Five Star Chapter of Excellence



Jack & Jill of America, Inc.

West Suburban Chicago Chapter

Financial Secretary Report

2019-2020 Program Year

**Date:** October 8, 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 9.8.2019 to 10.8.2019**

|  |  |
| --- | --- |
| **(2018-2019 Program Year)** |  |
| **2019-2020 Chapter Dues** | **$22.49** |
| **Late Fees** | **$20.00** |
| **Mother’s Workday Cluster** | **$4,739.84** |
| **Teen Dues** | **$58.33** |
| **Associate Dues** | **$1,536.83** |
| **Operating: *Total Funds Collected/Transferred*** | ***$6,377.49*** |
|  |  |

**FUNDRAISING: Funds Collected/Transferred 9.8.2018 to 10.8.2018**

|  |  |
| --- | --- |
| **(2018-2019**  **Program Year)** |  |
| **Loose Change** | **$41.50** |
| ***Fundraising : Total Funds Collected/Transferred*** | ***$41.50*** |

**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:***

Mother’s Workday Cluster Payments are now past due - Please pay today

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

**Respectfully Submitted by:**

**Nicole Fleming**

**Financial Secretary**

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