

## ICF Treasurer's Report Information

Prepare a Treasurer's Report each quarter and review at a Trustee's meeting.

Q1: January, February, March

Send to ICF Office in April

Q2: April, May, June

Send to ICF Office in July along with a copy of IRS E-file receipt.

Q3: July, August, September

Send to ICF Office in October

Q4: October, November, December

Send to ICF Office in January

If the branch/district has a Treasurer's Report prepared in an alternate format, such as Excel, this format will be accepted by the ICF Office.

As stated at the bottom of the Treasurer's Report form, please forward the report to the office with the current Per Capita Report.

The example provided is fictional.