Five Star Chapter of Excellence



Jack & Jill of America, Inc.

West Suburban Chicago Chapter

 Financial Secretary Report

2018-2019 Program Year

**Date:** June 7, 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 **5.7.2019 to 6.6.2019**

|  |  |
| --- | --- |
| **(2018-2019 Program Year)** |  |
| Misc. Underpayments Due to Paypal fees.  | $41.84 |
| TLC Payments  | $3,081.88 |
| TLC Bus Payments  | $641.60 |
| LOA Payments ( inclusive of LOA Fee/National/Regional) | $495.00 |
| Jacket Payment | $46.00 |
| **Operating: *Total Funds Collected/Transferred*** | **$4,306.32** |

**FUNDRAISING:** Funds Collected/Transferred **5.7.2019 to 6.6.2019**

|  |  |
| --- | --- |
| **(2018-2019 Program Year)** |  |
| ***Fundraising : Total Funds Collected/Transferred*** | ***$0.00*** |
|  |  |

**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:***

***JULY 15th – Chapter Dues are Due***

***JULY 16th - Chapter Dues are Late add $20.00***

***JULY 31st – Last day to Pay Chapter Dues with Late fee and Maintain Good Membership Standing.***

***SEPTEMBER 1 – National and Regional Dues are Due – NO GRACE PERIOD***

Respectfully Submitted by:

Nicole Fleming

Financial Secretary

WSCC of Jack & Jill of America, Incorporated