**JULY 1, 2017**

**TO BRANCH FINANCIAL SECRETARIES**

Enclosed please find your Quarterly Branch Report indicating the amounts now due to the Central Council Office. **Payment is due upon receipt**. Thank you for your attention to this matter. Please remember:

1. Per Capita Report must be signed.
2. A copy of the report to be submitted with the required checks to the Central Council Office as soon as possible.
3. Send any Hospitalization Benefit payments to the I.C.F. Office.
4. Copies of the Treasurer's Reports must be sent to the I.C.F. Office.

Please review the following items enclosed:

1. **Per Capita Bill (due upon receipt)**
2. **Branch Membership Roster**

Note: Please review your Membership Roster to make sure the addresses and area codes/telephone numbers of your members are correct. Please send in any corrections to the office so we can update our records. **Also, the figures of the August 31st statistical report are used to determine the amount each Branch will be assessed for liability insurance which will be billed in September. Make sure all applications for new members, cancellations, deceased, transfers, etc. are sent to the office before the end of August so that your roster is in order.**

3. **Dues Payment Report**
4. **Dues Payment Record for the 3rd Quarter**
5. **Delinquency Report (if applicable)**
6. **Past Due Per Capita Bills, Supply Orders, etc. (if applicable)**
7. **Copies of various other Branch forms. Please use the Branch Supply Order Form for additional forms.**

   **\*\*\*Just a Reminder - We will no longer be sending Membership Applications Forms. Many Branches are not in need of them or have an excess supply. If you need Membership Applications you may call the I.C.F. Office to order them or you can find the Membership Application Form on the Web site www.icf.org.\*\*\***

Those Branches that have yet to pay outstanding per capita bills are being sent notices. Please submit what is due to the I.C.F. Office immediately. All bills through 3/31/17 must be paid in order for the Branch to be seated at Convention.