



AMERICAN LEGION AUXILIARY

DEPARTMENT OF NEBRASKA - PO Box 5227 – Lincoln, NE 68505

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**Finance Committee Meeting
Thursday, January 12, 2012 - Norfolk, Nebraska**

The Finance Committee of the American Legion Auxiliary, Department of Nebraska, met Thursday, January 12, 2012 at the Divots Conference Center.

Chairman Julie Totten called the meeting to order at 2:15 p.m. Luayne Weisgerber offered prayer and Lynne Wild led the Pledge of Allegiance.

Present were: Chairman Julie Totten, Members Lynne Wild and Luayne Weisgerber, Department President Donna Hatfield, Department Vice President Cheryl Vap, Department Secretary-Treasurer Jacki O'Neill.

Luayne Weisgerber moved to dispense with the reading of the June 22, 2011 minutes since they were sent to everyone and to accept them as written. Motion seconded and carried.

Julie Totten presented a review of the 2010-2011 Financial Report. She also discussed the observations of the changes. The overall financial condition of the Auxiliary improved by \$20,000 from July 31, 2010 to July 31, 2011. As expected, the permanent membership fund balance declined. However, the decline of \$17,000 was double the amount expected due to payments to National for both 2011 and 2012 in fiscal year 2010-11. There were no significant variations in the VA&R and Children & Youth overall balances. The general fund unrestricted balance increased by approximately \$37,000. This increase was due primarily to the \$18,000 net cookbook proceeds and the \$2.00 increase in senior membership dues. Expenditures were within the approved budget.

The Audit report was read. The only recommendation was regarding filing procedures for future documents. The committee discussed the procedure of appointing the Internal Audit Team. The minutes reflect that Donna Gana and Joyce Petersen were appointed for the 2011-2012 financial year. Work for this year will be completed with the report at Midyear Conference 2013. The Finance committee with approval of the out-going and incoming President will appoint

the two member team to audit the 2012-2013 year subject to the approval of DEC at the June 2012 Convention.

Investments of \$367,840 as of July 31, 2011 were reviewed. No conversion of investments to cash is expected in 2011-12. Reinvestments of maturing CDs were discussed.

The Past Presidents Parley had previously discussed converting Permanent members who are Veterans to PUFL with funds in their Ex-Service Women account (\$4,665 as of July 31). Due to the National dues increase it was recommended that the PPP consider providing gift PUFL memberships in 2012.

The VA&R financial activity was reviewed. It was noted that Past President Charleen's Department President Project funds of \$5,954 will be used to supplement recreation and Gold Star programs over a three year period. The Department Secretary - Treasurer was asked to contact the Veterans Affairs office to determine the payee and mailing address for future Stand Down donations. This information will be provided to the units in a future mailing.

It was reiterated that the pricing for future Children and Youth Luncheon and Convention Banquet tickets will be handled by the Department Secretary - Treasurer.

Due to the lease of a new copier the maintenance agreement on the duplicator will be cancelled producing a savings of approximately \$800.

Department Headquarters is phasing out their inventory of unit supplies. A final inventory will be taken. A communication will follow with the available supplies and prices. In the future supplies can be ordered directly from Emblem Sales.

The Finance Committee agreed with the recommendation of the Department President and Secretary - Treasurer to discontinue a Convention office beginning June 2012. This is an efficiency and cost saving measure.

Cookbook status:

	Sales	Costs	Net
2009-2010	\$27,770	\$29,026	{1,256}
2010-2011	\$52,056	\$28,997	\$23,059
2011-2012	\$4,221		\$4,221

Approximately 850 cookbooks remain to be sold. Potential revenue net of sales tax equals approximately \$16,000.

No significant variations were noted in the 2011-12 budget-to-actual report. The Finance Committee approved a change in the timing of report distribution to the DEC. October and April budget-to-actual reports will be distributed.

Despite an increase in poppy kit costs no increase in poppy prices to units is proposed.

The Finance Committee acknowledged the generosity of Harger Group for donating three flat screen monitors and two desktop computers for office use.

The full time bookkeeper position was vacated. A temporary part-time person is helping Jacki and Donna.

As requested by the Advisory Committee the Finance committee reviewed the minutes from the November 19, 2011 American Legion Auxiliary Cornhusker Girls State Planning meeting. As noted in the minutes there is a conflict between the reimbursement rate approved by American Legion Auxiliary Girls State (\$500) versus the American Legion Auxiliary Standing Rule Section Y -#2 D Travel Policy (\$150), for attendance at national chairmanship meetings. The minutes of American Legion Auxiliary Girls State are subject to the approval the American Legion Auxiliary Constitution and Bylaws Chairman. Upon the conclusion of that review the Finance Committee will consider an amendment to Standing Rule Y #2D as needed. In addition the Finance Committee will submit a resolution that subjects the American Legion Auxiliary Girls State annual budget to the review and approval of the Finance Committee and DEC.

Julie Totten moved to recess the meeting. Motion was seconded and carried.

Meeting closed at ^{5:15}~~6:50~~ p.m.

Minutes by:

Julie Totten Finance - Publication Chairman

Jacki L. O'Neill, Department Secretary - Treasurer

Julie Totten

Jacki L. O'Neill