

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA

**GENERAL FUND BUDGET**

Actuals as of 04/30/2020

|                |   | 19-20 Budget      | Actual            | 20-21 Budget      |
|----------------|---|-------------------|-------------------|-------------------|
| <b>REVENUE</b> |   |                   |                   |                   |
| 1              | Department Dues                           | 330,363.00        | 344,410.85        | 337,517.00        |
| 2              | Unit Bond                                 | 1,290.00          | 1,242.00          | 1,254.00          |
| 3              | Department Fundraiser (LIT Insurance)     | 2,600.00          | 0.00              | 1,000.00          |
| 4              | National Fundraiser (USAA Credit Card)    | 1,576.00          | 1,493.00          | 1,400.00          |
| 5              | Department Convention Income              |                   |                   |                   |
|                | A) June 25-28, 2020                       | 4,680.00          | 0.00              |                   |
|                | B) July 1-4, 2021                         |                   |                   |                   |
| 6              | Interest Income                           | 10,170.19         | 14,026.60         | 3,000.00          |
| 7              | Unit Supply Income                        | 28,045.46         | 21,914.49         | 5,000.00          |
| 8              | Fall Conference (vendors, tix)            | 5,921.66          | 6,145.00          | 5,000.00          |
| 9              | National Convention Events Income         | 1,500.00          | 1,925.00          | 0.00              |
| 10             | Other Income not classified               | 1,000.00          | 4,663.08          | 1,000.00          |
| 11             | Reimbursement for Copier                  |                   | 19,960.56         | 41,000.00         |
| 12             | Reimbursement for Shared Program Expenses | 52,493.95         | 0.00              | 54,617.00         |
|                | <b>TOTAL REVENUE</b>                      | <b>439,640.26</b> | <b>415,780.58</b> | <b>450,788.00</b> |

|                     |                                     | 19-20 Budget | Actual     | 20-21 Budget |
|---------------------|-------------------------------------|--------------|------------|--------------|
| <b>EXPENDITURES</b> |                                     |              |            |              |
| 13                  | National Bonding Fee                | 3,870.00     | 0.00       | 0.00         |
| 14                  | Department President's Expense      |              |            |              |
|                     | A) President's Travel               | 9,300.00     | 2,831.30   | 6,200.00     |
|                     | B) Car Expense                      | 3,700.00     | 427.15     | 2,700.00     |
| 15                  | Department Officers' Expense        |              |            |              |
|                     | A) 1st Vice                         | 250.00       | 0.00       | 250.00       |
|                     | B) 3rd Vice                         | 400.00       | 388.55     | 400.00       |
|                     | C) Historian                        | 150.00       | 0.00       | 200.00       |
|                     | D) Chaplain                         | 150.00       | 6.75       | 200.00       |
| 16                  | District Presidents' Expense        | 11,400.00    | 3,824.77   | 11,200.00    |
| 17                  | Standing Committee Chairmen Expense | 5,975.00     | 382.78     | 5,500.00     |
| 18                  | Finance Committee Meeting(s)        | 3,000.00     | 76.05      | 3,000.00     |
|                     | A) Audit Committee Travel           | 400.00       | 57.00      | 400.00       |
| 19                  | UD&R Travel                         | 1,250.00     | 985.07     | 1,250.00     |
| 20                  | ABC Travel                          | 1,000.00     | 833.96     | 750.00       |
| 21                  | Department Secretary Travel         | 1,000.00     | 289.04     | 711.00       |
| 22                  | Administrative Payroll              |              |            |              |
|                     | A) Office Salaries                  | 126,514.45   | 102,397.60 | 132,800.00   |
|                     | B) Overtime                         | 500.00       | 366.26     | 500.00       |

