



# SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS

DATE 2019 (SAMPLE)

## CLUB TREASURER REPORT

Club Name Sew Easy

Club Treasurer Suzie Homemaker Phone # 800-123-4567

Address 7007 Happy Street, Somewhere, US 23456 E-Mail johnyonthespot@fun.net

**Instructions for Membership Database Lists:**

1. State Treasurer will give the county Treasurer their county alphabetical Membership Database List that includes all previous information for each county member. In that same mailing, there will be a club alphabetical Membership Database List for **each** club that includes all previous information.
2. County Treasurers will give Club Treasurers the club alphabetical Membership Database List.
3. Club Treasurer will update and send the club alphabetical Membership Database List back to the County Treasurer along with a check for county and state dues no later than February 1.

There should be little to no writing on Membership Database List unless there is a deceased member (strike through entire line, write DEC and add date), a non-renewing member (strike through entire line and write no renew) or changes to information (like address, phone number or email address) on the club alphabetical Membership Database List.

CLUB MEMBERS	Members	County Dues	State Dues	Total
		<b>\$1.50 pp</b>	<b>\$4.00 pp</b>	
Regular Members (Club, County, State)	7	\$10.50	\$28.00	\$38.50
Associate Members (County, State)				
Affiliate Members (multi Clubs, County, State)				
Individual Members (State)	1		\$4.00	\$4.00
<b>Total members and dues</b>	<b>8</b>	<b>\$10.50</b>	<b>\$32.00</b>	<b>\$42.50</b>

DONATIONS (Voluntary)	Total
Buff Swicegood Travel Study Award	\$5.00
Nickels for SC Youth	\$8.72
Pennies for Friendship	\$8.75
Water Around The World Project	\$15.00
Other donations Specify:	
<b>Total donations</b>	<b>\$37.47</b>

	Dues	Donations	Total
<b>Total money sent to County Treasurer</b>	<b>\$42.50</b>	<b>\$37.47</b>	<b>\$79.97</b>

**STEPS TO AID CLUB TREASURER IN PAYING COUNTY DUES:**

- Step 1: Make corrections and update club alphabetical Membership Database List.
- Step 2: Fill out Club Treasurer Report (double check to make sure number of members match Club Membership Database List).
- Step 3: List voluntary donations on Club Treasurer Report.
- Step 4: Add figures and double check for accuracy.
- Step 5: Write one club check payable to: \_\_\_\_\_ FCL (for member's dues and voluntary donations.)
- Step 6: Mail Club check along with alphabetical Membership Database List to County Treasurer.

*New Members should fill out a New Member Application. (See New Member Application on scfcl.com for instructions)*