



**ADOPTED BUDGET GUIDELINES  
2009 - 2010**

**\*\*\*\*\* GENERAL FUND \*\*\*\*\***

**TRAVEL & ALLOWANCE:**

**STATE COMMANDER:** The State Commander's Travel & Allowance may be used for mileage (\$0.50 per mile), hotel room, meals, supplies, tips, and for gifts at State Conferences, State Convention and/or for National Representatives and guests. The State Commander may send an auxiliary member to represent the State Department and such expense may be taken from the State Commander's Travel & Allowance. The State Commander may use travel and allowance for state conference and state convention meals.

**STATE OFFICERS:** Each State Officer shall notify the State Commander of any and all intended travel. All State Officer's travel is subject to approval by the State Commander. Travel & Allowance may be used for mileage (\$0.50 per mile), hotel, personal meals, tips and postage.

**PER DIEM:** The State Treasurer, State Adjutant and State Assistant Adjutant shall be entitled to \$75 per month, not to exceed \$900 per year.

**STATE CONFERENCE AND CONVENTION EXPENSE:** Each State Officer, excluding the State Commander, State Adjutant and State Assistant Adjutant, will be entitled to \$175.00 for each State Conference and \$250.00 for the State Convention. The State Adjutant and State Assistant Adjutant will be entitled to \$225 for each State Conference and \$350 for the State Convention. Allowance may be used for mileage (\$0.50 per mile), hotel, tips, personal meals, registration and banquet fees. Should funds be unused by an officer for conference and convention expense, that amount shall be moved to that officer's travel and allowance line item.

Each State Officer, excluding the State Commander, shall be responsible for their registration and banquet fees at each State Conference and State Convention. All State Officers receiving state funds shall attend all meetings and banquet (unless for just cause) or be subject to turn in a refund of the full allotted conference/convention amount.

**STATE CONFERENCE & CONVENTION REGISTRATION PACKET:** Two (2) State Convention Committee member's registration fees only will be paid at each State Conference and the State Convention. The State Commander's registration fee will be paid for the State Convention only.

**NATIONAL CONVENTION:** Flowers shall be provided at the National Convention for any North Carolina National Officer, National Executive Committee Member, Alternate National Executive Committee Member, and the State Commander.



## ADOPTED BUDGET GUIDELINES 2009 - 2010

**NATIONAL CONVENTION DELEGATE:** The State Delegate shall register, attend the Grand March or Banquet, the National Commander's Reception, Forget-Me-Not Luncheon, Southern Caucus Breakfast, all Auxiliary business sessions and anything else requiring representation of the State Department of North Carolina. Airfare, hotel room (if rooming with someone who is also claiming expenses, from any other source, the expenses shall be shared), personal meals, taxis, parking (hotel and airport), Southern Caucus Breakfast, mileage (\$0.50 per mile), etc.

**NATIONAL FALL CONFERENCE:** All State Officers receiving state funds shall attend all meetings of the National Fall Conference, banquet and anything else requiring representation of the State Department of North Carolina, or be subject to a full refund of the allotted conference amount, unless for just cause. The refund shall be automatic or at the request of the Finance Committee and/or State Executive Committee.

The amount received shall cover airfare, room (if rooming with someone who is also claiming expenses, from any other source, the expenses shall be shared), registration, banquet, personal meals, parking (hotel and airport), mileage (\$0.50 per mile) and tips up to the budgeted amount. Each officer shall keep and maintain receipts or reimburse the money if receipts are not available.

**NATIONAL 9<sup>TH</sup> DISTRICT MEETING:** The State Commander or next ranking representative shall attend all meetings of the National 9<sup>th</sup> District Meeting, banquet and anything else requiring representation of the State Department or be subject to turn in a refund for the full allotted amount, unless for just cause. The refund shall be automatic or at the request of the Finance Committee and/or State Executive Committee. The amount allotted shall cover airfare or mileage @ \$0.50 per mile, room (if rooming with someone who is also claiming expenses, from any other source, the expenses shall be shared), registration, banquet, personal meals, parking (hotel and airport) and tips.

**NATIONAL EDUCATION LOAN FUND:** Amount allotted in the budget shall be presented by the State Commander, or the next ranking officer in the absence of the State Commander, during presentations at the National Fall Conference.

**HISTORY PROGRAM AND COMMANDER'S BOOK:** Amount allotted shall be used to purchase the Official State History Book with additional pages from National Headquarters, film and processing and the Commander's History Book. The State History Book is the one submitted for judging at the National Convention.