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA

**GENERAL FUND BUDGET**

Actuals as of 04/30/2020

|    |   | 19-20 Budget      | Actual            | 20-21 Budget          |
|----|---|-------------------|-------------------|-----------------------|
| 23 | Administrative/Maintenance Expenses               |                   |                   |                       |
|    | A) Equipment Rental (Copier, Mail Equip)          | 44,900.83         | 66,420.86         | 87,775.00             |
|    | B) Maintenance/Utilities/Office Phone             | 8,600.00          | 8,600.00          | 8,600.00              |
|    | C) Mobile Phones                                  | 2,700.00          | 1,583.64          | 2,100.00              |
|    | D) Postage  | 15,000.00         | 10,587.83         | 15,000.00             |
|    | E) Printing & Supplies                            | 6,500.00          | 1,776.17          | 5,500.00              |
|    | F) Insurance (Health, Liability, Work Comp, Auto) | 18,301.00         | 12,728.11         | 18,800.00             |
|    | G) Annual CPA Services                            | 6,000.00          | 4,000.00          | 9,000.00              |
|    | H) Employment Taxes                               | 12,961.30         | 6,835.61          | 10,500.00             |
|    | I) Office Equipment (Contingency)                 | 300.00            | 300.00            | 300.00                |
|    | J) Unit Supplies/Sales Tax Remittance             | 35,000.00         | 33,422.70         | 15,000.00             |
|    | K) Miscellaneous Office Expenses                  | 1,914.35          | 1,076.87          | 1,900.00              |
|    | L) Remembrance Expense                            | 300.00            | 0.00              | 300.00                |
|    | M) Storage Unit                                   | 1,639.00          | 651.12            | 0.00                  |
|    | N) Website  | 700.00            | 250.00            | 300.00                |
|    | O) SEP (Retirement)                               | 2,305.33          | 0.00              | 3,930.00              |
| 24 | Boot Camp   | 6,150.00          | 7,426.62          | 0.00                  |
| 25 | Department Workshop                               | 10,000.00         | 7,838.86          | 0.00                  |
| 26 | Fall Conference                                   | 23,000.00         | 27,461.02         | 25,000.00             |
| 27 | Fall Conference Executive Meeting                 | 3,000.00          | 0.00              | 3,000.00              |
| 28 | Distinguished Guest Fund                          |                   |                   |                       |
|    | A) DGF - Convention                               | 1,625.00          | 0.00              |                       |
|    | B) DGF - Fall Conference                          | 875.00            | 942.15            | 875.00                |
| 29 | National Leadership Conference - Indy             | 81.00             | 0.00              | 81.00                 |
| 30 | National Convention                               |                   |                   |                       |
|    | A) National Convention - Indy                     | 24,043.00         | 21,494.37         |                       |
|    | B) National Convention - Louisville               |                   |                   | 0.00                  |
|    | C) National Convention - Phoenix                  |                   |                   |                       |
|    | D) National Convention Events Expenses            | 1,500.00          | 1,925.00          | 0.00                  |
| 31 | Department Convention                             |                   |                   |                       |
|    | A) June 25-28, 2020                               | 38,435.00         | 580.00            |                       |
|    | B) July 1-4, 2021                                 |                   |                   |                       |
| 32 | Contingency Fund                                  | 1,000.00          | 566.97            | 1,000.00              |
| 33 | Service Contracts                                 | 3,700.00          | 2,276.84          | 4,000.00              |
| 34 | Bank Fees/CC processing/Bank Equipment Rental     | 6,000.00          | 6,342.24          | 11,000.00             |
| 35 | Over/Short  | 0.00              | 2,269.38          | 0.00                  |
| 36 | Legal Fees  | 500.00            | 0.00              | 1,000.00              |
| 37 | Other Expenses not classified                     | 1,000.00          | 235.00            | 1,000.00              |
|    | <b>TOTAL EXPENDITURES</b>                         | <b>446,890.26</b> | <b>340,457.64</b> | <b>392,022.00</b>     |
|    | <b>(Deficit)/Surplus:</b>                         | <b>(7,250.00)</b> | <b>75,322.94</b>  | <b>58,766.00</b>      |
|    | <b>Surplus Transfer to General Fund MM</b>        |                   |                   | <b>\$ (58,766.00)</b> |
|    | <b>(Deficit)/Surplus:</b>                         |                   |                   | <b>\$ -</b>           |

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET**

**REVENUE**

1. Based on calculation as of 4/30/2020, #35,310 of Seniors at \$9.50 each, #1,184 of Juniors at \$1.75 each. Department collects \$21.50/Senior and \$4.25/Junior and remits to National \$12.00 and \$2.50, respectively.
2. Monies collected for bond fees to National at \$6.00 per Unit. Based on 209 active Units in ALAMIS as of 4/30/20. These funds are earmarked as collected annually from Units and remitted to National every 3 years.
3. Money received from Department Fundraiser (LIT Insurance).
4. Money received from National Fundraiser (USAA Credit Card).
5. Department Conventions
  - A. **Cancelled due to COVID-19.**
  - B. Monies received from 2021 Department Convention. This will be in 2021-2022 budget.
6. Interest income received from bank monthly.
7. Monies received from the sale of unit supplies.
8. Monies received from Fall Conference.
9. **Cancelled due to COVID-19.**
10. Money received for miscellaneous purposes (accounted for, but not budgeted). Closed accounts from Units, charter and name change fees to remit to National, etc. Monies from Units to cover copy costs for Program Action Plan, Unit President's book, Unit Guidebooks, and additional/individual newsletters.
11. Reimbursement for copier from SmartTechnologies.
12. Share of program expenses. Amounts are remitted to General Fund from Welfare and Girls State accounts at year-end.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET - Continued**

**EXPENSES**

\*\* For purposes of clarification, proof of mileage as referenced in cases below, and required for all mileage reimbursement requests, consists of a printed map source (i.e. Mapquest, Google maps, etc.) showing mileage to and from point of origin and destination, does not require inclusion of the directions, only proof of mileage. Proof of mileage print out must be legible as to point of origin address and destination address.

13. The sum of revenue on line 2 shall be remitted to National to bond all Officers every 3 years. Last remitted 6/25/2019 for \$3,437.85.

14. Department President's Expense.

A. The Department President shall receive up to \$6,200 for official expenses in her term as described herein. This includes an allocation of \$5,600 for any travel-related expenses incurred, in state, in the performance of her duties as President, which will be charged to her Department credit card and receipts will be provided to the Department Treasurer within 30 days of expenditure. This includes \$600 for the purchase of Department & President's Christmas cards and President's business cards.

