

# ITALIAN CATHOLIC FEDERATION

*Promoting Faith, Family and Heritage Since 1924*



**Financial Secretary / Treasurer Training**

# Responsibilities of Financial Secretary

- Notifies the Central Council Office of any new memberships or changes to current memberships to keep the branch roster up-to-date
- Keeps a record of the finances of the branch and all names and addresses of the members
- Gives a receipt for all monies he/she receives, copies given to the Secretary for the record
- Notifies members who are about to become delinquent in their dues
- Contacts the President when the quarterly reports are received from the Central Council Office, so that the Trustee(s) can call a quarterly meeting
- Delivers all properties of the branch to his/her successor

***Let's step through each....***

***The Financial Secretary  
Notifies the Central  
Council Office of any New  
Memberships or Changes  
to Current Memberships  
to Keep Branch Roster  
Up-to-Date***

## The Financial Secretary Maintains Membership Applications

- When a new Member joins the Branch he/she must fill out an Application (see sample next slide)
- The new Member will fill out their name, address, email, phone number, etc. and pay their dues based on the month they are joining
- A current Member will renew their yearly dues at the start of the new year (recorded on the Membership Dues Report)
- The Financial Secretary reminds members at the December General Meeting that dues are due in January with follow-up by mail, email or phone if needed
- New Membership Applications are sent to the Central Council Office on an ongoing basis (a copy is kept by the Branch)



# Dues Notice Example

## ICF Branch ###, City, State Membership Dues

We welcome members of all ages and encourage family memberships.

Dues for existing members are payable January 1<sup>st</sup> and paid yearly.

### **Dues are now due and payable for Calendar Year 201#**

\$ - Single Adult Membership

\$ - Single Adult Membership with Family Membership\*

\$ - Couple Adult Membership

\$ - Couple Adult Membership with Family Membership\*

\*One fee, \$10.00, covers all children under 18 (or under 24 for students attending college).

Please select your membership category (check the circle), and, submit your payment, checks made out to: ICF Branch ###.

For your convenience, use the self addressed, stamped envelope enclosed.

Send Dues Payment To: Financial Secretary Name, Street Address, City, State, Zip

Thank you,

Financial Secretary Name

Financial Secretary, ICF Branch ###

Phone:



# Dues Reminder Envelope Example

**Italian Catholic Federation**

Dear \_\_\_\_\_ Date \_\_\_\_\_

Just a note to remind you that your Branch Dues are payable. Our records show that you were paid up through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*month day year*

For one year:

Dues	\$ _____	
Apostolate	\$ _____	
Public Relations Assessment	\$ _____	
Seminary	\$ _____	
Miscellaneous	\$ _____	
Hospitalization	\$ _____	TOTAL \$ _____

Payment of the above will pay you up through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*month day year*

Sincerely, \_\_\_\_\_  
*Financial Secretary, Branch No.*

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↑ **DETACH ON PERFORATION** ↑  
**PLACE MAILING IN ENVELOPE, MOISTEN, SEAL & MAIL**

- Dues Reminder Envelopes can be ordered from the ICF Office
- The Financial Secretary will fill out the information on the envelope and mail to members for dues collection

# Action Requested - Additional Updates to Member Information

## Action Requested

Individual Membership

Family Membership

Change Address/Name/Ph.

Cancellation Hospital Plan

Transfer To Br.# \_\_\_\_\_

Transfer From Br.# \_\_\_\_\_

Cancellation of Membership

Applies to Hospital Plan:

Date: \_\_\_/\_\_\_/\_\_\_

No: \_\_\_\_\_ Age: \_\_\_\_\_

Deceased

Died on: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

If a member has a change to their contact information, fill out blank form with change

If a member wishes to transfer from your Branch, indicate to/from branch #'s, fill out blank form

If a member wishes to cancel their Membership, fill out blank form

For Hospitalization, indicate if Cancellation (see above) or Applying. If applying, list Date a member signs up, their Member Number and their Age

If a member has died, indicate date of death and fill out blank form

Fill in the date to reflect a new Membership or any other action to be taken on the Membership Application and sign

Mail Completed Form to Central Council Office



***The Financial Secretary  
Keeps a Record of All  
Branch Finances and  
Names and Addresses of  
All Branch Members***

## The Financial Secretary Updates a Membership Dues Record

- When Members pay their dues, the Financial Secretary can keep track on a **Branch Membership Record** (see sample below)
- Keeping this record up-to-date is very important so that you know who the members are, who has paid their dues, and who has yet to pay their dues

