



# American Legion Auxiliary

## District 5 News

January 2023 5<sup>th</sup> Edition

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### From the desk of the president - Jean Kimminau

I hope everyone had great Holidays. But now they are over and it's time to get busy.

Reports are due to the district buy all Units by March 1. That is a deadline, and not a projected date. We want them by March 1, not mailed by March 1. If your Unit did not participate in the mission, send an email, snail mail, or call the chair to advise them that you did not participate.



Remember my e-mail is Retired41814@gmail.com. I want you all to make sure you recognize it. When I send e-mail to you, please open it, read it and share with your entire Unit. Make sure you are having regular monthly Auxiliary meetings. You need to see your members face to face to share information and communicate. If we don't share with our Units and the Units don't share with their members, then we will never get better. You must have regular meetings in order to share and grow in the process.

We made it thru Fall Conference. I'm just sorry there were not more of you in attendance. Linda Sullivan, Carolyn Kitchens and Tracy Kinnick had a great training session on Membership. We all filled out transmittal's, played a game on how to fill them out and reviewed eligibility. Each Unit must fill out and get to Department as quick as possible the transmittal when you pay your membership so it can be entered into ALA MIS for proper identification. ALA MIS was discussed. Two people from your Unit can belong to ALA MIS. They will be able to see all the members from your Unit and if the membership dollars have been sent to Department and National.

We all learned at Department Fall Conference that District Officers do not need to be invited to your Unit. We were informed that we can come to a regular scheduled Auxiliary meeting. I would like each of you to send me a schedule so I to visit, no surprise visits. Hopefully they are not all the same time. I would just like to get to know all of you. We also learned that communication is an ongoing problem everywhere. Let's do all we can to be better communicators.

**Our District Convention will be March 31 thru April 1.** We need as many of your members that can attend. Think about who in your Unit would like to or make a good Officer or Committee member. Again, we don't know if you don't tell us. I am looking forward to seeing all of you soon.



### **Membership Buzz – Tracy Kinnick, District 5 VP**

Congratulations to Lindsborg Unit 140 and Marquette Unit 253 for reaching over 100% in membership! We have many units who are so close to reaching goal, you just need a few more members to hit that mark!

I want to remind everyone that as an officer your membership dues should have been paid well before this time. After reviewing ALAMIS, it has been discovered that many units have officers who have not paid their dues.

This is unacceptable as you cannot/should not run a meeting. Any members attending meetings at this time should be paid in full for the 2023 year, if not, you may attend your meeting, but you CAN NOT VOTE.

Membership is not just the responsibility of the membership chair; Membership is the responsibility of all our members. I would encourage you all to work together on our membership.

I am hearing a lot of chatter about membership dues increase. While the cost is going up to Department and National for a total of \$28.00, I want to remind all of you that it only cost this:

If your dues are \$30.00 for your unit you raise them to \$40.00, that is only .77 a week. That is low compared to other organizations that serve veterans. I don't know about you but .77 a week is well worth the money to serve and honor our Veterans for their sacrifice that they and their families have had to endure for our freedoms. So, when we think of dues, break it down.

January is National Mentoring month. Some of the biggest complaints we receive is that there is no follow up with a new member. There are many ways that you can work to help a new member feel welcome. I encourage all of you to work on a new member packet, share with me in your report what that packet looked like and how you implemented it into your unit.



Again, I thank all of you for your dedication and time in our organization. Let's work to stay focused on our Veterans and their families. Strive to be better and work together.

### **VA & R – Linda Wilson, District 5 Representative**

As VA&R District 5 Chairman, I need units to send their donations for coffee tour. I will be doing coffee tours the 1st and 3rd Tuesday. Its \$50 to \$55 to do coffee tour. I can have 1 person from your Unit to go with me. We must wear a mask and walk from TLC up to 3rd floor. There is a lot of walking. Make your donation check out to Department American Legion Auxiliary and mail to Department of Kansas ALA 1314B S. Topeka Blvd, Topeka, Kansas 66612. Ensure that you place in the memo section what the money is for. Thank you.

## Finance – Faye Evans, District 5 Treasurer

### *To Audit or Not to Audit – That is the question!*

To answer the question, refer to your Unit Constitution and By-Laws and Standing Rules. There you should find the when and how to approach reviewing your financial documents and minutes. There should be guidance on the frequency of the audit: quarterly, semi-annually or annually. Additionally, there should be guidance on the check signers: one under a certain dollar amount, two if over a certain dollar amount, that one signer must be a certain officer, etc.

At the first meeting of the new session, the President should have appointed a three-member Audit Committee consisting of a Past President (preferably the chair) and two capable members. The Treasurer provides the reconciled bank statements, check register listing every check (even if it has been voided and the voided check kept in the records), and receipts supporting the disbursements. Always start the audit by confirming the prior period ending balance is the current period beginning balance. Use the check register and reconciled bank statements to do

this. If cash is involved, there should be a receipt book to tie to deposits or reimbursements. If a Petty Cash Fund is kept, beginning balance is needed along with a journal of activity, receipts for disbursements and ending balance that is verified. The Secretary provides copies of the minutes for the period being reviewed to substantiate motions for disbursing money, if not specifically called for in the Standing Rules. Once the books are determined to be correct, each Audit Committee member should initial the



check register.

The Secretary and Treasurer should be available to answer questions the Audit Committee may require explanation but do not participate in the actual review. The Audit Committee members each take a section and verify the check written is sufficiently documented (called for by the Standing Rules, listed in the minutes as a motion carried, and have a receipt if appropriate; properly signed, recorded chronologically in the check register and that it has cleared the bank or listed as outstanding. Any discrepancies must be resolved.

Once the Audit Committee is satisfied with the presentation of financial documents and minutes and that they, indeed, accurately reflect the transactions for the period reviewed, the Audit Chairperson will give a report to the officers and membership at the next scheduled meeting.

This is an overview of how to audit your Unit's records and is not inclusive of all the steps required to do an accurate review. Each unit will have a different number of transactions – the more transactions, the more often the books need to be reviewed. Hopefully, this article has raised some questions about how your unit tackles this very important task. You may call or email me with questions or concerns. If sales tax is involved, that's a whole separate audit and

should not be overlooked as the State of Kansas is not always forgiving when told “I didn’t know that”. It’s our business to know.

Thank you for your time and consideration.

Faye Evans

[faye\\_evans\\_2000@yahoo.com](mailto:faye_evans_2000@yahoo.com) (the spaces are underscores) 316-833-8005

**Dates to remember:**

Feb 4<sup>th</sup> Department Mid-Winter Forum, Manhattan, KS

Feb 11<sup>th</sup> District 5 Oratorical, McPherson Post 24 10:00AM

March 11<sup>th</sup>, Department Oratorical, Manhattan Post 17 at 9:00AM

March 31<sup>st</sup> – April 1<sup>st</sup> District 5 Convention, Marquette, KS

May 13<sup>th</sup> - Department Cornhole tournament, Wichita Post 256

June 2-4, Department Convention, Topeka