents:

- **You are a Unit, not a Post. You are a 501C (19) with the Group Designation 0964 set up by the National Organization. Always use your legal name, which is found on your Charter.**
- **Make sure you file the Arizona Commission report with the Secretary of State. File your 990 with IRS.**
- **Have you set up a record keeping system? This can be manual or on a computer, ie Quick Books is a good example. Files should be available for seven years. This includes reconciliations, bank statements, 990 Reports, ACC filing. All Unit legal files, ie. Current Constitution and By-Laws, Charter information should be stored in your Unit office.**
- **Set up a filing system. Share with your President and Unit Officers.**
- **For the purpose of transparency, a Monthly Financial Report for each account should be submitted at the General Meeting.**
- **Reconcile all accounts on a monthly basis. Deposit all checks and cash as soon as possible. Pay all invoices by check. Keep a record of cash receipts.**
- **Make sure that your bank accounts have at least two signatories and three if possible.**
- **Work on a 2026-2027 budget by setting up a Budget Committee. Be sure to review last year's budget to use as a guide.**
- **Set up an Audit Committee and get your treasurer there as a source for answering questions. Complete the Audit.**

Do you have any questions? Contact the Department Office and this Chairman. Our mission is to help you.

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Virtue of Office: Marge Christianson, President, Dolores Chavez, NEC, Rose Ficklin, Executive Director of Operations (no vote)