



SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS

DATE 2019 (SAMPLE)

COUNTY TREASURER REPORT

County Name Richland

County Treasurer Suzie Homemaker Phone # 803-123-4567

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

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
			\$4.00 pp	
	Regular Members (Club, County, State)	7	\$28.00	\$28.00
	Associate Members (County, State)	1	\$4.00	\$4.00
	Affiliate Members (multi Clubs, County, State)			
1	Total members and dues	8	\$32.00	\$32.00

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:	
Total donations	\$37.47

	Dues	Donations	Total
Total money sent to County Treasurer	\$32.00	\$37.47	\$69.47

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.

9/18/18

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