

ATTENTION FINANCIAL SECRETARIES

DUES INCREASE AND REPORTING

- At our 2017 Annual Convention the Delegates present approved an increase of \$3.60 to the membership dues. This increase was spread over 3 years at \$1.20 per year and began in January of 2018.

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

- 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 4th quarter. In order to simplify the billing process, we will not enter dues paid for 2020 until the 1st quarter of 2020. We are asking you to report dues for 2020 in one of two ways -- you can report dues paid for 2020 on the 4th quarter dues payment record but those payments will not be entered until 2020 and will be part of the March 31, 2020 billing instead of the December 31, 2019 billing. Or -- you can collect dues for 2020 in the 4th quarter but not report them until 2020. You would only report dues paid for 2019.

- 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 \$37.20 - in 2020 you will charge \$38.40. If a member pays for 2019 in 2020 they will need to pay the \$38.40 rate for 2019 and 2020.

- 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.