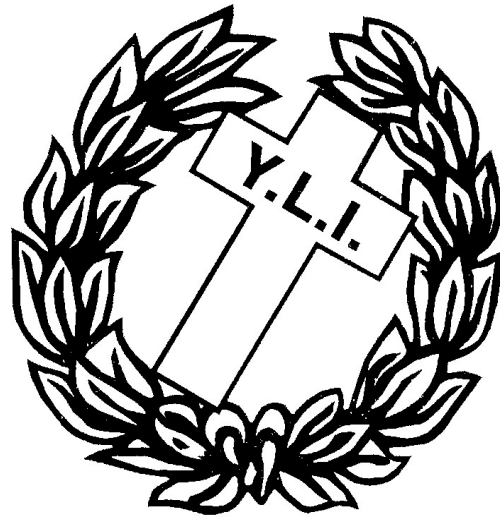


# YOUNG LADIES' GRAND INSTITUTE



## INSTRUCTIONS *for* FINANCIAL SECRETARY

YLI Form 0021

(REVISED MARCH 5, 2022)

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## INSTRUCTIONS FOR FINANCIAL SECRETARY

### GENERAL INSTRUCTIONS

1. The Financial Secretary shall familiarize herself with the duties of her Office, as set forth in Article VI Section 5 of the Constitution and these Instructions.
2. The books shall be kept neatly and in accordance with the rules of the Order. The Ledger pages and Day Book shall conform, at all times, to the examples on the attached sheets.
3. No "white-out" is to be used. Draw a single line through the error, and then make the correction to the side.
  - a. Annual Dues Notice shall be mailed prior to April 1<sup>st</sup>. Notice of Annual Dues forms is available from the Grand Secretary. You may make up your own Notice of Annual dues form and include payment for the Voice of YLI, Golden Jubilee Burse, or other special items where all members contribute.
4. A member in arrears is one who is **delinquent for dues** for a period of **three (3) consecutive months** and is placed on the **Arrearage List the fourth (4<sup>th</sup>) month owing dues**. The Financial Secretary shall notify members if their payment has not been received at the end of the third (3<sup>rd</sup>) month. A personal call or note can be made by the Financial Secretary or a Lapsation Committee member (if your Institute has one) before the sixth month.
5. The President will ask the Financial Secretary if there are any arrearages or suspensions. She will respond that:  
"There are none, Madam President" **OR**  
"Not at this meeting, Madam President" **OR**  
"Here is the list, Madam President"
6. A member in arrears for dues for a period of **six (6) months MUST** be suspended at the **first (1<sup>st</sup>) meeting of the seventh (7<sup>th</sup>) month**, after having been duly notified.
7. Upon receipt of a Suspended Member's back dues, within the 65-day grace period, the Financial Secretary shall report the payment at the next meeting. See Article X, Section 3, of the Constitution.
8. **INITIATION OF NEW MEMBER**  
Collect the Initiation Fee and dues before the meeting. Obtain the name, address, telephone number, email address, and type of membership. This information is to be entered on the ledger page of a new member. Obtain the Roll Number of the new member from the Recording Secretary following the meeting. If the new member joins a new institute recently organized, she does not pay initiation fees as long as the charter is open.

9. CHANGE OF MEMBERSHIP

When an Associate/Honorary Member applies to change to Beneficial Membership, the member will be transferred to Beneficial Membership and the Dues adjusted appropriately.

10. The financial records are to be discarded after seven (7) years.

11. Check dues status for all members proposed for office or delegate. A member in arrears shall not be entitled to vote, hold an office in the Institute, or serve as a delegate to Grand Institute.

12. If unable to attend a meeting, the Financial Secretary must send all books and all dues collected to the meeting. Arrange with the President for someone to take your place.

13. MATERIAL NECESSARY FOR INSTITUTE QUARTERLY REPORT:

Day Book, ledger book (any accounts that are closed out because of transfers, resignations, suspensions, or deaths should be placed in front or back of ledger book until after the quarterly report/Grand Institute audit).

## INSTRUCTIONS FOR LEDGER PAGES

(See Example Member Ledger Page on page 16)

### 1. TOP OF LEDGER PAGE

**ROLL NUMBER:** This is to be written in INK.

**INITIATION DATE:** In INK. Record the Original initiation date into YLI, with continuous membership. "If a section on transfers is used, place the date of transfer to your Institute."

**TYPE OF MEMBERSHIP:** Place an X in pencil.

**NAME:** PRINTED CLEARLY in INK. Do not use nicknames. Be **CONSISTENT** when writing the names on the Ledger pages. (I.e.) first name first or last name first, like the rest of the pages have been written.

**PHONE NUMBER/EMAIL ADDRESS:** In PENCIL (in case of a change, the present data can be erased then new information written in).

**BIRTHDATE:** Month, Day, and Year – in INK

**MEDICAL APPROVAL DATES:**

Medical approval dates are not required for Beneficial members who join before October 1, 1964, or after September 16, 2018.

