



American Legion Auxiliary

DEPARTMENT OF KANSAS

Dear Auxiliary members—

You will see that the last document the Audit Committee requests of you will be the signature page from your bank account showing who has access to bank records. I am very grateful to District 1, who brought to my attention that this page will have personal identifying information on it (date of birth, etc.). Please do NOT send personal identifying information to the audit committee. If you send a bank signature page, be sure to completely redact (black out) any such information. The easy way to do it is taking a good black Sharpie pen, black out, and then photocopy the document. Send in the photocopy. By photocopying the page, you should remove all possibility of someone seeing through the sharpie pen.

The purpose of the bank signature page request is to verify that the names on the signature page match the names your membership has approved to have access to the bank account. You should verify, each year, that these names match--and the Audit Committee needs to also see this verification.

If you have any other concerns about this request, please call or email me! We want to improve our audit process from year to year and your input is always sincerely welcomed.

Sincerely,
Stacy Edwards