

“Joining Hands with Our Veterans”



**Veterans of Foreign Wars Auxiliary
Department of Tennessee**

Date: July 24, 2020

To: All Presidents, Secretaries, and Treasurers

Attached is the Memo and Guidelines from National on completing Audits and Official Visits.

Please stay safe and comply with the Social Distancing and Mask requirements. Not only does it keep you safe and healthy it also keeps those around you safe and healthy.

Thank you for all you are doing for our organization and our veterans.

Billie Cassidy
Department President

“Honoring Our Mission to Serve Veterans”

"Joining Hands with Our Veterans"



VFW AUXILIARY

Unwavering Support for Uncommon Heroes™

MEMO

Date: July 17, 2020

To: National Line Officers Past National Presidents
NDCMs Department Presidents
Department Secretaries Department Treasurers

From: Ann Panteleakos, National Secretary-Treasurer

Subject: Purposes of Audits and Official Visits and Department
Management of Audits and Official Visits during the
COVID 19 Pandemic

Recently, we have had several inquiries from Department Presidents about how they are to proceed with Auxiliaries and Districts getting their audits caught up considering some of COVID 19 restrictions have been lifted. Maybe more perplexing is how District Presidents are to make their official visits to Auxiliaries and how Department Officers are to make official visits to those Auxiliaries not affiliated with a District in areas where COVID 19 restrictions enforced.

Please read the attached document carefully to understand the importance of audits and official visits. They are valuable evaluation tools which may assist a Department in determining the level of training and/or mentoring that an Auxiliary or a District may need.

We ask that each Department makes its own decisions how each of these—audits and official visits will be managed.

Now—it becomes very important that your Department shares its decisions with its Auxiliaries, County Councils and Districts as this information does affect the planning and execution of Auxiliary and District meetings!

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Why do we do Audits?

1.) There are many reasons we do an audit. Here is a list:

- A.) It is important to verify that the will of the Auxiliary is being carried out. Did the Treasurer write out all checks that were voted on or are listed in the standing rules? Was the check written for the correct amount?
- B.) Is the Secretary recording all necessary motions in the minutes?
- C.) Is there a discrepancy in the books, via error or theft?
- D.) Did the Treasurer submit all dues for paid members?
- E.) Did the Bank make a mistake in posting a deposit or a withdrawal?
- F.) Audits can be a great indicator if a Treasurer or Secretary are in over their head and need additional training? Trustees can reach out to Departments for assistance.
- G.) Verifying to the Auxiliary member that the Trustees are doing their duty to check that everything is in good working order.
- H.) It's in our Bylaws that audits must be done timely.

Why do we do Official Visits?

1.) There are many reasons we do an official visit. Here is a list:

- A.) It is important to be sure that Auxiliaries and District are running smoothly. Then reporting this to the Department so an intervention can ensue if it is necessary. We need to know of any issues early to save an Auxiliary from possible disbandment.
- B.) We inspect the books to be sure that the Secretary and Treasurer are doing their duty, completely and competently.
- C.) Official visits can be a great indicator if a Treasurer or Secretary are in over their head and need additional training?
- D.) We make sure the Bylaws are being followed and that the President can run a meeting. This may also indicate further training is needed.
- E.) We watch to see if the Auxiliary or District is a one man show or if the members are encouraged to participate.
- F.) 1.) To bring information to Auxiliaries and Districts from National, Departments and Districts. 2.) To encourage Auxiliaries to continue doing what they are doing and giving them ideas for future projects. Are the Auxiliaries working the programs? Are the Districts doing Schools of Instruction?
- G.) Let the members know we are there for them.
- H.) It's in our Bylaws that official visits must be done yearly.

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How can we best handle Audits & Official Visits during the COVID19 Pandemic?

We have received many questions if we can do audits and official visits via zoom/electronic means.

1.) Audits

As audits have a timeline for completion, if an Auxiliary is unable to meet, we believe if you have the ability, you can email copies of the books, bank statements and any other necessary forms to the Trustees. They can audit separately and email the results. Then the Trustees can sign the books once the Auxiliary is able to meet again.

However, we feel this should be a Department decision as Departments are the ones who are responsible to be sure their entities are in good working order.

2.) Official Visits

We believe the personal touch is the best way to do an official visit since these are only done once a year. Can you postpone until your Department opens up more? The answer is yes and no. Some Departments have no Districts and have to visit each Auxiliary. If you feel you will not have enough time to do these later in the year, then please visit via Zoom or electronic means. A virtual visit is better than no visit. It is possible to visit now via electronic means and later in person once things open up. If you visit via electronic means, you could send an email to the Auxiliary or District to state which date you attended so they can attach it to their books.

However, we feel this should be a Department decision as Departments are the ones who are responsible to be sure their entities are in good working order.