



AMERICAN
LEGION
AUXILIARY

Unit Engagement
ALA Department of Georgia
2025-2026

- Unit Number Evaluated _____ District _____ City _____
- Does the Unit have Fidelity (Honest Bond)insurance? YES NO
How much insurance?
This is determined on how much money the Unit make with Bingo.
- Does the Unit have a Charter or Supplemental Charter? (circle all that is appropriate)
- Is the Unit Registered with the Secretary of State? YES NO Is it current? YES NO
- Does the Unit file taxes? YES NO
 - Last year filed _____
- What form is used? 990N OTHER _____(specify)
- Does the Unit have a Constitution and By-Laws? YES NO
 - Last year reviewed _____
- Does the Unit maintain meeting minutes? YES NO
- Has the Unit conducted an internal Financial audit? YES NO
 - How often is the audit performed? _____
 - Who performed the audit? _____
 - Are records kept with the Treasurer? _____
 - Is the outcome of the audit shared with the Auxiliar Unit Members? _____



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- Does the Unit sponsor Bingo? YES NO
 - Is the license current? (renewed every Oct) YES NO
 - Did the Unit file taxes on Bingo with the State YES NO
 - Are appropriate Sec State certified background checks accomplished? YES NO
 - Do you pay your Bingo Workers? If yes, are 1099s or W2s issued at year end? YES NO

- Are membership records kept in secure location? YES NO

- Do you have a copy of the Records Retention Policy for all records in the Unit? YES NO