

VFW AUXILIARY YEARLY CALENDAR

January						
Su	M	Tu	W	Th	F	Sa
Trustees perform audit of Treasurers books for Oct to Dec Trustees ensure Treasurer has filed all tax returns						

February						
Su	M	Tu	W	Th	F	Sa
Trustee send approved audit to the Department Treasurer						

March						
Su	M	Tu	W	Th	F	Sa

April						
Su	M	Tu	W	Th	F	Sa
Trustees perform audit of Treasurers books for Jan to Mar *Vote for Delegates and Alternates for Department Convention Vote for Delegates and Alternates for National Convention Vote for Officers Vote for Trustees						

May						
Sa	Su	M	Tu	W	Th	F
Trustee send approved audit to the Department Treasurer *Secretary send Del and Alts for Dept Conv to Dept Secretary Secretary input Del and Alts for National Convention in MALTA *Secretary input Installation Report in MALTA						

June						
Su	M	Tu	W	Th	F	Sa
*Del and Alt attend Department Convention Last month to process current calendar year dues						

July						
Su	M	Tu	W	Th	F	Sa
Trustees perform audit of Treasurers books for Apr to Jun Treasurer purchase bond Start of new fiscal, officer, and program year in MALTA Start of new membership year in MALTA *Del and Alt attend National Convention						

August						
Su	M	Tu	W	Th	F	Sa
Trustee send approved audit to the Department Treasurer If Treasurer did not purchase bond in July, do now						

September						
Su	M	Tu	W	Th	F	Sa
Bond term begins. Bonds term is Sep 1 to Aug 31 District dues should be remitted by September 30th						

October						
Su	M	Tu	W	Th	F	Sa
Trustees perform audit of Treasurers books for Jul to Sep Trustees ensure that President and Treasurer are bonded						

November						
Su	M	Tu	W	Th	F	Sa
Trustee send approved audit to the Department Treasurer 990N ePostcard is to be filed by the 15th with IRS						

December						
Su	M	Tu	W	Th	F	Sa
All Officers must have dues paid by 31st						

* Indicates that this is the typical month when this occurs but it could be different in your Auxiliary / Department

**National Bylaws state that each Auxiliary must have at least 10 meetings per year

****This calendar is meant to be a tool for the Auxiliary and is not intended to be an all inclusive list.*