

# **THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION**

## **FISCAL CODE**

ADOPTED AT THE 21ST ANNUAL CONVENTION, 1939  
AMENDED AT THE 29TH ANNUAL CONVENTION, 1962  
AMENDED AT THE 45TH ANNUAL CONVENTION, 1963  
AMENDED AT THE 47TH ANNUAL CONVENTION, 1965  
AMENDED AT THE 58TH ANNUAL CONVENTION, 1976  
AMENDED AT THE 60TH ANNUAL CONVENTION, 1978  
AMENDED AT THE 61ST ANNUAL CONVENTION, 1979  
AMENDED AT THE 64TH ANNUAL CONVENTION, 1982  
AMENDED AT THE 98TH ANNUAL CONVENTION, 1986  
AMENDED AT THE 70TH ANNUAL CONVENTION, 1988  
AMENDED AT THE 76TH ANNUAL CONVENTION, 1994  
AMENDED AT THE 84TH ANNUAL CONVENTION, 2002

## **SECTION 1 DEPARTMENT AND BUDGET**

THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION dues and budget will be fixed at each Department Convention for the ensuing fiscal year.

THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION dues for each fiscal year shall be remitted by each Post together with correct National Dues per capita member and shall accompany cards at time of forwarding to THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION Headquarters before credit will be issued.

THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION dues shall be set up and used for the operation and maintenance of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION Headquarters and The American Legion Programs.

Portions of dues for the Louisiana Legionnaire commencing with the dues collected for the year 1981 shall be set aside in a special fund to be used exclusively for the administration and publication of the Louisiana Legionnaire. The amount set aside shall be Seventy-five Cents (75¢) per member as approved by the 1979 Department Convention. At the end of each fiscal year and after all expenses of the Louisiana Legionnaire have been paid by the Commission on

Public Information and with the consent of its Chairman, the unexpended balance in the Louisiana Legionnaire account shall be transferred to the Contingency Account.

Portions of dues in the amount of Fifty Cents (50¢) per member shall be dedicated to the exclusive use for the administration and operation of the Boys and Girls State program. Upon receipt of authorized vouchers, disbursement will be made by the Department Finance Officer, which will be limited to available credits.

Dues for the District Revolving Funds shall be set up and used exclusively for the District of the respective member. No unexpended surplus in any of these District Revolving Funds shall ever revert to the General Sinking Fund of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION.

It will be the duty of the Commission on Finance to fix the amount of the budget for the ensuing year by resolution to the convention for adoption. The budget may not be predicated on a membership greater than that of the previous year, except that the amount of the budget as adopted by the Department Convention shall include any supplementary funds that have been earned the previous year. Earned supplementary funds shall be interest from investments, recurring programs and other activities. The amount of supplementary funds used shall not be greater than that of the previous year. The use of nonrecurring income must be approved and recommended by the Commission on Finance in accordance with Section 12 of this Code.

It will be the duty of the Commission on Finance to prepare and present the budget to the Department Executive Committee at its regular meeting subsequent to the Department Convention for final adoption and approval. The amount of the budget as adopted by the convention shall be and is the maximum amount to be expended for the fiscal year except as herein provided in Section 12 and the budget for THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION shall be based on the budget items as set up in the Fiscal Code.

Income shall be the amount collected from yearly dues, interest earned from the investment account, from recurring programs and other income producing activity of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION.

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**BUDGET ITEMS****ADMINISTRATIVE EXPENSES**

Item 1	Salaries
Item 2	Traveling Expense - Department Adjutant Office
Item 3	Utilities & Maintenance
Item 4	Telephone & Telegraph
Item 5	Postage
Item 6	Stationery, Printing, Office Supplies
Item 7	Depreciation Reserves
Item 8	Employees Retirement Fund
Item 9	Miscellaneous Expenses
Item 10	Expenses - Department Commander
Item 11	Traveling Expenses Department Vice Commanders
Item 12	Convention Expense
Item 13	Department Executive Committee Meeting Expenses
Item 14	Department Commander Official Travel & Emergency Fund

