

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON
GENERAL OFFICE POLICY
DEPARTMENT POLICY – TREASURER

1. The Department Treasurer is a volunteer position and shall be appointed by, and work under the direct supervision of the Department President.
2. The Department Treasurer is the Chairman of the Finance Committee.
3. It shall be the duty of the Department Treasurer to serve as custodian of the funds of the Department organization to account for same, to sign checks in dispersing the funds of the organization and shall perform other duties as assigned. In the absence of or in addition to the Department Treasurer, the Department Secretary, the Department President, or Department Officer as appointed by the Department President and confirmed by the Department Executive Committee shall be authorized to sign checks according to policy. (Bylaws: Art III, Sec 6)
4. The Department Treasurer shall spend the hours necessary to reconcile bank statements, post the General Ledger, review checks written as per the Budget, and prepare quarterly financial statements.
5. The Department Treasurer shall make a report on the financial standing of the organization to the Finance Committee monthly and to the Department Executive Committee quarterly. (Standing Rules B. DUTIES OF DEPARTMENT OFFICERS)
7. The Department Treasurer approves travel reimbursements and expense vouchers submitted in accordance with the Department Policies and Department Budget.
8. Any significant changes to accounts, i.e., checking, reserves, certificates of deposits (CD's), and/or investments to include but not limited to transfer, closure, or purchase requires prior approval of the Department Executive Committee. For example, the action of rolling over a CD would not require approval, however, closing the CD or purchasing investments does.
9. Financial management decisions may be made by the Department Treasurer, only after approval of the Department Executive Committee. Those concerning significant financial or policy impact will be reviewed with the Department President and Treasurer prior to the approval by the Department Executive Committee.
10. The Department Treasurer shall instruct Officers and District Presidents in the use of expense money and proper filing of expense forms.
11. In the event an officer or chairman exceeds the budgeted amount for a particular expense, payment - or non-payment- of the amount shall be approved by the Department President and Finance Committee.
12. The Department Treasurer has the responsibility of investing American Legion Auxiliary funds wisely and expending funds as per the Budget and direction of the Department President and the Department Executive Committee.
13. As Chairman will organize (at minimum) quarterly review (spot checks) of the Department's income and expenses to ensure they are recorded correctly and within the annual budget.
14. The Finance Committee shall have the Department Books audited annually. The audit and management letter will be presented to the entire Department Executive Committee on or before the Spring Department Executive Committee meeting.

15. The Department Treasurer shall oversee an independent external and/or an internal annual audit conducted of the financial statements for Department Headquarters.

16. The Department Treasurer in conjunction with the Finance Committee shall oversee and approve the required reports to the Internal Revenue Service (IRS Form 990 plus any and all federally required forms and reports) along with all required state and local annual tax filings. These reports shall be prepared by the external and/or internal audit personal and filed by the American Legion Auxiliary Department Headquarters accurately and in a timely manner.