

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF ALASKA
500 E. PARK AVENUE
WASILLA, AK 99654
(907) 373-7600, PH (907) 373-7601, FAX
VFWSTATEHQ@MTAONLINE.NET**

BEST WISHES FOR A HAPPY AND PROSPEROUS NEW YEAR

General Orders No. 7

January 2021
2020-2021 Series

To be read at the next regular meeting.

- 1. MID-WINTER CONFERENCE AND AUCTION:** January 8 - 9, 2021
The annual Department Auction will be held on Friday, January 8, 2021, immediately following the Commander's Homecoming. All auction items should be sent to Post 9365 prior to January 8th if possible. If you are planning to hand carry an item to be donated, please provide the details to Department ASAP. Monetary donations to Department will also be accepted in lieu of an auction item.
Forward all donations to: Post 9365, 301 E. Lake View Ave., Wasilla, 99654
- 2. ALL STATE REQUIREMENTS:** Be sure your Post is meeting the All-State requirements if you wish to be considered. Review the Membership Program, located in your Leadership Manual and on our website, to see the requirements. Deadline for all programs is **April 1, 2021 NO EXCEPTIONS.**
- 3. MEMBERSHIP:** It's never too early to achieve 100%! Now is the time to begin reaching out to your members and encouraging them to convert to Life Membership, Life Legacy Membership, or to simply renew their annual. Managing your membership has never been easier. Members can perform all of these tasks on their own by creating an account at www.vfw.org. **There are 10 posts who need 10 or less members for 100%. 5 posts need only 1 or 2 members!**
- 4. Reminder:** If you or your Post have made a pledge towards the operation of Department Headquarters, Fisher House or VOD for the 2020-2021 year and have yet to forward it, please do so at this time. Commander Kacal has adopted Veterans and Military Service for her project, please help her reach her goal. All pledges can be mailed to Quartermaster Sheppard at 500 E. Park Avenue, Wasilla, AK 99654.
- 5. Trustees Report of Audit (2nd Quarter):** Attention of Post Commanders is directed to Section 218, Manual of Procedure, Duty of Trustees, which states that Post Trustees shall prepare and submit quarterly, through their Post Commander, a Post Trustees' Report of Audit (Supply Department Stock No. 4214) to the Department Quartermaster for referral to the Department Inspector. The second quarter will end **December 31, 2020**. Please remit your quarterly report as soon as possible, following receipt of your bank statement.
- 6. 2021 National Convention:** The 121st National Convention will be held in Baltimore Maryland, from July 31-Aug 5, 2021. We will provide additional information and forms as they become available on our website at www.alaskavfw.org under the "Conventions" tab.

7. **Buddy Poppies: National has announced that distribution of Buddy Poppies has returned to normal!** The distribution of VFW Buddy Poppies will be conducted according to the provisions set forth in Section 711 of the National By-Laws and Manual of Procedure. All profits accruing from the distribution of Buddy Poppies shall be used for the relief of disabled and needy veterans and their dependents. Don't forget to order your Buddy Poppies today!
8. **Community Activities Chairman:** Please be sure that the Community Activities Report, included in each month's General Orders, is completed and returned to Department Headquarters via **Mail** at: **500 E. Park Ave., Wasilla, AK 99654** OR by **fax** at **(907) 373-7601** or by **email** at **vfwstatehq@mtaonline.net**
9. **Last Roll Call:** In order to show the proper respect due our fallen comrades, the Department Adjutant is asking all Posts to notify him of the death of any member. Please do so in writing by the **20th** of each month so that they can be listed in the Last Roll Call. Please be sure that you are notifying National as well so that they are removed from the membership roster. If you need assistance, please contact Department Headquarters at (907) 373-7600.

John Schwulst
Gabriel Evan
James Fisher

Post 9365
Post 10041
Post 10046

OFFICIAL



Mel Sheppard
State Adjutant

BY THE ORDER OF:



Carol Kacal
State Commander

Please utilize the Department website to access additional forms and information at www.alaskavfw.org.

