



## *Supreme Military Order of the Cootie Auxiliary*



(2021-2022)

February 7, 2022

### **EXECUTIVE ORDER NUMBER 1**

To: Supreme Line Officers                      Grand Presidents                      Grand Treasurers  
Grand Secretaries                              Supreme Chairmen  
Supreme Appointed Officers              Past Supreme Presidents

From: Debbie Thie, Supreme President

Subject: Secretary & Treasurer's books, What the Supreme Representatives will be looking for when they come to inspect your Auxiliary.

### **THIS ORDER IS FOR ALL GRANDS AND AUXILIARIES NOT IN A GRAND**

Per the new by-laws **ALL Grands MUST** appoint an Assistant Treasurer (This person is to be appointed by the President, Sr. Vice & Jr. Vice) and he or she must be bonded. **Please send that person's name, address, phone number and e-mail address to the Supreme Treasurer no later than March 31, 2022.** On the Auxiliary Level, appointing an Assistant Treasurer is optional, however, if you have, please forward the same information above to the Supreme Treasurer.

#### **From the Treasurer**

- **CURRENT** copy of By-Laws
- **Ledger (containing a minimum of at last 2 years)** – These can be typed up on the computer but the pages should be maintained in a hard bound book or a 3-ring binder, pages must be numbered sequentially, minimum of 2 years
- Bank statements from most recent audit
- Receipt books
- **Current** audit
- Copy of current bond for President, Treasurer and Assistant Treasurer
- Copy of current 990
- Your EIN

### From the Secretary

- **CURRENT** copy of By-Laws
- **Minutes** – The minutes can be typed or hand written and should be in a **hard bound book or a 3-ring binder (containing a minimum of at last 2 years)**. Pages must be numbered sequentially.
- Copies of all audits and bonds

By Order of:

*Debbie Thie*

Debbie Thie

Supreme President

Military Order of the Cootie Auxiliary

Attest:

*Kathy Browne*

Kathy Browne

Supreme Secretary

Military Order of the Cootie Auxiliary