

1. The allowance for the Finance Committee shall be as adopted in the annual budget. The committee shall be called to attend the annual Budget Meeting no later than the 3<sup>rd</sup> week of May. They are authorized travel and per diem. Travel and expenses incurred for special meetings must be authorized by the Department President prior to the meeting and approved before reimbursement for expenses. (2010)
2. The committee shall ensure that an administrative charge of twenty-five percent (25%) of the annual gross donated income from the programs of Americanism, Children and Youth, Education, Past President's Parley Nursing Scholarship, and Veteran's Affairs and Rehabilitation, not including gift shop donations, are made and transferred to the General Funds. (2002)
3. The General Ledger as posted in **the secured cloud storage system** and Quick Books shall be available to the Financial Committee. **(2024)**
4. The annual audit shall be completed no later than November 15<sup>th</sup> and shall appear in the Book of Proceedings, once copy of the audit shall be provided to each District by the Department Secretary as soon as it is received from the Auditing firm. (2021)
5. The **Treasurer** shall provide the Finance Company and Treasurer a "Profit /Loss Budget Performance Report", investment accounts and bank statements monthly. These are due no later than the end of the following month. **(2024)**
6. The Department Treasurer is authorized use of a credit card for official use only and shall provide copies of the credit card statement with copies of receipts to the Finance Chairman monthly, for review, verification, and internal control of expenditures. **(2024)**
7. An administrative fee of ten percent (10%) shall be transferred to the General Fund from the cost of the Poppies purchased by the Units. (1988)
8. Upon completion of the budget by the Girls State Committee for the ensuing year, said budget shall be sent to the Department Treasurer and Finance Committee for review and approval of the Finance Committee not later than October 10. The budget shall be recorded on the form provided by the Finance Committee. Said budget to be approved by the Department Executive Committee. (2021)
9. Monthly Mailings will be emailed to all Units, Districts, Department Officers and Chairmen, Past Department Presidents, and individual members who wish to receive monthly mailings. All recipients of monthly mailings via email will not be charged. A fee of \$50.00 will be charged to any of the above who wish to receive monthly mailings in paper form. (2024)
  - a. Units, Districts, Department Officers and Chairmen, and Past Department Presidents will receive mailings/emails prior to Mid-Year DEC to include mid-year forms and DEC information and prior to Convention to include end of year report forms and convention information.

10. The sum of all outstanding credits not expended by the fiscal year end (June 30) will be reimbursed by check to each Unit within 30 days after the fiscal year end. (2023)
11. The Treasurer shall be limited to \$25,000 with a single signing authority any transaction over \$25,000 shall require detailed approval by email from the Department President and the Finance Chairman. Each invoice shall be paid in full with supporting documentation/approval attached. (2018)

## The Department Budget

1. An amount sufficient to provide a training program for the District Presidents, Department Officers, and Chairmen should be included in the annual budget. (2001)
2. Department Officers and Chairmen shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting their program budget for the next year to the Finance Committee by May 1<sup>st</sup>.
3. Proposed Finance recommendations for presentation at Department Convention by a Department Chairman must have the signed approval of the Finance Chairman. The Chairman shall provide forms which will have space to indicate approved and disapproved to attach to each Chairman's report. There shall be three (3) copies, one for the Department President, Department Chairman, and Finance Chairman.
4. When the Department President and the Finance Committee has approved in writing an expense above the regular budgeted allowance by a Department Officer, Chairman, and/or Department President, payment shall be made upon presentation of the bill. (2010)
5. Units shall send 10% of the amount earned from their Poppy Distribution less cost of Poppies to the Department Office. The Department Office shall total the amount of income received from all Units and shall take 10% if that amount and distribute funds equally among Children and Youth, Education, Past President's Parley Nursing Scholarship, and Veteran's Affairs and Rehabilitation budgets except when a deficit budget exists in any of these accounts. When a deficit(s) the interest income and 10% of PF44502, Poppy Distribution shall be distributed to deficit accounts. The remaining balance after 10% is deducted and shall be credited to the Poppy account. (2011)
6. The Junior Conference Director shall provide an estimated budget for Junior Conference to the Finance Committee by May 1<sup>st</sup> for review and approval. (2022)
7. All **contracts**, when executed, shall be provided to the Department President, Department Secretary, and Department Treasurer and shall be reviewed at mid-year / DEC and stored on **the secured cloud storage system. (2024)**

