

# ATTENTION FINANCIAL SECRETARIES

## DUES INCREASE AND REPORTING

- At our recent Annual Convention the Delegates present approved an increase of \$3.60 to the membership dues. This increase will be spread over 3 years at \$1.20 per year beginning in January of 2018.

- An increase of \$1.20 to the Public Relations Assessment was also approved at the June 2017 Central Council Meeting.

- The billing percentages in the system cannot be changed until the New Year as some members are still paying for the current year during the 4<sup>th</sup> quarter. In order to simplify the billing process, we will not enter dues paid for 2018 until the 1<sup>st</sup> quarter of 2018. We are asking you to report dues for 2018 in one of two ways -- you can report dues paid for 2018 on the 4<sup>th</sup> quarter dues payment record but those payments will not be entered until 2018 and will be part of the March 31, 2018 billing instead of the December 31, 2017 billing. Or -- you can collect dues for 2018 in the 4<sup>th</sup> quarter but not report them until 2018. You would only report dues paid for 2017.

- Another issue to address - If members pay for a past year, they will have to pay the current rate not the rate of the past year. For example - you currently charge \$34.80 - in 2018 you will charge \$36.00. If a member pays for 2017 in 2018 they will need to pay the \$36.00 rate for 2017 and 2018.

- These simple steps will assist our office staff in processing the dues paid and avoid having to send two bills to the Branches because of the different billing rates.

If you have any questions, please contact the I.C.F. Office at 1-888-423-1924.