Five Star Chapter of Excellence



Jack & Jill of America, Inc.

West Suburban Chicago Chapter

Financial Secretary Report

2019-2020 Program Year

**Date:** September 6, 2019

**Committee Name:** Financial Secretary

**Purpose:**

**Collect chapter funds**

**Maintain a record of collections**

**Provide receipts of those collections**

**Record and Transfer funds collected to the Chapter Treasurer**

**Report:**

**OPERATING: Funds Collected 6.7.2019 to 9.6.2019**

|  |  |
| --- | --- |
| **(2018-2019 Program Year)** |  |
| **2019-2020 Dues** | **$63,466.36** |
| **Late Fees** | **$160.00** |
| **Mothers Regional Conference** | **$1050.00** |
| **Non Compliance Fees** | **$25.00** |
| **Teen Bus Fees** | **$156.93** |
| **LOA Fees** | **$164.78** |
| **Associate Dues** | **$40.00** |
| **Lifetime Dues ( 15 year)** | **$350.00** |
| **Operating: *Total Funds Collected/Transferred*** | ***$65,413.07*** |
|  |  |

**FUNDRAISING: Funds Collected/Transferred 6.1.2018 to 9.7.2018**

|  |  |
| --- | --- |
| **(2018-2019**  **Program Year)** |  |
| **Loose Change** |  |
| ***Fundraising : Total Funds Collected/Transferred*** | ***$*** |

**Best Practice Recommendations:**

* **Please maintain correspondence sent to you in regards to “Financial obligations, amount(s) requested and due dates”, so that you have them for future reference.**
* **Please submit exact amounts for payments. Overpayments will not be refunded.**
* **Please email the Financial Secretary should you have any questions or concerns.**
* **Avoid waiting to the last minute to pay if possible.**

***Upcoming Financial Due Dates:***

December 1st – 2019-2020 Program Year – Teen Dues

**Respectfully Submitted by:**

**Nicole Fleming**

**Financial Secretary**

**WSCC of Jack & Jill of America, Incorporated**