



**AMERICAN LEGION AUXILIARY**  
 Department of Georgia  
 3035 Mt. Zion Rd  
 Stockbridge, GA 30281-4101  
 (678) 289-8446 FAX (678) 289-9496  
 Email: amlegaux@bellsouth.net

**DISTRICT #** \_\_\_\_\_  
**UNIT #** \_\_\_\_\_  
 Poppies Ordered \_\_\_\_\_  
 Prepaid \_\_\_\_\_  
 Owe \_\_\_\_\_

**Department Poppy Financial Report – Year 2018-2019**

**Due: December 15, 2018 for November Distribution**

**Due: June 10, 2019 for May Distribution**

**Department Obligation** – Each Unit must file a Poppy Financial Report whether or not a profit was made. A Financial Report must be filed for each month poppies were distributed. A Unit not distribution poppies must also file a report. Failure to comply shall disqualify a unit from convention representation.

**25% of Receipts from Poppy Distribution** (A separate check must be issued) (Use workspace below to determine total.) If you distribute poppies in November the report & proceeds are to be sent in by December 15<sup>th</sup>, for May the report & 25% of proceeds need to be sent in by June 15<sup>th</sup> to the Department Office. If the Unit distributes both Months follow the procedures above.

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Total amount received for poppies offered	\$ _____
Less cost paid to Department	- (No other expenses may be deducted)
Equals Net Receipts	_____
25% of Net (multiply net above by .25)	- (Place this figure above)
75% of net retained by Unit	\$ _____

**Information Regarding Distribution**                      **Month -    November    May**

Total Number of Poppy Workers \_\_\_\_\_ Seniors \_\_\_\_\_ Juniors \_\_\_\_\_ Others \_\_\_\_\_

Total Offered \_\_\_\_\_ Total Held for Other Purposes \_\_\_\_\_

Signatures (**Must be in Ink**)  
 Unit Poppy Chairman \_\_\_\_\_ Unit Treasurer \_\_\_\_\_

Unit President \_\_\_\_\_ Date \_\_\_\_\_

**Mail to Department Headquarters with Payment of 25% of Net**  
**3035 Mt. Zion Rd., Stockbridge, GA 30281**