ALASKA MEMSTATS as of DEC.23, 2020

	Post	Dst	Life	New	Reinst	Cont	Total	Prior Year*	Percent	Div	City	State	N/R LM	Prior Annual	Ret	N/R %
	1685	99	265	5	1	16	287	299	95.98%	4	ANCHORAGE	AK	4	41	51.22%	3.34%
	3629	99	337	13	4	18	372	394	94.41%	3	FAIRBANKS	AK	0	50	36.00%	4.31%
	3836	99	130	0	1	3	134	138	97.10%	7	TALKEETNA	AK	0	7	42.86%	0.72%
	4352	99	250	0	0	1	251	267	94.00%	4	KETCHIKAN	AK	0	13	15.38%	0.00%
	5559	99	69	1	0	4	74	79	93.67%	9	JUNEAU	AK	0	7	57.14%	1.27%
	7056	99	193	1	0	1	195	199	97.98%	5	KODIAK	AK	1	6	33.33%	1.01%
	9365	99	519	3	2	21	545	557	97.84%	3	WASILLA	AK	2	42	52.38%	1.26%
	9569	99	75	0	0	0	75	74	101.35%	9	NOME	AK	0	0	100.00%	0.00%
	9785	99	1692	7	0	32	1731	1767	97.96%	1	EAGLE RIVER	AK	5	77	41.56%	0.68%
	9978	99	247	0	0	3	250	256	97.65%	4	ANCHORAGE	AK	0	5	60.00%	0.00%
	9981	99	402	2	1	10	415	425	97.64%	3	ANCHORAGE	AK	2	26	38.46%	1.18%
	10029	99	426	6	0	7	439	442	99.32%	3	NORTH POLE	AK	5	18	38.89%	2.49%
	10032	99	26	0	0	1	27	31	87.09%	11	CORDOVA	AK	0	5	20.00%	0.00%
	10041	99	148	0	0	1	149	152	98.02%	6	BETHEL	AK	0	4	50.00%	0.00%
	10046	99	221	2	0	10	233	249	93.57%	4	SOLDOTNA	AK	1	24	50.00%	1.20%
	10221	99	114	0	0	5	119	128	92.96%	7	ANCHOR POINT	AK	1	15	33.33%	0.78%
	10450	99	26	0	0	2	28	37	75.67%	11	DELTA JUNCTION	AK	0	8	25.00%	0.00%
	10682	99	26	1	1	1	29	29	100.00%	11	GLENNALLEN	AK	1	3	33.33%	10.34%
	12151	99	28	0	1	6	35	39	89.74%	11	CRAIG	AK	1	12	58.33%	5.13%
	15002	99	1392	20	2	44	1458	1530	95.29%	1	ANCHORAGE	AK	9	0	0.00%	2.03%
District Totals		99	6586	61	13	186	6846	7092	96.53%	1			32	0	0.00%	1.49%



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of _____ for the Fiscal Quarter ending _____, 20 _____

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 717, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
14. TOTALS:	\$	\$	\$	15. \$

16. OPERATIONS

Have required payroll deductions been made? _____

Have payments been made to the proper State and Federal agencies this quarter? _____

Have sales taxes been collected and paid? _____

Are club employees bonded? _____

Amount of outstanding bills \$ _____

Value of Real Estate \$ _____

Amount of liability insurance \$ _____

Owed on Mortgages and Loans \$ _____

Value of Personal Property \$ _____

Amount of Property Insurance \$ _____

17. RECONCILIATION OF CASH & INVESTMENTS

General Fund Checking Account
Ending Balance Per Bank Statement \$ _____
Less: Outstanding Checks _____
Plus: Deposits in Transit _____
Account Balance _____

Other Checking Accounts (if applicable)
Ending Balance Per Bank Statement \$ _____
Less: Outstanding Checks _____
Plus: Deposits in Transit _____
Account Balance _____
Savings Account Balance _____
Cash on Hand _____
Total Cash _____
Bonds and Other Investments _____
Total Cash and Investments \$ _____
(This figure must match Box 15)

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 _____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____
(District/County Council/Post No.)
for the Fiscal Quarter ending _____ in accordance of the National By-Laws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster _____
(Name)

(Address)

Signed _____ Trustee
Signed _____ Trustee
Signed _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____ in the amount of \$ _____ until _____, 20 _____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

NOTE: Forward Original to your Department Quartermaster and copy to the Adjutant for the Post record.

TO COMMANDERS AND TRUSTEES' (POST, DISTRICT, COUNTY COUNCIL)

As Commander and Trustees' of your District, County Council, or Post, you took an obligation to uphold the By-Laws of the National Convention and the By-Laws of your Department, District, County Council and Post.

Your attention is directed to Sections 213, 413, By-Laws: Units failing to submit properly completed Trustees' Report of Audit, on a quarterly basis, shall be deprived of all representation in County Council meetings, District, Department and National Conventions.

Article VII, Section 703, By-Laws: It shall be the responsibility of the Commander of each unit to see that the office of Quartermaster is properly and adequately bonded.