Branch No	Family Name	First Name	M.I.	Birth Date	Age	Member No	Dues Paid	Date Paid	Check No.	Individual	Family Membership	Street	City	State	Zip	Email	Telephone
444	Smith	John		4/22/1980	36		\$ 44.80	1/15/2016	1766	Y	Y	123 Easy Street	Los Angeles	CA	91002	<a href="mailto:name@email.com">name@email.com</a>	805.555.1212
444	Panini	Cristina	F	7/21/1969	46		\$ 34.80	3/5/2016	2013	Y	N	345 Main Ave	Los Angeles	CA	91001	<a href="mailto:name@email.com">name@email.com</a>	805.555.3210

***The Financial Secretary  
Gives a Receipt for All  
Money Received and Gives  
a Copy to the Secretary***

## The Financial Secretary Gives a Receipt for All Money He/She Receives and Gives a Copy to the Secretary

- As dues are paid, a receipt is filled out by the Financial Secretary with the date, reason, and amount paid
- A copy is given to the Member for their records and a copy is given to the Recording/Corresponding Secretary to keep with the Branch records
- Receipts can also be given upon request as many members use their cancelled checks as a receipt
- A receipt book is available for purchase from the Central Council Office
- Go to [www.icf.org](http://www.icf.org), Members Portal, Supplies Order Form

***The Financial Secretary  
Notifies Members Who Are  
About to Become  
Delinquent in Their Dues***

# The Financial Secretary Receives a Quarterly Mailing from the Central Council Office in April, July, October and January

(Note: A Treasurer's Report form is included – please give this to the Treasurer)

- One part of the mailing is the **Membership Roster** which lists Members who are current with their dues (see sample below)
- Members shown that are not current with their dues need to be contacted by the Financial Secretary

ITALIAN CATHOLIC FEDERATION										Branch ###, Name		PAGE 1			
MEMBERSHIP ROSTER FOR PERIOD ENDING 03/31/2016										DT C4		District Name			
MEMBER NO.	NAME AND ADDRESS	PHONE CTY/ST/ZIP	D U T Y	BORN DATE	ICF AGE	MONTHLY PAID	DUES PD. TO END OF	S T A T	HOSPITAL JOINED DATE	PROGRAM PD. TO END OF					
221234	AVERY, MICHAEL L 123 EASY STREET	805-555-1212 THOUSAND OAKS	CA	11/16/31	02/24/85 53	01/20/16	12/16								
221235	AVERY, LAURA M 123 EASY STREET	805-555-1212 THOUSAND OAKS	CA	02/24/30	02/24/85 55	01/20/16	12/16								
252324	MITCHELL, BARRY C 456 MAIN AVE	805-555-1212 NEWBURY PARK	CA	05/02/66	10/03/14 48	01/19/16	12/16								
252325	MITCHELL, WILMA F 456 MAIN AVE	805-555-1212 NEWBURY PARK	CA	02/28/02	01/10/14 11	01/19/16	12/16	F							



- Another part of the quarterly mailing is the **Quarterly Branch Report** showing the amounts due to the Central Council Office, paid by the Treasurer

04/06/2016

ITALIAN CATHOLIC FEDERATION  
 QUARTERLY BRANCH REPORT FOR PERIOD ENDING 03/31/2016

PAGE 1

Branch ###, Name

DISTRICT C4

District Name

\*\*\* MEMBERSHIP \*\*\*

NUMBER OF MEMBERS AT BEGINNING OF THIS QUARTER .....	178	*		*
NEW MEMBERS ADDED THIS QUARTER .....	15	*	TREASURERS REPORTS FOR	*
MEMBERS TRANSFERRED IN THIS QUARTER.....	0	*	QUARTER ENDING 03/31/2016	*
MEMBERS TRANSFERRED OUT THIS QUARTER.....	0	*	MUST BE MAILED TO THE	*
TOTAL MEMBERS LISTED ON CURRENT QUARTER ROSTER	193	*	CENTRAL COUNCIL OFFICE	*
		*	WITH THIS REPORT.	*
DECEASED MEMBERS TO BE DROPPED FROM NEXT ROSTER.....	1	*		*
CANCELLED BY REQUEST MEMBERS TO BE DROPPED FROM NEXT ROSTER.....	11	*		*
INACTIVE MEMBERS -- DELINQUENT 13-15 MONTHS.....	0	*		*
MEMBERS DELINQUENT 15 OR MORE MONTHS TO BE DROPPED FROM NEXT ROSTER		*		*
TOTAL ACTIVE MEMBERS AT END OF THIS QUARTER	181	**		

