

ATTENTION: BRANCH FINANCIAL SECRETARIES

Enclosed please find important materials for your information and the reports for the quarter ending 3/31/19.

We would like to point out the following to you as we begin the year:

According to Chapter XII - Duties of Officers - Article 6:

The Financial Secretary shall keep a record of the finances of the Branch and a record of all names and addresses of the members. The Financial Secretary shall give a receipt for all monies he/she receives. Copies shall be given to the Secretary for the record. It is the duty of the Financial Secretary to notify members who are about to become delinquent in their dues and liable to suspension according to the By-Laws. It is also the duty of the Financial Secretary to notify the Central Council Office of any new memberships to the Branch, address changes, etc., transfers, cancellations or deaths, by means of the membership application and data form so that the Branch roster is kept current and the membership is up-to-date. **Furthermore, it is the responsibility of the Financial Secretary to contact the President when the quarterly reports are received from the Central Council Office, so that the Trustee(s) can call a meeting for the quarter.** The Financial Secretary shall at the termination of his/her office, deliver, to his/her successor, all properties of the Branch and obtain a receipt for said property.

The Officers to be present at this meeting are the President, the Financial Secretary, the Treasurer and the Trustee(s). This should happen as soon as possible after the packet is received and the **Per Capita Bill** should be given to the Treasurer for payment as well as the **Treasurer Reports**. **Per Capita Bills do not have to be voted on for payment.** If this process is followed, then the Branch finances will be in order and the per capita payments can be received in a timely manner, thereby reducing past due notices and mailings.