B. The sum of \$2,700 shall be allocated for President's car expenses. Contingency fund would be used to cover any car-related expense that is not covered under insurance or warranty. \$350 for car maintenance to include quarterly oil changes, tire rotation, tires, and wiper blades, for maintenance services not covered by dealership agreement, up to \$600 for regular car cleaning/wash, and up to \$100 for one car detailing to be done at time of change of car custody. \$1,650.00 allocated to save towards purchase of new car every 4 years. Any remaining balance of Line Item 14b shall be reserved for savings of purchase of new car every 4 years.

15. Department Officer's Expense. (**Note:** 2<sup>nd</sup> Vice President included in Welfare Budget.)

A. The Department 1st Vice President shall receive up to \$250 per year for all expenses incurred at the Department President's discretion, not covered elsewhere in the budget. Reimbursement of the lodging bill receipt and .25 per mile upon submission of worksheet \*\*.

B. \$400 shall be allocated for the 3<sup>rd</sup> Vice President who shall receive reimbursement of 50% of the lodging bill up to \$65.00 based on double occupancy. 3<sup>rd</sup> Vice President to be reimbursed at .25 per mile travel upon submission of worksheet \*\*.

C. \$200 shall be allocated for the Department Historian who shall receive reimbursement of 50% of the lodging bill up to \$65.00 based on double occupancy. 3<sup>rd</sup> Vice President to be reimbursed at .25 per mile travel upon submission of worksheet \*\*.

D. \$200 shall be allocated for the Department Chaplain who shall receive reimbursement of 50% of the lodging bill up to \$65.00 based on double occupancy. 3<sup>rd</sup> Vice President to be reimbursed at .25 per mile travel upon submission of worksheet \*\*.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET - Continued**

**EXPENSES - Continued**

16. The sixteen (16) District Presidents shall receive travel expenses on a quarterly basis upon submission of written quarterly reports and cover sheet to the Department President. Reports and cover sheet shall be due September 1st, December 1st, March 1st, and June 1st. Convention reports are presented orally. Upon approval by the Department President, District Presidents to receive up to 700 miles quarterly at .25 per mile upon submission of worksheet \*\*. With special approval from Department President, District Presidents may request mileage from their second quarter mileage allowance in the first quarter in recognition that District Presidents travel extensively for installation in the first quarter. First and second quarter requests collectively to not exceed 1,400 miles.
17. The sum of \$5,500 shall be allocated for the committee expenses and awards of the following Committee Chairmen and Department Officers: (**Note:** Poppy Chairman included in Welfare Budget.)

Committee Program Expense & Award Allowance

|                          |                 |
|--------------------------|-----------------|
| Americanism              | \$ 275.00*      |
| Auxiliary Emergency Fund | \$ 75.00        |
| Cavalcade of Memories    | \$ 75.00        |
| Chaplain                 | \$ 75.00        |
| Children & Youth         | \$ 150.00       |
| Community Service        | \$ 75.00        |
| Constitution & ByLaws    | \$ 300.00**     |
| Education                | \$ 100.00       |
| Historian                | \$ 100.00       |
| Juniors                  | \$ 100.00       |
| Leadership               | \$ 75.00        |
| Legislative              | \$ 1,075.00***  |
| Membership               | \$ 2,700.00**** |
| National Security        | \$ 150.00       |
| Past Presidents Parley   | \$ 75.00        |
| Public Relations         | \$ 100.00       |

\* Includes up to \$175.00 to purchase medals for Americanism Essay Winners.

\*\* Includes up to \$225.00 for postage.

\*\*\* Includes up to \$1,000.00 for travel to Washington D.C. Legislative Conference.

\*\*\*\* Includes up to \$400.00 for travel as authorized by the Department President at .25 per mile upon submission of worksheet \*\* within the State of Florida.

No awards can be announced to Units by Chairmen without prior approval of the Department President and notification to all Units.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET - Continued**

**EXPENSES - Continued**

18. The sum of \$3,000.00 shall be allocated for the Finance Committee meetings. Members shall receive travel allowance of .25 per mile upon submission of worksheet (driver only) \*\*. Committee members not covered in the Fall Conference/Convention budget to receive reimbursement of 50% of the lodging bill up to \$65.00 based on double occupancy of committee members. 1 night at Fall Conference, and 3 nights at Convention, as applicable. Must stay at Conference/Convention hotel. For annual budget meeting in Orlando, the committee's lodging will be booked through Department and meals to be covered for meeting hours.
- A. Audit Committee members travel (driver only) to be compensated at .25 per mile upon submission of worksheet \*\* and lodging booked by Department (if traveling more than 3 hours one-way) for a 1-night stay. Reimbursements to be made within 30 days of meeting only upon submission of request form and proof of mileage.
19. \$1,250.00 is authorized to the UD&R appointee (or persons designated by the Department President) to receive .25 per mile upon submission of worksheet (driver only) \*\* pertaining to their assignment. Travel to be approved by the Department President. Reimbursement request required to be submitted within 30 days. Lodging will be reimbursed at 50% of the bill up to \$65.00 (if traveling more than 3 hours one-way).
20. \$750.00 is authorized to Certified ABC Instructors, who are to receive .25 per mile upon submission of worksheet (driver only) \*\* pertaining to their assignment. Lodging (if traveling more than 3 hours one-way) will be reimbursed at 50% of the bill up to \$65.00. ABC Instructor's travel to be authorized by Leadership Chairman only. Reimbursement request required to be submitted within 30 days.
21. The sum of \$711.00 for expenses for Department Secretary travel in connection with Department business, which will be charged to her corporate credit card, and receipts provided to Department Treasurer within 30 days of expenditure. Mileage to be reimbursed at current IRS rate for employees and to be submitted within 30 days.
22. Administrative Payroll
- A. Self-explanatory.
- B. Self-explanatory

