

JULY 1, 2021

**TO BRANCH FINANCIAL SECRETARIES**

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:

Due to the circumstances all of us are living with at this time, we are not mailing the usual Financial Packets and all of the Reports unless a packet is requested by mail. We have created a new portal where you can access the Per Capita Bill and Dues Payment Report of the Entries Made so you can verify the billing. We are unable to provide a roster on the site due to the privacy of our members' information but if you need one from us, please contact the office and we can e-mail it to you directly. We have posted a dues payment record for the 3rd quarter of 2021 in .pdf or excel format. The excel format can be saved to your computer and it can be filled in.

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

Please review the following items:

**1. Per Capita Bill (due upon receipt)**

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 31<sup>st</sup> 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. The roster will notate members who are now showing 6 months delinquent, so you can follow up with these members regarding paying their membership dues for 2021.

**2. Dues Payment Report**

**3. Dues Payment Record for the 3<sup>rd</sup> Quarter**

**\*\*\*Just a Reminder - We have posted the Membership Application Form and Treasurer's Report on the portal along with the other documents.\*\*\***

Those Branches that have yet to pay outstanding per capita bills are being contacted. Please submit what is due to the I.C.F. Office immediately. All bills through 3/31/21 should be paid.