American Legion Auxiliary
Department of South Dakota
Financial Policy

Adopted By: Department Executive Committee (SD)	Adopted Date:
Approving Body: Department Executive Committee (SD)	
Reviewing Body (ies): Finance Committee and DEC	Next Review Date:

Policy Statement

1. The American Legion Auxiliary, Department of South Dakota shall have nine separate checking accounts: one for the General Funds, Veterans Affairs and Rehabilitation (VA&R) Funds, Child Welfare, Girls State primary, Girls State secondary, Poppy Fund primary, Poppy Funds secondary, Legionette, Past Presidents Parley. The Department may also have investment accounts/CDs

    a. The General Fund receipts shall be from membership dues, donations, reimbursements and awards, fundraisers.
    b. The VA&R receipts shall be from poppy orders and proceeds, donations to South Dakota VA facilities, Rehab assessments and other Veteran related donations.
    c. Poppy funds are remitted to the department following poppy distribution.
    d. The Investment Account receipts shall be designated scholarship monies and undesignated memorial donations. Interest earned shall be reinvested in the investment Account, unless otherwise designated.

2. Per our governing documents the approved signatures on all checking accounts; General Funds, VA&R, Child Welfare, Girls State primary, Girls State secondary, Poppy primary, Poppy secondary, Legionette, Past Presidents Parley, and any Investments accounts shall be the Department Secretary, Department Treasurer and Department Finance Chairman.

3. The Department Secretary and Department Treasurer shall be an approved signatory on all subsidiary accounts, VA&R, Poppy, Girls State and any other committee accounts containing monies related to the Department of South Dakota.

4. The Department Treasurer will forward the subsidiaries quarterly financial reports to the Department of South Dakota Finance Committee and the Department of South Dakota Executive Committee.

5. All-Units are required to have their own EINs registered with the IRS. Unit Presidents need to ensure the filing of their 990s.

Date Received	Description of Revision	Approved by