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET - Continued**

**EXPENSES - Continued**

23. Administrative/Maintenance Expenses

- A. Amount includes buyout of old copier contract and new copier contract. Off set of old copier contract is shown on revenue of Line 11.
- B. Maintenance/Utilities charged by Florida American Legion for cleaning and maintenance, electric, internet, water, alarm system and office phone system.
- C. Based on average monthly cellular costs.
- D. Self- explanatory.
- E. Self- explanatory.
- F. Self- explanatory.
- G. Preparation of annual audit and tax return.
- H. Self- explanatory.
- I. Self- explanatory.
- J. The sum of \$15,000.00 for the purchase of store items.
- K. Self- explanatory.
- L. A donation of \$50.00 to the Department Memorial Scholarship will be made in memory of deceased PDPs, PNP's and death of sitting Department Officers and Chairmen. A memorial card will be sent to the immediate family member and the Unit of which the deceased was a member.
- M. Lease of a Storage Unit was no longer needed nor renewed.
- N. \$300.00 allocated for website hosting & domain fee.
- O. Simplified Employee Pension.

24. **Cancelled due to COVID-19**

25. **Cancelled due to COVID-19**

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET - Continued**

**EXPENSES - Continued**

26. The sum of \$25,000.00 is allocated for the Fall Conference as follows:
1. Asst. Sgt-at-Arms and Chairman of Pages to receive .25 per mile upon submission of worksheet (driver only) \*\* and 50% of lodging bill up to \$65.00 for one night based on double occupancy of those covered within the Fall Conference budget. Must stay in Conference hotel.
  2. All Department Officers and Chairman of all Committees receiving a call in from the Department President shall receive .25 per mile upon submission of worksheet (driver only) \*\* and 50% of lodging bill up to \$65.00 for two nights based on double occupancy. Must stay in Conference hotel.
  3. Reimbursements to be made only upon submission of request form, with proof of mileage, hotel receipts and within 30 days of Conference.
  4. National Executive Committeewoman shall receive .25 per mile upon submission of worksheet (driver only) \*\*. Lodging covered by Department.
  5. Department President lodging covered by Department.
  6. The remainder is allocated for the production of Fall Conference.

Reimbursements from Department are intended to cover expenses ONLY when member's expense has not been covered by a Unit or otherwise absorbed by The Sons of the American Legion or The American Legion. (i.e. no double-dipping of any form. If 100% of roommate's hotel expense is covered by any other organization, or if Unit reimburses an Executive Committee Member, the reimbursement should be disclosed when making the reimbursement request).

27. The sum of \$3,000.00 shall be allocated if a Department Executive Committee Meeting is called. The Department Chairmen and Parliamentarian, answering roll call, shall receive .25 per mile upon submission of worksheet (driver only) \*\* and 50% of lodging bill, up to \$65.00 for two nights based on double occupancy of committee members. Must stay in Conference hotel.

28. Distinguished Guest Fund

- A. \$0 is allocated for the expense of entertaining the distinguished guest for Department Convention up to three days. Approved expenses are housing, travel, meals and gift. Department President authorizes all disbursements. This will be in 2021-2022 budget.
- B. \$875.00 is allocated for the expense of entertaining the distinguished guest for Fall Conference up to two days. Approved expenses are housing, travel, meals and gift. Department President authorizes all disbursements.

29. Covers the registration expense for the Incoming Department President, Incoming Department Membership Chairman, and Department Secretary for the National Leadership Conference. (Other costs covered by National).



AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GENERAL FUND BUDGET - Continued**

**EXPENSES - Continued**

30. National Convention
- A. Actual expenses occurred during the 2019 National Convention.
  - B. **Cancelled due to COVID-19**
  - C. Expenses for 2021 National Convention will be in 2021-2022 budget.
  - D. **Cancelled due to COVID-19**
31. Department Convention
- A. **Cancelled due to COVID-19**
  - B. Expenses for 2021 Department Convention will be in 2021-2022 budget.
32. The sum of \$1,000.00 shall be allocated for expenditures of an emergency nature not covered in this budget and including a car repair event not covered under warranty or insurance. The Department Finance Committee must approve any expenditure over \$300.
33. Webmaster, IT, payroll and annual software contracts.
34. Due to COVID19 bank accounts have been removed from a sweep account (higher interest earning account) to an interest bearing account with increased fees.
35. Over/Short AKA Membership Credit Reports included in budget to report actuals during FY. Amounts are netted with membership dues to provide realized revenue to Department.
36. Self- explanatory.
37. The sum of Revenue Line 10 shall be remitted for purpose it was received.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA**