**LEGION PROGRAMS**

Item 15	Membership Expense
Item 16	Commission on Americanism
Item 17	Commission on Veterans Affairs & Rehabilitation

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Item 18	Commission on National Security & Governmental Affairs
Item 19	Commission on Internal Affairs
Item 20	Commission on Public Information
Item 21	Commission on Department Convention
Item 22	Commission on Children & Youth
Item 23	Commission on Ways & Means
Item 24	Unallocated Budget Reserve

The Department Finance Officer (Department Adjutant) shall be held responsible that no item of the budget be over expended, or that a balance in one item be transferred to another, except as provided in Section 12. Any expenditure under the budget item 'Unallocated Budget Reserve' shall be made only upon the commendation of the Commission on Finance and the approval of the Department Executive Committee.

## **SECTION 2**

### **DEPARTMENT FINANCE OFFICER**

The Department Adjutant shall serve as Finance Officer under the direct supervision of the Department Commander and the Commission on Finance. The Finance Officer shall be bonded by THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION for not less than One Hundred Thousand Dollars (\$100,000.00), said surety examined by the employed auditor at the time of annual audit. The authority and duties of the Finance Officer shall include:

1. Power of Attorney for all bank accounts maintained by THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION.
2. Power of Approval of all accounts payable as authorized by the budget or for Capital Investments as approved by the Commission on Finance and excepting those items payable to the Finance Officer which shall be approved by the Commander.

3. Custody, subject to provisions as hereinafter, of all stocks, bonds or any and all negotiable instruments and physical assets of any value that are or may become the property of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION .
4. Responsibility for the proper maintenance of all records pertaining to the finances of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION .
5. The strict adherence to all sections of the Fiscal Code of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION.

### SECTION 3 COMMISSION ON FINANCE

The Commission on Finance shall be composed of eight (8) members (four [4] members to be appointed by the Department Commander), to serve for a term of two (2) years, subject to confirmation by the Department Executive Committee, and no district shall be represented by more than one (1) member on the Commission on Finance. The Chairman of the Commission on Finance shall be appointed by the Department Commander. In the absence of the Chairman, the Department Commander shall have the power to appoint an Acting Chairman.

The duties of the Commission on Finance shall include:

1. Preparation of the budget
2. Proper investment of funds allocated to Investments-Securities, Land and Buildings.
3. Power to veto any appropriations in excess or contrary to the budget. They shall have no power of appropriation.
4. Account to the Department Executive Committee and Department Convention on all matters relative to Department Finances.

## **SECTION 4**

### **FISCAL YEAR AND AUDIT**

The fiscal year of THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION shall end June 30.

The Finance Officer, with the approval of the Commission on Finance shall employ a recognized firm of public accountants to make a "Test Audit" of all the THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION books and records for each fiscal year.

The cost of the annual audit shall be included in the administrative items of the budget.

## **SECTION 5**

### **BALANCE SHEET AND WORKING CAPITAL**

The Auditor shall prepare and submit to THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION Headquarters, a Balance Sheet, a Statement of Operation covering Budgeted Items and any other reports necessary for the information of those concerned. The Cash in Bank Account on the Balance Sheet, shall be subdivided to show all liabilities payable, such as District Revolving Funds, Accounts Payable, etc. The balance in this account after deducting all committed funds, shall be known as the duty and responsibility of the Commission on Finance and the Department Executive Committee to make certain that at the end of each fiscal year, there shall remain in the General Fund sufficient funds necessary to operate THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION during the beginning of each fiscal year, and in no case shall this amount be less than fifteen thousand dollars (\$15,000.00).

## **SECTION 6**

### **BANK ACCOUNTS**

There shall be established and maintained by THE LOUISIANA DEPARTMENT OF THE AMERICAN LEGION one or more current bank accounts to serve the purpose of depositories of current receipts and disbursements. These accounts shall be established and maintained by the Finance Officer under the supervision of the Commission on Finance.