\*\*\* HOSPITAL PLAN \*\*\*

TOTAL MEMBERS IN HOSPITAL PLAN.....	2
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\*\*\* DELINQUENCY \*\*\*

NUMBER OF MEMBERS DELINQUENT 6-12 MONTHS - BRANCH DUES.....	0
NUMBER OF MEMBERS DELINQUENT 6-12 MONTHS - HOSPITAL DUES.....	0

\*\*\* INCOME THIS QUARTER \*\*\*

MONTHLY DUES.....	\$	3,458.00
HOSPITAL DUES.....	\$	50.00
FAMILY MEMBERSHIP DUES.....	\$	150.00
BRANCH INCOME TOTAL	\$	3,658.00 **

\*\*\* AMOUNTS DUE CENTRAL OFFICE \*\*\*

PER CAPITA TAX 1100 MONTHS PAID AT 1.700 PER PAID MONTH..	\$	1,870.00
PUBLIC RELATIONS 1100 MONTHS PAID AT 0.500 PER PAID MONTH..	\$	550.00
APOSTOLATE FUND 1100 MONTHS PAID AT 0.200 PER PAID MONTH..	\$	220.00
FAMILY MEMBERSHIP DUES.....	\$	75.00
TOTAL	\$	2,715.00 **

\* TOTAL (MAKE ONE CHECK FOR THIS AMOUNT PAYABLE TO ICF CENTRAL COUNCIL) \$ 2,715.00

\* HOSPITAL DUES (MAKE A SEPARATE CHECK FOR THIS AMOUNT) If paid,ck#\_\_\_\_\_ \$ 50.00



\*\*\*\*\*  
 \* PAYMENT DUE UPON RECEIPT \*  
 \* SEND TO ICF OFFICE \*  
 \*\*\*\*\*

APPROVED BY THE FOLLOWING:

FINANCIAL SECRETARY ..... *Signature/Date* ..... DATE ..... or TREASURER ..... *Signature/Date* ..... DATE .....

**Italian Catholic Federation**

1393 Capwell Drive, Suite 110, Oakland, CA 94621  
510) 635-9058 • TOLL FREE 1-888-423-1924

**DUES PAYMENT RECORD**

BRANCH 380 ST. PASCHAL BAYLON

PAGE 1 FOR 2nd QUARTER 2016

MEMBER		MEMBER NAME	DATE PAID	BRANCH DUES			HOSPITAL PLAN DUES			TOTAL AMOUNT DUES & HOSPITAL
NUMBER	ID			PAST DUES PAID THRU	TOTAL	PAID TO END OF	NO. OF MOS. PAID	PAST DUES PAID THRU	AMOUNT PAID	
225817	ABLA	Abondanzi, Blair		12/16						
225818	AIGN			12/16						
266500	AJOY			12/16						
266119	ANAT			12/16						
266906	ACLA	Alfani, Clara	3/19/16	12/15	34.80	12/16	12			34.80
266904	AGAB			12/15						
266907	AGRA			12/15						
266908	ATYL			12/15						
254926	AGRA			12/15						
266585	ABET	Arianno, Betty		12/15						
266586	AJOE			12/15						
254928	AMAR			12/16						
254927	AROB			12/16						
267779	BALI			12/16						
267778	BNIC			12/16						
267867	BCAR			12/16						
265831	BFRA			12/16						
262539	BJOA			12/15						
266905	BDAV			12/15						
264420	BTHE			12/15						
266219	BANN			12/16						

**Dues current**

**Dues just paid, record payment**

**Dues not paid**

**Due Date listed here**

- A Dues Payment Record is also in the quarterly mailing and lists all members (paid and unpaid), the Financial Secretary records recent dues collected (see examples)
- List new Members in blank spaces given at end of the record (verifies application was sent/ received)
- Mail this Record to Central Council Office by Due Date (see example).

MAIL THIS COPY TO: ICF, 6355 CAPWELL DRIVE, SUITE 110, OAKLAND, CALIFORNIA 94621  
ON OR BEFORE **12/15/16** WITH A CHECK FOR THE TOTAL HOSPITAL PAYMENTS. MAKE A COPY FOR YOUR RECORDS.  
RETURN THIS COPY WITH YOUR REMITTANCE.

