GUIDELINES FOR COUNTY TREASURERS

Objective: To maintain accurate records of all incoming funds and outgoing expenses of the county Association for Home and Community Education.

Goal: To provide guidance and information to treasurers in all aspects of maintaining financial records for their county and unit Association for Home and Community Education.

The County Association for Home and Community Education organizations should send the following funds to the IAHCE Treasurer whose name and address is listed on page 1 of this Guidebook.

State dues--$5.00 per member due on January 15th**.

Pennies for Friendship—due by November 20th each year.
Save The Sight and all other ACWW projects.
IAHCE SUPPORT FUND
IAHCE Memorial Fund.

Donations and contributions for each of the above International projects and the Support Fund and Memorial Fund can be forwarded to the IAHCE Treasurer during the year.

Each county treasurer is responsible for guiding their board with regard to following the budget approved by the membership at the county annual meeting.

The county HCE Treasurer is Chairman of the Budget Committee, a member of the Executive Committee and is responsible for obtaining insurance/bonding as stated in county's by-laws.

Summary: If you have any problems in setting up records, preparing the annual budget, obtaining a sales tax number, FEIN number, etc., contact your IAHCE Treasurer whose name and address are listed on page 1 of this Guidebook.

**Send the completed Transmittal Sheet (located on following page) with your payment of dues.

STATE DUES TRANSMITTAL FORM FOR COUNTY TREASURERS

This is the form you will need when you send in your state dues. Membership is determined as of the end of the calendar year December 31, _____. Check your membership records with your county 2nd Vice President so you both agree on the same membership number. The state 2nd Vice President and state Treasurer co-ordinate the membership numbers.

Please fill out the form with both signatures and complete name, address and phone number. Mail your check and form by **JANUARY 15, _____**. Counties who fail to pay on time will be fined an additional $15.00 for reinstatement.

TRANSMITTAL FORM

IAHCE dues payment for _____County

_____members at $5.00 per member =_____State Dues.

These figures are correct for the county indicated above as of December 31, _____.

COUNTY TREASURER	COUNTY 2ND VICE PRESIDENT
SIGNED:_____	SIGNED:_____
NAME:_____	NAME:_____
STREET:_____	STREET:_____
PHONE:_____	PHONE:_____
e-Mail_____	e-Mail_____

PLEASE MAKE CHECKS PAYABLE TO: IAHCE

MAIL TO: Current IAHCE State Treasurer (page 1 of Guidebook)

PENNIES FOR FRIENDSHIP ONLY: TRANSMITTAL FORM

This is to be used when submitting your money collected for Pennies for Friendship only. Please complete and enclose it with your check when sending the Pennies for Friendship monies to the IAHCE treasurer. This must be **POSTMARKED BY NOVEMBER 20TH.** If the postmark is after that date, your county cannot take credit on the County of the Year forms for Pennies for Friendship.

COUNTY NAME:_____

AMOUNT OF CONTRIBUTION:_____

NAME OF PERSON SENDING THE CHECK:_____

PLEASE MAKE CHECKS PAYABLE TO: IAHCE

MAIL TO: Current IAHCE State Treasurer (page 1 of Guidebook)