Section 218, Manual of Procedure, provides: The Post Trustees' shall, not later than the end of the month following the last day of each quarterly period, submit through the Commander a Trustees' Report of Audit to the Department Quartermaster.

Section 418, Manual of Procedure: District Trustees' shall, at each District meeting or District Convention or as Department By-Laws may provide, submit a Trustees' Report of Audit to the Department Quartermaster.

The prescribed duties of the Commander and Trustees' are obvious. The Trustees' are mandated to make the audit (or provide for an audit by qualified accountants), and submit the report. The Commander is mandated to see that the audit is made and the report properly forwarded.

The bonding of accountable officers by any bonding company is always based on the theory that the laws prescribing the duties of various officers will be complied with accordingly. Existing By-Laws relative to quarterly audits of the records of Post Adjutants and Quartermasters constitute a safeguard for the protection of the Post funds and are so considered by the bonding company in basing their rates or premiums. Laxity in enforcing and complying with the By-Laws increases the hazard of loss which in the analysis means larger premiums must be paid. Any failure on the part of the Commander and Trustees' in performing the duties of their offices is not only a violation of trust but gives the bonding company the right to contest liability in case of defalcation.

SUGGESTIONS

When auditing the accounts of the Quartermaster by the Trustees' (Uniform Record System)

- **RECEIPTS:**
 - (1) Check duplicate copies of Miscellaneous Receipts against the entries shown in the Received Column, under heading of Cash and Bank, in the Cash Book; (2) Check names appearing on Dues Transmittal returned from National Headquarters, plus any transmittals in transit, to see that all members who have paid dues are properly credited in the Cash Book.
- **VOUCHERS:**

Check all properly approved Vouchers against the entries as shown in the Expended Column, under heading of "Cash and Bank" in the Cash Book.
- **CASH AND BANK:**

Run a total of the Received and Expended columns of "Cash and Bank" and the difference between these two columns should be the net total of Cash in bank and Cash on hand.
- **CANCELLED CHECKS:**

Check all cancelled checks against the Cash Book Expended entries to see if same agree. This will also show you which checks are still outstanding. Insist that all checks be countersigned by the Post Commander.
- **BANK EXPENDITURES:**

Run a total of all cancelled checks. Add to this total the amount of all bank charges, such as check exchange, check tax, returned checks, protest fees, etc. and the sum total of all these should be your actual Bank Expenditures. All bank charges should show as expenditures in the Cash Book.
- **BANK DEPOSITS:**

Run a total of actual bank deposits, add to this the bank balance as of the beginning of the auditing period and this sum represents your total bank.
- **BANK BALANCE:**

Deduct the total of No. 5 from the total of No. 6 and the difference should be your Bank Balance as per your bank statement.
- **ACTUAL CASH BALANCE:**

Deduct from your Bank Balance the amount of outstanding checks as shown by No. 4, add to this amount any and all cash on hand, and the total should be your Actual Cash Balance.
- **PER CAPITA TAX RESERVE:**

Compute the amount of Per Capita Tax, as shown on the Membership Record Cards, that has been paid by members and not remitted to the Department Quartermaster and see that the total amount of same agrees with the amount as shown by the Cash Book to the credit of the Per Capita Tax Reserve Fund.
- **ADMISSION FEES AND DUES:**

Ascertain from the records if Section 104 of the National By-Laws has been complied with.
- **NUMBER OF CHECKS:**

Be sure to show in your audit the numbers of the last checks written for the period and the numbers and amounts of all outstanding checks.
- **SAVINGS AND INVESTMENTS:**

Obtain a certification of all savings balances from the various depositories at the close of the audit period. Check U.S. Government bonds and other investment certificates against the master list of the Post Quartermaster. Make certain that "coupon" bonds are cashed when due and are properly credited.
- **AUDIT RECORD:**

It is suggested that your audit, when completed, be entered, in detail on the page of the Quartermaster's Cash Book immediately following the last entry included in the audit and all Trustees attest to the same by their signatures thereon. This then becomes a permanent record and not so likely to be lost and will always be available for reference.