TOTAL		TOTAL		TOTAL		TOTAL	
-------	--	-------	--	-------	--	-------	--

***The Financial Secretary  
Contacts the President  
when Quarterly Reports are  
Received from the Central  
Council Office, so that the  
Trustee(s) Can Call a  
Quarterly Meeting***

# Responsibilities of Treasurer

- Issues a receipt for all monies received, makes authorized disbursements and keeps an accurate record of all Branch finances
- Pays to the Central Council Office the per capita, assessments and other payments due from the Branch
- Books and accounts will be reviewed quarterly by President, Financial Secretary and Trustee(s)
- Prepares a quarterly report showing detailed receipts and disbursements each quarter
- Delivers all properties of the Branch to his/her successor and obtains receipt for said property

***Let's step through each....***

***The Treasurer Makes  
Authorized Disbursements  
and Keeps an Accurate  
Record of All Branch  
Finances***

## The Treasurer Does Several Things...



**Receives Money**



**Deposits Money**



**Disburses Money**



**Keeps Records**



## Branch General Account and Social Account

**The Treasurer collects money received by the Branch and records it according to two (2) separate accounts**

### **General Account**

- Membership Dues are deposited into this account
- Per capita, assessments and other payments due to the Central Council Office are dispersed from this account

### **Social Account**

- Money collected from General Meeting dinners, events, and fundraisers are deposited into this account
- Monthly Branch bills, donations, and other operating expenses approved by members are disbursed from this account

***The Treasurer Pays to the  
Central Council Office the  
Per Capita, Assessments  
and Other Payments Due  
from the Branch***

- Another part of the quarterly mailing is the **Quarterly Branch Report** showing the amounts due to the Central Council Office, paid by the Treasurer

04/06/2016

ITALIAN CATHOLIC FEDERATION  
 QUARTERLY BRANCH REPORT FOR PERIOD ENDING 03/31/2016

PAGE 1

Branch ###, Name

DISTRICT C4 District Name

\*\*\* MEMBERSHIP \*\*\*

NUMBER OF MEMBERS AT BEGINNING OF THIS QUARTER .....	178	*		*
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TOTAL MEMBERS LISTED ON CURRENT QUARTER ROSTER	193 *	*	CENTRAL COUNCIL OFFICE	*
		*	WITH THIS REPORT.	*
DECEASED MEMBERS TO BE DROPPED FROM NEXT ROSTER.....	1	*		*
CANCELLED BY REQUEST MEMBERS TO BE DROPPED FROM NEXT ROSTER.....	11	*		*
INACTIVE MEMBERS -- DELINQUENT 13-15 MONTHS.....	0	*		*
MEMBERS DELINQUENT 15 OR MORE MONTHS TO BE DROPPED FROM NEXT ROSTER		*		*
TOTAL ACTIVE MEMBERS AT END OF THIS QUARTER	181 **			

\*\*\* HOSPITAL PLAN \*\*\*

TOTAL MEMBERS IN HOSPITAL PLAN.....	2
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\*\*\* DELINQUENCY \*\*\*

NUMBER OF MEMBERS DELINQUENT 6-12 MONTHS - BRANCH DUES.....	0
NUMBER OF MEMBERS DELINQUENT 6-12 MONTHS - HOSPITAL DUES.....	0

\*\*\* INCOME THIS QUARTER \*\*\*

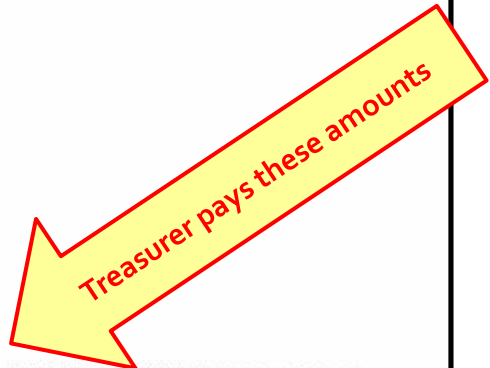
MONTHLY DUES.....	\$ 3,458.00
HOSPITAL DUES.....	\$ 50.00
FAMILY MEMBERSHIP DUES.....	\$ 150.00
BRANCH INCOME TOTAL	\$ 3,658.00 **