**WELFARE FUND BUDGET**

**Actuals as of 04/30/2020**

| <b>REVENUE</b> |                         | <b>19-20 Budget</b> | <b>Actuals</b>   | <b>20-21 Budget</b> |
|----------------|-------------------------|---------------------|------------------|---------------------|
| 1              | Rehabilitation Quota    | 54,250.00           | 55,451.25        | 54,730.50           |
| 2              | Sock/Undergarment Quota | 1,867.00            | 1,778.00         | 1,700.00            |
| 3              | Poppy Proceeds          | 26,000.00           | 13,396.41        | 24,500.00           |
| 4              | Poppy Orders            | 11,750.00           | 10,251.71        | 11,000.00           |
| 5              | Interest Income         | 96.00               | 927.61           | 100.00              |
|                | <b>TOTAL REVENUE</b>    | <b>93,963.00</b>    | <b>81,804.98</b> | <b>92,030.50</b>    |

| <b>EXPENDITURES</b> |   | <b>19-20 Budget</b> | <b>Actuals</b>   | <b>20-21 Budget</b>  |
|---------------------|---|---------------------|------------------|----------------------|
| 6                   | Poppy Material                            | 15,689.91           | 10,525.00        | 11,000.00            |
| 7                   | Poppy Makers                              | 8,000.00            | 6,514.96         | 7,000.00             |
| 8                   | Poppy Postage                             | 450.00              | 538.50           | 450.00               |
| 9                   | Toiletries Program                        | 2,700.00            | 689.89           | 1,650.00             |
| 10                  | Socks/Undergarment Expense                | 1,400.00            | 454.68           | 725.00               |
| 11                  | Holiday Gifts Program                     | 3,150.00            | 3,103.09         | 5,900.00             |
| 12                  | Hospital Representatives                  | 31,158.46           | 20,568.77        | 31,158.46            |
| 13                  | Poppy Maker Coordinator                   | 1,200.00            | 900.00           | 1,200.00             |
| 14                  | FICA, Employment Taxes                    | 0.00                | 344.41           |                      |
| 15                  | Deputies Compensation                     | 680.00              | 0.00             | 680.00               |
| 16                  | VA&R Chairman, Committee Meetings, Awards | 2,150.00            | 303.03           | 2,150.00             |
| 17                  | Poppy Chairman Meetings/Awards            | 450.00              | 197.50           | 600.00               |
| 18                  | Hospital Rep Gas Cards                    | 1,600.00            | 1,400.00         | 1,600.00             |
| 19                  | Bank Fees                                 | 400.00              | 0.00             | 100.00               |
| 20                  | Shared Program Expenses (share of cost)   | 24,934.63           | 0.00             | 25,943.00            |
|                     | <b>TOTAL EXPENDITURES</b>                 | <b>93,963.00</b>    | <b>45,539.83</b> | <b>90,156.46</b>     |
|                     | <i>(Deficit)/Surplus:</i>                 | <b>0.00</b>         | <b>36,265.15</b> | <b>1,874.04</b>      |
|                     | <b>Surplus Transfer to Welfare MM</b>     |                     |                  | <b>\$ (1,874.04)</b> |
|                     | <i>(Deficit)/Surplus:</i>                 |                     |                  | <b>\$ 0.00</b>       |

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**WELFARE FUND BUDGET**

**REVENUE**

1. Units shall contribute to the Veterans Affairs and Rehabilitation program an amount as per the Department Standing Rules. \$1.55 per Sr member.
2. Units shall contribute to the Veterans Sock/Undergarment program an amount as per the Department Standing Rules, per membership grouping.
3. Units shall remit to Department within 30 days after their poppy days, a sum equal to 25% of their net poppy proceeds.
4. Units shall purchase poppies from Department at the price of \$75.00 per thousand. A check, in addition to the proper order form, must accompany order.
5. Interest income received from bank monthly.

**EXPENSES**

\*\* For purposes of clarification, proof of mileage as referenced in cases below, and required for all mileage reimbursement requests, consists of a printed map source (i.e. Mapquest, Google maps, etc.) showing mileage to and from point of origin and destination, does not require inclusion of the directions, only proof of mileage. Proof of mileage print out must be legible as to point of origin address and destination address.

6. The sum of \$11,000.00 shall be allocated for the purchase of poppy material for the veteran poppy makers.
7. The sum of \$7,000.00 shall be allocated for payment to Veterans for manufacturing poppies at the rate of \$75.00 per 1,000 poppies.
8. The sum of \$450.00 shall be allocated for postage, including shipping supplies necessary for mailing poppies to Units.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**WELFARE FUND BUDGET - Continued**

**EXPENSES - Continued**

9. The sum of \$1,650.00 shall be allocated to the seven (7) VA Hospitals to be used for toiletries deemed necessary by the hospital representatives for the benefit of the patients. The sum includes postage.

|                                   |           |
|-----------------------------------|-----------|
| 1. Bay Pines Medical Center       | \$ 0.00*  |
| 2. Gainesville Medical Center     | \$ 500.00 |
| 3. Lake City Medical Center       | \$ 500.00 |
| 4. Miami Medical Center           | \$ 150.00 |
| 5. Orlando Medical Center         | \$ 500.00 |
| 6. Tampa Medical Center           | \$ 0.00*  |
| 7. West Palm Beach Medical Center | \$ 0.00   |

\*\$150.00 to be used from savings account due to balance.