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF ALASKA

BUDDY POPPY ORDER FORM

MAIL TO: VFW, Department of Alaska
500 E. Park Avenue
Wasilla, AK 99654

POST NUMBER _____ LOCATION _____

Please place our order for the following:

	BUDDY POPPIES @ \$120.00 PER THOUSAND =	\$
	TOTAL AMOUNT ORDERED	\$
	AMOUNT INCLUDED WITH ORDER	\$
	BALANCE DUE DEPARTMENT	\$
	DELIVER BY (DATE):	_____

(NOTE: IF YOU PROVIDE A SPECIFIC DATE FOR DELIVERY, NATIONAL WILL ENDEAVOR TO MEET THAT DEADLINE. HOWEVER, PLEASE PLACE YOUR ORDER 8-12 WEEKS PRIOR (MINIMUM) TO WHEN YOU NEED YOUR POPPIES

SHIP ABOVE TO:

Name: _____ Title: _____

Street Address: _____

Orders will not ship to a PO Box

City/State/ZIP: _____

Signature: _____ Date: _____

All orders for Buddy Poppies must be submitted through Department Headquarters.
Please order your poppies a minimum of 8 - 12 weeks prior to when you need them.

CONSOLIDATED COMMUNITY ACTIVITIES REPORT

2020 - 2021

Post	A	S	Y	CS	PP	VOD	BP	TOY	VMS	Post Hours	Post Dollars	Aux Proj	Aux Hours	Aux Dollars	Total Hours	Total Dollars
1685	0	0	0	0	x	x			x	0	\$0.00	0	0	\$0.00	0	\$0
3629	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
3836	0	0	0	0			x			0	\$0.00	0	0	\$0.00	0	\$0
4352	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
5559	16	5	0	29						243	\$0.00	0	0	\$0.00	243	\$0
7056	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
9365	1	1	0	1		x				12	\$850.00	3	60	\$2,000.00	72	\$2,850
9569	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
9785	0	7	0	36	x	x		x		553	\$16,853.00	4	258	\$0.00	811	\$16,853
9978	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
9981	0	0	0	0	x	x	x			0	\$0.00	0	0	\$0.00	0	\$0
10029	13	3	2	30	x		x			10,662	\$7,268.16	14	483	\$795.56	11,145	\$8,064
10032	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
10041	0	0	0	0						0	\$0.00	65	187	\$56,843.95	187	\$56,844
10046	0	0	0	160						160	\$1,483.00	0	0	\$0.00	160	\$1,483
10221	0	0	0	0	x	x				0	\$0.00	0	0	\$0.00	0	\$0
10450	22	8	32	392	x	x			x	1,058	\$108.00	0	0	\$0.00	1,058	\$108
10682	10	0	0	3						424	\$263.18	0	0	\$0.00	424	\$263
12151	0	0	0	0						0	\$0.00	0	0	\$0.00	0	\$0
TOTALS	62	24	34	651	6	6	3	1	2	13,112	\$26,825.34	86	988	\$59,639.51	14,100	\$86,465

A-Americanism, S-Safety, Y-Youth, CS-Community Service, PP-Patriots Pen, VOD-Voice of Democracy, BP-Buddy Poppy, TOY-Teacher of the Year,
 VMS - Veterans & Military Support

Highlighted cells indicate no reporting in this administrative year

"X"- Denotes participation in PP, VOD, BP, TOY and/or VMS

See Leadership Manual for further program details

Post Number _____

VFW, Department of Alaska
Post and Auxiliary
Community Projects Reporting Form

Reporting Period _____ - _____

[Numerical entries only, please]

Programs	Post	Post	Post	Auxiliary	Auxiliary	Auxiliary
	Proj	Hours	Dollars	Proj	Hours	Dollars
Americanism						
Safety						
Youth						
Community Service						
Hospital, Funerals etc.						
TOTALS						

Program Suggestions

AMERICANISM: Veterans in the Classroom, Voice of Democracy, Patriots Pen, Proper use and display of the American Flag, Presenting Flags, and Patriotic materials.

SAFETY: Fire Safety, Hunters Safety, Water Safety, Bicycling Safety and off road Vehicle safety are excellent projects.

YOUTH ACTIVITIES: Boy and Girl Scouting, Junior Reserve Officer Training Corps

COMMUNITY SERVICE: You know the City, Town or Village that you live in. Find out what the Seniors or Elders need, Adopt a Road program, can you volunteer for Meals on Wheels? Can your Post become a resource center for the Community?

GENERAL GUIDELINES:

Projects: Actual projects completed (to include donation of VFW Post for functions)
Hours: Actual hours spent on community activities
Dollars: Actual monies spent/donated plus \$0.14 per mile

**Return this Completed Form to the Department of Alaska:
500 E. Park Avenue, Wasilla, AK 99654
(907) 373-7601, fax
vfwstatehq@mtaonline.net**

Signature of Post or Auxiliary Community Activities Chairperson

Date

Please keep a copy for your records.