\*\*\* AMOUNTS DUE CENTRAL OFFICE \*\*\*

PER CAPITA TAX 1100 MONTHS PAID AT 1.700 PER PAID MONTH..	\$ 1,870.00
PUBLIC RELATIONS 1100 MONTHS PAID AT 0.500 PER PAID MONTH..	\$ 550.00
APOSTOLATE FUND 1100 MONTHS PAID AT 0.200 PER PAID MONTH..	\$ 220.00
FAMILY MEMBERSHIP DUES.....	\$ 75.00
TOTAL	\$ 2,715.00 **

\* TOTAL (MAKE ONE CHECK FOR THIS AMOUNT PAYABLE TO ICF CENTRAL COUNCIL) \$ 2,715.00

\* HOSPITAL DUES (MAKE A SEPARATE CHECK FOR THIS AMOUNT) If paid,ck#\_\_\_\_\_ \$ 50.00



APPROVED BY THE FOLLOWING:

FINANCIAL SECRETARY ..... *Signature/Date* ..... DATE ..... or TREASURER ..... *Signature/Date* ..... DATE .....

***The Treasurer Prepares a  
Quarterly Report  
Showing Detailed  
Receipts and  
Disbursements each  
Quarter***

## Quarterly Meeting of Branch President, Financial Secretary, Treasurer and Trustee(s)

- Once the Quarterly Reports are received, the Financial Secretary notifies the President to schedule a review after the next Officers' Meeting
- The review is conducted by the President, Financial Secretary and Trustee(s) and consists of examining all receipts, disbursements and accounts of the Branch
- The Treasurer will have available all pass books, checkbooks and bank statements for the quarter being reviewed
- After verifying that all receipts, disbursements and accounts are in order, the Treasurer can complete the Treasurer's Report and send to Central Council Office *(see sample on next slide)*

**ITALIAN CATHOLIC FEDERATION  
TREASURER'S REPORT**


**BRANCH NAME:** \_\_\_\_\_  
**MONTHS / YEAR:** \_\_\_\_\_

**BRANCH #** \_\_\_\_\_  
**Mar-16 CITY:** \_\_\_\_\_

INCOME			AMOUNT		EXPENSES			AMOUNT	
SOURCE OF INCOME	General Fund	Social Fund	Other Funds	Check #	TO WHOM ISSUED	General Fund	Social Fund	Other Funds	
Total Dues	\$ 3,000.00			1254	ICF	\$2,250.00			
Hospitalization	\$ 200.00			4532	<u>Italian Food, Co.</u>		\$1,225.00		
dinner		\$ 300.00		4533	<u>Member Name</u>		\$475.00		
St. Joseph Table		\$ 5,560.00		4534	<u>Restaurant Supply, Inc.</u>		\$125.00		
Bingo		\$ 250.00							
<b>TOTAL INCOME</b>	<b>\$ 3,200.00</b>	<b>\$ 6,110.00</b>	<b>\$ -</b>						
<b>BALANCES</b>	<b>General Fund</b>	<b>Social Fund</b>	<b>Other Funds</b>						
Previous Balance	\$ 200.00	\$ 1,580.00							
Evening Income	\$ 3,200.00	\$ 6,110.00	\$ -						
<b>TOTAL</b>	<b>\$ 3,400.00</b>	<b>\$ 7,690.00</b>	<b>\$ -</b>						
Paid out - Expenses	\$ 2,250.00	\$ 1,825.00	\$ -						
<b>BALANCE</b>	<b>\$ 1,150.00</b>	<b>\$ 5,865.00</b>	<b>\$ -</b>						
<b>TOTAL BALANCE ALL ACCOUNTS</b>									
<b>GENERAL FUND</b>		<b>\$1,150.00</b>							
<b>SOCIAL FUND</b>		<b>\$5,865.00</b>							
<b>OTHER FUNDS</b>		<b>\$0.00</b>							
<b>TOTAL ALL FUNDS</b>		<b>\$7,015.00</b>							
					<b>TOTAL EXPENSE</b>	<b>\$2,250.00</b>	<b>\$1,825.00</b>	<b>\$0.00</b>	

- A blank Treasurer's Report is in the Quarterly Mailing. The report can also be filled out online (go to Members' Portal in Reports section)
- The Treasurer will record income, expenses and balances that take place during the quarter
- This report is completed after the President, Financial Secretary and Trustees review the Branch accounts.
- Mail this Record to Central Council Office by listed Due Dates (see example)

Q1 Jan., Feb., Mar. due in Apr. ~ Q2 Apr., May, Jun. due in Jul. (along w/ a copy of State & Federal (IRS) e-file postcards) ~ Q3 Jul., Aug., Sept. due in Oct. ~ Q4 Oct., Nov., Dec. due in Jan.  
Please forward this report to the I.C.F. office with the current per capita report.