10. The sum of \$725.00 shall be allocated as follows for each of the seven (7) VA hospitals to be used for socks/undergarments deemed necessary by the hospital representatives for the benefit of the patients:

|                                   |           |
|-----------------------------------|-----------|
| 1. Bay Pines Medical Center       | \$ 0.00*  |
| 2. Gainesville Medical Center     | \$ 100.00 |
| 3. Lake City Medical Center       | \$ 100.00 |
| 4. Miami Medical Center           | \$ 100.00 |
| 5. Orlando Medical Center         | \$ 250.00 |
| 6. Tampa Medical Center           | \$ 0.00*  |
| 7. West Palm Beach Medical Center | \$ 175.00 |

\*\$250.00 to be used from savings account due to balance.

11. The sum of \$5,900.00 shall be allocated for the purchase of gifts at any event for seven (7) veteran nursing homes listed below. Selection and distribution of gifts shall be made by the hospital and nursing home representative. Cost of gifts not to exceed \$5.00 each.

**VA MEDICAL CENTERS**

|                                   |             |
|-----------------------------------|-------------|
| 1. Bay Pines Medical Center       | \$ 0.00*    |
| 2. Gainesville Medical Center     | \$ 1,400.00 |
| 3. Lake City Medical Center       | \$ 950.00   |
| 4. Miami Medical Center           | \$ 0.00*    |
| 5. Orlando Medical Center         | \$ 0.00*    |
| 6. Tampa Medical Center           | \$ 0.00*    |
| 7. West Palm Beach Medical Center | \$ 400.00   |

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**WELFARE FUND BUDGET - Continued**

**EXPENSES - Continued**

**STATE NURSING HOMES**

|  |           |
|--|-----------|
| 1. Robert H Jenkins (Lake City)        | \$ 750.00 |
| 2. Emory L Bennett Memorial (Daytona)  | \$ 600.00 |
| 3. Sandy Nininger (Pembroke Pines)     | \$ 600.00 |
| 4. Baldomero Lopez (Land O' Lakes)     | \$ 300.00 |
| 5. Douglas Jacobson (Port Charlotte)   | \$ 300.00 |
| 6. Clifford Chester Sims (Springfield) | \$ 300.00 |
| 7. Clyde E Lassen (St Augustine)       | \$ 300.00 |

\*The hospital reps from 4 VA medical centers will be purchasing holiday gifts from their savings account due to a savings account balance greater than \$5,000. Selection and distribution of gifts shall be made by the hospital and nursing home representative. Cost of the gifts not to exceed \$5.00 each.

12. The sum of \$31,158.46 shall be allocated for the volunteer stipends of the VA Medical Center Representatives as follows:

|                    |             |
|--------------------|-------------|
| 1. Bay Pines       | \$ 3,000.00 |
| 2. Gainesville     | \$ 8,221.73 |
| 3. Lake City       | \$ 8,536.73 |
| 4. Miami           | \$ 4,800.00 |
| 5. Orlando         | \$ 1,800.00 |
| 6. Tampa           | \$ 3,600.00 |
| 7. West Palm Beach | \$ 1,200.00 |

13. The sum of \$1,200.00 shall be allocated for the Poppy Manufacture Coordinator's volunteer stipend at the rate of \$100.00 per month to be included with their monthly stipend remittance.

14. VAMC Representatives have been reclassified as independent contractors. They will receive a 1099.

15. The sum of \$680.00 for Deputies stipends shall be allocated. \$200.00 shall be allocated for the compensation of Deputies or an approved replacement covering the desk in the absence of our representative at \$10.00 per day. The sum of \$480.00 will be allotted for the use of a Deputy's stipend at \$10.00 a day, four days a month on delivery days for the Lake City VAMC to assist our VAMC representative in her duties.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**WELFARE FUND BUDGET - Continued**

