



SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS

DATE _____

COUNTY TREASURER REPORT

County Name _____

County Treasurer _____ Phone # _____

Address _____ E-Mail _____

Instructions for Membership Database Lists:

1. State Treasurer will give County Treasurers one **County Membership Database List** and one **Club Membership Database List** for **each** club which includes previous information from the State Membership Database.
2. County Treasurer will give Club Treasurers the **Club Membership Database List**.
3. Club Treasurer will update the list and give the **Club Membership Database List** back to the County Treasurer along with a check for county and state dues no later than January 5th.
4. County Treasurer will make changes on the **County Membership Database List** if any and give the **County Membership Database List** to the State Treasurer along with a check (payable to: SCFCL) for state dues (\$4.00 per member) no later than January 15th. Mail to: **SCFCL Treasurer, Linda Westbrook, 2875 Westbrook RD, Edgemoor, SC 29712**

Make a change to the Membership Database List 1) if a member is deceased by striking through the entire line writing DEC and add date, 2) if a member is not renewing strike through the entire line and write no renew or 3) if there are changes to information like address, phone number, etc. write in a blank line at the bottom of the page the correct information.

Total Clubs	COUNTY MEMBERS	Members	State Dues	Total Dues
	Regular Members (Club, County, State)			
	Associate Members (County, State)			
	Affiliate Members (multi Clubs, County, State)			
1	Total members and dues			

DONATIONS (Voluntary)	Total
Buff-Swicegood Travel Study Award	
Nickels for SC Youth	
Pennies for Friendship	
Water Around The World Project	
Other donations Specify:	
Total donations	

	Dues	Donations	Total
Total money sent to County Treasurer			

STEPS TO AID COUNTY TREASURER IN PAYING STATE DUES:

- Step 1: Make corrections and update County Membership Database List.
 - Step 2: Fill out County Treasurer Report (double check to make sure number of members match County Membership Database List).
 - Step 3: List voluntary donations on County Treasurer Report.
 - Step 4: Add figures and double check for accuracy.
 - Step 5: Write one county check payable to: SCFCL (for state dues and voluntary donations.)
 - Step 6: Mail county check along with County Membership Database List to SCFCL Treasurer by January 15th.
- New Members should fill out a New Member Application. (See New Member Application on scfcl.com for instructions)*