 **Due Dates listed here**



***The Financial Secretary  
and Treasurer Deliver All  
Properties of the Branch to  
His/Her Successor***

# ***Additional Points***

## The Financial Secretary is also Responsible for Distribution of a Membership Roster to the Branch Members

- Branch Members need to be able to reach out to each other, so the Financial Secretary can utilize contact information located in the **Branch Membership Record** to create a **Membership List**
- As a Branch, members can decide which contact information they would like to list (*see sample*)
- As new Members join the Branch, the Membership List can be updated and redistributed as needed

Branch No	Family Name	First Name	Street	City	State	Zip	Email	Telephone
444	Smith	John	123 Easy Street	Los Angeles	CA	91002	<a href="mailto:name@email.com">name@email.com</a>	805.555.1212
444	Panini	Cristina	345 Main Ave	Los Angeles	CA	91001	<a href="mailto:name@email.com">name@email.com</a>	805.555.3210

# The Financial Secretary Can Give a Report at the Monthly Officers' Meetings and General Meetings

- At the monthly Officers' Meetings, the report consists of a total number of current Members, Members who are in need of paying dues, and new Members. Discussion might take place on increasing or retaining membership
- At the General Meeting, the report is similar to the one given at the Officers' Meeting with a few other additional details  
(see sample report)

## Financial Secretary General Meeting Report

Date

	Adults	Children	Family
Current Total Membership:	<input type="text"/>	<input type="text"/>	<input type="text"/>

*\* If applicable, announce: "Membership Dues are due. If you haven't turned them in yet, please get them in. Thank you!"*

	Adults	Children	Family
New Memberships:	<input type="text"/>	<input type="text"/>	<input type="text"/>

New Member Names (announce at meeting to welcome):

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>

*\* Announce, "Please continue to spread the word about our Branch to your family, friends and neighbors.*

*We welcome them to join us!*

## The Treasurer Can Give a Report at the Monthly Officers' Meetings and General Meetings

- At the monthly Officers' Meetings, the report can consist of a General Account Beginning Balance and a Social Account Beginning Balance and an overview of bills that need to be paid by the Branch
- At the General Meeting, the report is similar to the one given at the Officer's Meeting (*see example*)

### General Account

Beginning Balance 1/1/16: **\$1,000**

Ending Balance 2/1/16: **\$2,000**

### Social Account

Beginning Balance 1/1/16: **\$4,500**

Ending Balance 2/1/16: **\$7,000**

**Bills to be paid:** *Caterer for dinner \$700, postage \$20, paper goods \$55*

## The Treasurer Can Assist the President with a Yearly Budget

Once a pattern develops for income and expenses over a period of 12 months, a yearly budget can be drawn up and approved by the members at the start of each year.

### **ANNUAL BRANCH YEARLY BUDGET BASED ON 75 MEMBERS (sample only)**

#### Income:

Per Capita	\$2610.00
Raffles	\$ 300.00
Convention Raffle	\$ 300.00
Calendar Sales	\$ 50.00
Dinner	\$3000.00
Cookie and/or other Sales	<u>\$ 300.00</u>
	\$6560.00

#### Expenses:

Per Capita	\$2160.00
Postage/newsletters	\$ 300.00
Dinners	\$1000.00
Cookie Sales	\$ 50.00
Raffles	\$ 100.00
Cooley's Anemia	\$ 200.00
CC Scholarship	\$ 400.00
Souvenir Book	\$ 100.00
Rent (Meeting Hall)	\$ 250.00
Seminary Burse	\$ 150.00
Masses for Deceased	\$ 50.00
Supplies	<u>\$ 100.00</u>
	\$4860.00