**EXPENSES - Continued**

16. The sum of \$2,150.00 shall be allocated for the expenses of the VA&R Committee as follows:
1. \$900.00 for the 2nd Vice President, who is required to visit all seven (7) VA Medical Centers, two (2) State Nursing Homes, and two (2) outpatient clinics and shall receive reimbursement for lodging at 50% of lodging bill, up to \$65.00. Mileage to be reimbursed at .25 per mile upon submission of worksheet (driver only)\*\*.
  2. \$500.00 is allocated for the annual VA&R Committee meeting. The seven (7) VA representatives and Chairman to attend and shall receive .25 per mile upon submission of worksheet (driver only) and housing booked by Department, if travel exceeds three hours one way, for one night.
  3. VA&R program expense and awards. \$250.00
  4. Department meetings (Convention & Fall Conference) \$500.00  
Must stay at event hotel and shall receive reimbursement of 50% of the lodging bill up to \$65.00 based on double occupancy.
17. Poppy Chairman Expenses as follows:
1. Program expenses, awards \$100.00
  2. Department meetings (Convention & Fall Conference) \$500.00  
Must stay at event hotel and shall receive reimbursement of 50% of the lodging bill up to \$65.00 based on double occupancy.
18. The sum of \$1,600.00 in gas gift cards for representatives of the 7 VAMC centers listed on Line 52, to be distributed in December as below:
- |   |          |
|---|----------|
| 4 Hospital Representatives Class I (72-hour monthly commitment)   | \$300.00 |
| 1 Hospital Representative Class II (48-hour monthly commitment)   | \$200.00 |
| 2 Hospital Representatives Class III (24-hour monthly commitment) | \$100.00 |
19. Fees paid to bank monthly.
20. Share of cost of program expenses reimbursed to General Fund budget.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
GIRLS STATE FUND BUDGET  
Actuals as of 04/30/2020**

| <b>REVENUE</b>              |                                  | <b>19-20 Budget</b> | <b>Actuals</b>    | <b>20-21 Budget</b> |
|-----------------------------|----------------------------------|---------------------|-------------------|---------------------|
| 1                           | Registration                     | 120,000.00          | 97,200.00         | 120,000.00          |
| 2                           | Interest Income                  | 23.00               | 828.04            | 100.00              |
| 3                           | Girls State Quota                | 21,000.00           | 21,465.00         | 21,186.00           |
| 4                           | GS Store & Postage Supply Income | 8,250.00            | 0.00              | 9,000.00            |
| 5                           | Donations                        | 750.00              | 8,791.00          | 750.00              |
| 6                           | License Plate Income             | 10,000.00           | 8,282.94          | 8,000.00            |
| 7                           | Legislative Monies*              | 0.00                | 0.00              |                     |
| <b>TOTAL REVENUE</b>        |                                  | <b>160,023.00</b>   | <b>136,566.98</b> | <b>159,036.00</b>   |
| <b>EXPENDITURES</b>         |                                  | <b>19-20 Budget</b> | <b>Actuals</b>    | <b>20-21 Budget</b> |
| 8                           | Lobbyist                         | 4,800.00            | 4,000.00          | 4,800.00            |
| 9                           | Dorm Housing                     | 71,760.00           | 0.00              | 75,500.00           |
| 10                          | Meeting Rooms                    | 4,300.00            | 0.00              | 6,500.00            |
| 11                          | Food Service                     | 46,900.00           | 0.00              | 62,500.00           |
| 12                          | Insurance                        | 1,125.00            | 633.80            | 1,150.00            |
| 13                          | Transportation                   |                     |                   |                     |
|                             | A.) Tallahassee/Capitol Buses    | 4,750.00            | 0.00              | 4,500.00            |
|                             | B.) Golf Carts                   | 1,500.00            | 0.00              | 1,350.00            |
|                             | C.) Rental Moving Truck          | 250.00              | 0.00              | 250.00              |
| 14                          | Girls Nation Registration        | 450.00              | 450.00            | 0.00                |
| 15                          | Staff Travel                     | 2,000.00            | 0.00              | 3,000.00            |
| 16                          | Staff Meal Allowance             | 1,500.00            | 0.00              | 1,500.00            |
| 17                          | GS Registration Website          | 1,300.00            | 817.00            | 1,300.00            |
| 18                          | Shirts                           |                     |                   |                     |
|                             | A.) Staff Shirts                 | 1,000.00            | 0.00              | 1,200.00            |
|                             | B.) Delegate Shirts              | 5,000.00            | 0.00              | 4,500.00            |
| 19                          | Petty Cash                       | 400.00              | 0.00              | 400.00              |
| 20                          | Sick Bay Fund                    | 250.00              | 0.00              | 250.00              |
| 21                          | Postage                          | 100.00              | 0.00              | 50.00               |
| 22                          | Rental Equipment                 | 0.00                | 0.00              | 600.00              |
| 23                          | Girls State Delegate Charms      | 900.00              | 0.00              | 0.00                |
| 24                          | Misc Expense                     | 850.00              | 0.00              | 850.00              |
| 25                          | Printing/Supplies                | 200.00              | 31.14             | 2,200.00            |
| 26                          | Equipment Repair/Purchase        | 750.00              | 0.00              | 250.00              |
| 27                          | Director's Planning Meeting      | 300.00              | 168.12            | 300.00              |
| 28                          | Storage Unit/Moving Crew         | 1,600.00            | 1,595.00          | 1,600.00            |
| 29                          | Staff Background Checks          | 1,900.00            | 0.00              | 1,000.00            |
| 30                          | National Girls State Meeting     | 1,500.00            | 1,309.74          | 1,500.00            |
| 31                          | Laundry                          | 200.00              | 0.00              | 225.00              |
| 32                          | Orientation Mileage              | 500.00              | 0.00              | 300.00              |
| 33                          | Store Inventory                  | 5,000.00            | 0.00              | 5,000.00            |
| 34                          | Bank Fees                        | 22.50               | 300.00            | 600.00              |
| 35                          | Share of Cost Expenses           | 27,559.32           | 0.00              | 28,674.00           |
| <b>TOTAL EXPENDITURES</b>   |                                  | <b>188,666.82</b>   | <b>9,304.80</b>   | <b>211,849.00</b>   |
| <b>(Deficit) / Surplus</b>  |                                  | <b>(28,643.82)</b>  | <b>127,262.18</b> | <b>(52,813.00)</b>  |
| <b>* Legislative monies</b> |                                  | <b>34,000.00</b>    | <b>0.00</b>       | <b>34,000.00</b>    |
| <b>(Deficit) / Surplus</b>  |                                  | <b>5,356.18</b>     | <b>127,262.18</b> | <b>(18,813.00)</b>  |

**AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
GIRLS STATE FUND BUDGET  
Actuals as of 04/30/2020**

Footnote:

Cindy Burrough Memorial Scholarship

|                                |          |
|--------------------------------|----------|
| Beginning balance as of 7/1/19 | 1,890.00 |
|--------------------------------|----------|

|                    |   |
|--------------------|---|
| Donations received | - |
|--------------------|---|

|                      |   |
|----------------------|---|
| Scholarships awarded | - |
|----------------------|---|

|                              |                 |
|------------------------------|-----------------|
| Ending Balance as of 4/30/20 | <u>1,890.00</u> |
|------------------------------|-----------------|



AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GIRLS STATE BUDGET**

**REVENUE**

1. Registration per girl is \$400.00.
2. Interest income received from bank monthly.
3. Units shall contribute a quota of \$0.60 per senior member as per Department standing rules.
4. Money received from items sold at GS store and sale of postage stamps.
5. Monies to include \$250 for Reporter Scholarship, \$500 for McDermott Scholarship. Also includes any donations remitted on yearly donation remittance form.
6. Money provided by The American Legion license plate per legislative order, at our request to The American Legion.
7. Figures provided per Lobbyist information. Monies must be reviewed and voted upon annually by Florida Legislature.

**EXPENSES**

\*\* For purposes of clarification, proof of mileage as referenced in cases below, and required for all mileage reimbursement requests, consists of a printed map source (i.e. Mapquest, Google maps, etc.) showing mileage to and from point of origin and destination, does not require inclusion of the directions, only proof of mileage. Proof of mileage print out must be legible as to point of origin address and destination address.

8. Lobbyist monthly fee is \$400.
9. Housing costs per girls and staff. Rates per girl/staff per night is as follows: 2020 – \$26.00, 2021 - \$27.00.
10. Self-explanatory.
11. All food services provided, not to include food purchased for store inventory.
12. Insurance costs for General Liability and Sexual and/or Physical Abuse coverage.
13. Transportation
  - A. Buses to and from Capitol for three days
  - B. Golf Carts for use of staff
  - C. Moving items to and from Girls State storage unit

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GIRLS STATE BUDGET - Continued**

**EXPENSES - Continued**

14. **Cancelled due to COVID-19.**
15. Reimbursement to be \$0.25 per mile upon submission of worksheet, (driver only) \*\*.
16. \$25.00 per day per staff member allowance for meals prior to program provided meals.
17. Self-explanatory.
18. Shirts.
  - A. Need for additional staff shirts
  - B. Replenish delegate shirts
19. Expenditures are made at the discretion of the GS Director. All receipts must be returned to Department within 30 days of session closing.
20. Expenditures are made at the discretion of the GS Director and on-site GS Nurse. All receipts must be returned to Department within 30 days of session closing.
21. Postage for sale for on-site use.
22. Rental from the University of printers, copiers, and other miscellaneous equipment needed.
23. Purchase of charms. This line item will be removed from future budgets.
24. Miscellaneous expenses are as follows: \$250.00 for Reporter Scholarship, \$500 for McDermott Scholarship, and \$100 for GS guest Fall Conference gift.
25. Costs for on-site usage only. To include tote bags, name tags, luggage tags and etc. Any costs incurred at Department as included in the share of program cost expenses.
26. Self-explanatory.
27. Meeting with Director and Assistant Director prior to GS. Reimbursement to be \$0.25 per mile, upon submission of worksheet (driver only) \*\* and lodging at 50% of invoice, maximum of \$65.00 per day, based on double occupancy.
28. Cost of climate-controlled storage unit and moving crews both ways for delivery and pickup of stored supplies to FSU.
29. Self-explanatory.

AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA  
2020-2021 BUDGET

**GIRLS STATE BUDGET - Continued**

**EXPENSES - Continued**

- 30. Travel for Director and Assistant Director to National GS meeting.
- 31. Self-explanatory.
- 32. Reimbursement for presenters to be at \$0.25 per mile upon submission of worksheet (driver only) \*\*.
- 33. Purchases to supply GS store.
- 34. Fees paid for miscellaneous bank charges (i.e. returned check fees).
- 35. Share of program expenses. Amount to be remitted to General Fund at year-end.