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	
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)