NET - \$1,700.00



## The Financial Secretary and the Treasurer are Signatories on the Branch Bank Account

- The President, Treasurer and Financial Secretary are all signatories on the Branch bank account and two (2) signatures are required on a Branch check
- The Financial Secretary works closely with the Treasurer
  - As dues are collected, the Financial Secretary makes his/her record of the payment, and the check is given to the Treasurer for deposit to the Branch account
  - When the Quarterly Mailing is received, the Financial Secretary and the Treasurer work together to complete the forms, audit of accounts, and send check with amounts due to the Central Council Office by designated due date
- See the Branch By-Laws book for additional information

## The Treasurer Will File Federal and State Tax Forms in May

- Each Branch has its own Federal Tax Identification Number and State Tax Identification Number
- **Federal Tax Form, Internal Revenue Service (IRS)** - Branches are required to file a Federal Form by **May 15<sup>th</sup>**
- **State Tax Form, Franchise Tax Board** – Branches are also required to file a State Form by **May 15<sup>th</sup>**
- **ICF Office Form** - The ICF will mail this form to a Branch each year and it must be completed and returned to ICF Office by **March 15<sup>th</sup>**

\* Notification to file Federal and State Tax Forms is mailed to the President in the first quarter of the year – period ending March 31st. The “IRS Reminder to File” Document will be available on the Officers’ Portal. For questions, contact Central Council Office.

# ***The Financial Secretary / Treasurer Needs to be Organized***



# Be Organized

**Keep records current, complete quarterly reports on time, and have a process in place for receiving members dues and other income**



# More Information...

## Bollettino

- Newspaper published 11x / yr
- Information on ICF areas of interest and reports from branches throughout the U.S.

## Web Site

- [www.icf.org](http://www.icf.org)
- Details about the organization and up-to-date information
- Officers' Portal

## National Office

- 8393 Capwell Drive #110  
Oakland, CA 94621  
1-888-ICF-1924

February 2016 Italian Catholic Federation Anno 92 No. 02

**BOLLETTINO**

**Congratulations to Branch 198 Celebrating its 50th Anniversary**



Branch 198 Charter Members celebrating 50 years are Mary Desideri, Rose Anderson, and Kathy and Robert Acquasapace.

Santa Rosa on January 9, 2016. In attendance were Grand President Leonard Zasoski, Jr., Grand 2nd Vice President Vince Piro, Grand Secretary Lauren Kikullen, Grand Trustee Anne Intraface, Past Grand President Carmen Kikullen, Past Grand President and President of Branch 198 Robert Acquasapace, Central Council Parliamentarian and Past Grand President David Botta served as the Master of Ceremonies.

**Grand President's Monthly Message**  
by Leonard Zasoski, Jr.  
*It is traditional to read the Grand President's Installation speech in the February issue of the Bollettino. Enjoy.*

Dear ICF Members,

I would like to thank the newly elected officers from throughout the Federation. Your commitment to be leaders in your branches and districts is greatly appreciated.

Over the past several years the Central Council has seen a need to strengthen and rejuvenate the Federation. The process for doing this has come about through our Strategic Plan. We are currently entering the 2<sup>nd</sup> year of a 3-year plan. The first year and the first quarter of this year have been about working with the districts and branches in achieving our core strategies that came about through the Strategic Plan. Each of these core strategies Membership Growth & Retention, Leadership, Finances, Community Connections (Establishing connections with our Parish and Community) is vital to the well-being of all branches.

Membership growth and retention will be a major focus throughout the Federation during 2016, for bringing in new members and retaining our existing members. Our goal with the Strategic Plan this year is to have each branch conduct a membership drive. The Membership and Task Force Committees, headed by Nina Malone and Vince Piro, are there to help, if needed, with your membership drive, please contact them for assistance. The leaders within your branch must play a proactive role in this endeavor, and as was

**Make Your Reservations for "Late Night Catechism"**

Tickets at 1-800-838-3000 ext. 1, or ordering online at <http://ICF.NC.bowpaperickets.com>

Catechism classes are never as much fun - or as hilarious - as when they are led by Sister in the hit comedy "Late Night Catechism," by Vicki Quade and Marqut Doonan.

"Late Night Catechism" is an uproarious piece of theater that takes audience members back - sometimes nostalgically, sometimes fearfully - to the children they once were. The irrepressible Sister teaches an adult catechism class to a roomful of "students" (the



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Celebrating Faith, Family and Heritage Since 1924

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**Serving the Needs of Our Community**

Through families and fellowship, the Italian Catholic Federation promotes and supports the Catholic faith and its values, encourages apostolic and charitable works, and celebrates our Italian American heritage and all the heritages of our communities.