8. A National Candidates Campaign Fund shall be budgeted. If not used, funds will be placed in a reserve account (GF62461). (2011)

## Allowances and Expenses

1. Specific instructions shall be given by the Finance Chairman to Department Officers, Chairmen, and District Presidents regarding the use of Department funds. (2018)
2. All expenditures shall be supported by vouchers, original bills or a signed and itemized statement for officers, chairmen, and District Presidents. (2010)
3. Department Officers and Chairmen shall file expense sheets semi-annually. The Department Office shall forward the first allowance soon after convention. Any Chairman or Officer whose allowance of \$100 or less shall be paid once, at the beginning of the year. Final estimated accounting by all shall be forwarded to the Department Office by May 1<sup>st</sup>, except for the Poppy, Past President's Parley and Distinguished Guest Chairman, or reimbursement of convention allowance will be forfeited. (2022)
4. Allowances for District Presidents shall be determined by the Finance Committee. District Presidents shall file expense sheets semi-annually indicating they are complying with the provisions and are fulfilling the duties of their office as defined in the Department Bylaws, Article I, Section 10. The Department Office shall forward the first allowance soon after convention. Final estimated accounting shall be forwarded to the Department Office by May 1<sup>st</sup> or reimbursement of convention allowance will be forfeited. (2010)
5. The Finance Code shall be included with all other codes.
6. Members responsible for Department Funds shall be bonded under the "Blanket Bond" of a private insurance company. (2008)
7. Members of the Official Family called to the Executive Board Meeting and Convention shall receive mileage of **forty cents (40¢)** per mile enroute, not to exceed \$500.00, provided they have filed their expense sheet with the Department Office. **(2024)**
8. After consultation with the Finance Committee and the Department President, the Department Treasurer may transfer interest income from non-restricted investment accounts when necessary. (2018)
9. Before any changes are made to the Welfare restricted investment accounts, the Treasurer will consult with the Finance Committee and the Department President. The Department Treasurer can transfer any earned interest from the investments to Welfare accounts where needed. (2018)

10. Authorized travel for meetings and conferences held outside the State of California not covered in the Department Constitution and Bylaws shall be based on the rate established by the Department Finance Committee, subject to approval by the Department President and the Finance Chairman.
11. \$1200 will be budgeted annually and placed into the General Fund Convention Expense, line item #GF62477 by the Finance Committee to cover a maximum of \$400 each for the Department President/Jr Past Department President and the Convention Secretary. (2012)
12. The American Legion, depending on the number of rooms reserved by Auxiliary members, shall be requested by the Department Secretary to offer a complimentary room for the Junior Past Department President when attending National Convention (2018)
13. Department Officers, Chairman, District Presidents, and Medical Center Representatives shall calculate travel expenses at **forty** cents (**40¢**) per mile enroute, or coach fare. This shall apply to called meetings or conferences within the State of California. **(2024)**

## Miscellaneous

1. An amount not to exceed twenty-five thousand dollars (\$25,000.00) California Disaster Fund be expended under the supervision of the Department President, Treasurer, and the Finance Chairman in the event of a major disaster. Those eligible for assistance shall be members and/or dependents of the American Legion Auxiliary and/or The American Legion. (2018)
2. In the event there is a deficit in the Girls State Program during the operation period, the amount of the deficit be transferred from the General Fund until the time funds are available from the Girls State Reserve Funds to repay General Fund with written approval of the Department President, the Department Treasurer, and the Finance Committee. (2018)
3. A \$40.00 fee will be charged for any returned checks. (2022)