



DEPARTMENT OF WISCONSIN 2024-2025 Finance Program Engagement Plan

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The Finance Program is to ensure sound fiscal responsibility and oversight of cash receipts and disbursements of a unit, county or district.

DEADLINES

- December 15th: Submit poppy orders to Department Headquarters.
- Annually: Conduct an audit of the organization's financial records and at the completion of the Treasurer's term in office.
- Annually: File the Form 990N e-Postcard or other appropriate 990 tax return with the IRS by the 15th day of the 5th month after the close of the fiscal year.

IMPORTANT INFO

1. Open all bank accounts with the organization's federal Employer Identification Number (EIN).
2. Ensure all income (membership dues, Past Presidents Parley dues, donations, fundraising projects, etc.) is deposited in the organization's bank account, NOT in a member's personal account. Issue receipts for all monies received.
3. Ensure bank signature cards are current with two or more authorized signers on the account. Authorized signers must never sign a blank check.
4. Maintain accurate, detailed records of every financial transaction. Payments should only be made upon proper authorization and when sales receipts or invoices are provided. Never mail cash.
5. Maintain separate records for poppy funds and general funds.
6. Order poppies as necessary for distribution.
7. Ensure Poppy funds are expended properly.
8. Submit 20% Poppy Profit Report to Department Headquarters upon conclusion of poppy distribution.
9. Pay unit bonding as required by Department Headquarters.
10. Pay district dues as required.
11. Submit payments for membership dues to department headquarters on a weekly basis.
12. Present a financial report at each regularly scheduled meeting.
13. Conduct an annual audit of the financial records and upon completion of the term of the Treasurer. All purchases should be allowable expenses as outlined in governing documents, listed in the budget, or pre-approved at a unit meeting. The bank account, check book, receipts/requisitions, and bank deposits/withdrawals must support one another.
14. File the organization's 990N e-Postcard or other appropriate 990 tax return with the IRS annually. If assistance is needed, contact the Department Executive Secretary-Treasurer. NOTE: Failure to provide a tax report for three consecutive years will result in the tax-exempt status of the organization being revoked by the IRS. Reinstatement fee is \$600.
15. ALA Units whose tax-exempt status has not been revoked by the IRS are exempt from Wisconsin sales tax. File Form S-211, Wisconsin Sales and Use Tax Exemption form, with the merchant from whom purchases are made.
16. Prepare an annual budget.

Resources: Located on the Dept. of WI Finance page (www.amlegionauxwi.org/finance-foundation)

- Unit Internal Audit Checklist
- Request Form Authorizing Department Secretary-Treasurer to file 990N e-Postcard
- Wisconsin Sales and Use Tax Exemption Instructions/Sample
- Wisconsin Sales and Use Tax Exemption Form