



SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS

DATE _____

CLUB TREASURER REPORT

Club Name _____

Club 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.

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.

| CLUB MEMBERS | Members | County Dues | State Dues | Total Dues |
|---|---------|-------------|------------|------------|
| Affiliate Member (s) (multi Clubs, County, State) | | | | |
| Associate Member (s) (County, State) | | | | |
| Individual Member (s) (State only) | | | | |
| Regular Member (s) (Club, County, State) | | | | |
| Total members and dues | | | | |

| DONATIONS (Voluntary) | Total |
|--|-------|
| Buff Swicegood Travel Study Award | |
| Nickels for SC Youth | |
| Rural Women in Action Fund | |
| Heifer International Project (\$1.00 per member) | |
| Other donations Specify: | |
| Total donations | |

| | Dues | Donations | Total |
|--------------------------------------|------|-----------|-------|
| Total money sent to County Treasurer | | | |

STEPS TO AID CLUB TREASURER IN PAYING COUNTY DUES:

- Step 1: Make corrections and update Club 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 Club Membership Database List to County Treasurer by January 5th.

1/9/2023

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