**MEMBERSHIP PROGRAM:** The Membership Program shall be determined by the incoming Membership Chairman. Any monetary membership awards to individuals or units shall be issued by a State Department check.

**FORGET-ME-NOT CHAIRMAN:** The Forget-Me-Not Chairman shall use budgeted funds to supplement any expenses not covered by the extra projection of the luncheon tickets; (i.e., complementary luncheon tickets, flowers, King/Queen awards, decorations, printing, etc.).



## ADOPTED BUDGET GUIDELINES 2009 - 2010

**FORGET-ME-NOT LUNCHEON:** Funds shall be used for the expense of the meal. Payment shall be made directly to the hotel for expenses incurred for the meal by a State Department check.

**EXTENSION FUND:** To organize new units, reactivate and/or assist troubled units, gavels, bylaws, membership mail out, etc.

**DAV AUXILIARY PROGRAM AWARDS:** The Auxiliary State Commander shall be responsible for purchasing all awards/citations. Mae Holmes (given by category), State Chairman of the Year, Unit Commander of the Year, District Commander of the Year, Outstanding Member of the Year, Membership Recruiter of the Year, Highest Percentage Increase Over Quota per category and History Book.

**OFFICE SUPPLIES & EQUIPMENT:** Shall be used for office supplies, postage, bank fees and charges, telephone, and printing expenses for the State Commander, State Treasurer, State Adjutant, and the State Assistant Adjutant.

**FIDELITY BOND PREMIUM:** Shall be paid only when funds exceed \$15,000 and paid every third year.

**PAST STATE COMMANDER'S PIN:** Shall be purchased from National Headquarters for a person who has served their first term as State Commander. Any person who serves more than one year will only receive a date guard for terms after the first.

**9<sup>TH</sup> DISTRICT NATIONAL EXECUTIVE COMMITTEE MEMBER:** Any member from North Carolina who serves as NEC or Alternate NEC shall be entitled to funds allotted in the budget. This shall be a love offering.

### **MISC:**

- *State Fund Raising:* Postage, printing, prizes, raffle items, etc. Any monetary awards shall be provided by a DAV Auxiliary State Department check.
- *State Chairman/Committees:* Each program chairman shall be entitled to \$25.00 to present a program at each state conference. Each member of the State Finance Committee shall be entitled up to \$25.00 at \$0.50 per mile to attend finance meetings.
- *State & Unit Workshops:* Expenses incurred for unit and state school of instructions.
- *Chaplain's Expenses:* Flowers shall be sent by the State Chaplain for any deceased Auxiliary National Commander, DAV National Commander, 9<sup>th</sup> District NEC, 9<sup>th</sup> District Alternate NEC, Auxiliary State Officer, Auxiliary Past State Commander or DAV Department Commander. The State Commander shall determine when flowers shall be sent to someone other than listed. Donations may be made by the State Department in lieu of flowers. Other expenses may include cards, postage, candles, and worship service supplies.



**ADOPTED BUDGET GUIDELINES  
2009 - 2010**

**\*\*\*\*\*MARY FLYNN MEMORIAL SCHOLARSHIP FUND\*\*\*\*\***

**SCHOLARSHIP:**

Scholarships shall be awarded in accordance with the guidelines set forth by the Mary Flynn Memorial Scholarship Committee and adopted by the Convention Delegates or State Executive Committee.

**\*\*\*\*\*VAVS FUND\*\*\*\*\***

**VAVS:**

VAVS money shall be allotted as noted in the State Budget and State Standing Rules. Each representative shall maintain \$200 and/or receipts in petty cash at all times. The VAVS Representative shall send in their receipts to be reimbursed. An expense sheet can be submitted for special events and/or activities.

National Disabled Veterans Winter Sports Clinic (NDVWSC): Amount allotted shall be combined with the DAV Department donation for a joint sponsorship or used for a singular sponsorship.

**<<<<< NOTES >>>>>**

- Expense sheets must be filled out completely and submitted to the Auxiliary State Adjutant within thirty (30) days of incurred expense.
- Advances may be given for State and National Conferences and Conventions. If receipts are not available, a refund shall be made. Receipts for all advances must be submitted within thirty (30) days after return from conference or convention.
- The Budget and Guidelines can only be adjusted by the State Finance Committee or the State Executive Committee.
- At no time can the paid expenses exceed the bottom line of the adopted budget.

Adopted by the Delegates at the 2009 State Convention \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_