## TRANSFERS:

- a. **Transfer TO** your Institute: Record the transfer on the TRANSFER LINE of the Ledger page and from (what Institute). Post any dues she has paid to the other Institute as per the Transfer card.
- b. **Date Accepted:** Enter date member was accepted into your Institute when transferred from another Institute.
- c. **Transfer FROM** your Institute: When a member transfers from your Institute, do not rule off her ledger page until the “accepted” transfer card is received.

**MEMBER NAME AT THE BOTTOM OF THE LEDGER PAGE:** Is to be printed clearly with the first name first and last name last with A, B or H written in the corner.

2. Dues entered in the Day Book and on the member ledger page **must** be the same date. The **Postmark date** is the date used to credit a member’s mailed dues or if handed in at a meeting, the **date of the meeting**. If the postmark date is illegible, then the date of the check may be used.
3. Filling out the Dues Section
  - a. Place the year (i.e.) 2022 in the date column on each member’s Ledger page, at the beginning of each YLI calendar year. Directly below the year fill in 4/1 or April 1. In the Description column write dues, in the Debit column write the amount of that Member’s dues owed.
  - b. Dues Payment: Date of payment in the date column, check number/cash in the Description column, the amount paid in credit column, balance.
  - c. If payment is received for two or more years (see page 9)
  - d. Annual dues owing are entered on April 1<sup>st</sup>. however, if payment is received before April 1<sup>st</sup> (see page 9).
4. Member’s Account
  - a. The accounts of all members who have severed their connection with the Institute by resignation (postmark date) or suspension are to be closed as of the date of severance. Show date of the meeting at which severance was read and accepted on the ledger page. There is no refund of dues when a member resigns.
  - b. The account of reinstated members shall be reopened upon payment of arrearage and dues. See Article X, Section 3 of the Constitution and Example in these Instructions.
  - c. Death of a member Recorded on the ledger page is the: Date she died, meeting date when it was reported, and disbursement of dues balance, as per your Institute By-Laws.

- d. A member's ledger page should **not** be removed from the Ledger Book until the next Quarterly Report is completed. Reminder: A Grand Institute audit requires 18 months of these ledger pages.
- e. The ledger pages are removed and kept, in year order not alphabetical order, in a 3-ring binder for seven (7) years, after which the oldest year is to be destroyed. Article XIX, Section 5.
- f. A member must be paid up to the date of resignation otherwise it will become suspended.

#### 5. Member's Ledger Page

- a. When a member's ledger page is completely filled on both sides and a new page is started the old page is to be kept for seven (7) years in the 3-ring binder separated from the severance pages.
- b. When starting a new ledger page, for a present member, be sure all dues totals are brought forward from the completed page. Fill in the top section from the old page.

### **INSTRUCTIONS FOR DAY BOOK**

(See Example of Day Book page on page 17)

- 1. All entries are to be in ink.
- 2. Enter the name and number of your Institute and the date on the top of each page.
- 3. Receipt Entries for dues in Day Book
  - a. Payment dates are entered as of the **date of receipt** or the **postmark date**. The **postmark date** is the date used to credit member mailed dues. If the postmark date is illegible then the date of the check may be used. If handed in at the meeting, the **date of the meeting**.
  - b. Dates listed on the Ledger page must agree with the dates in the Day Book.
  - c. Member's names are to be written the **last name** first, followed by the first name. (This will be a help to the Trustees when doing the Quarterly Report).
  - d. Member's name must be their formal name, no nicknames.
  - e. When dues have been posted to the Ledger page, make a check in the Check Mark Column.

4. Blank columns may be used for Voice of YLI, Golden Jubilee Burse, or something special where all members contribute. These items must all be accepted by motion.
5. Total all columns horizontally (side) and vertically (bottom) of the page.
6. Complete Recapitulation Section
  - a. All monies received must have been accepted by motion.
  - b. Interest is entered but is not included in the Total.
  - c. A Duplicate Deposit slip is to be included under Recap.
  - d. The Recap Section of the Day Book should not be finalized and totaled until New Business is completed.
7. Complete the Treasurer's Receipt Section with your signature, date and amount (number and written). The Treasurer shall sign for all monies received into the Institute.
8. When there is a substitute for the Financial Secretary or Treasurer, that member shall sign her name and write "Pro Tem."
9. All entries are to be in ink.

### **HANDLING OF DUPLICATE DEPOSIT SLIPS WHEN MONEY IS DEPOSITED BETWEEN MEETINGS**

Money deposited in between meetings is the same as "money on the desk". Example: The Treasurer deposits Garage Sale money after the January meeting but before the February meeting.

At the February meeting, the Garage Sale Chairman moves to accept the duplicate deposit slip - "I move to accept a duplicate deposit slip in the amount of \$1,000.00, dated 1-12-13 from the Garage Sale and place it in (the appropriate account, i.e. GJB, Scholarship Account)".

The Duplicate Deposit slip is given to the Financial Secretary to enter in the Day Book at the February meeting. Now this Duplicate deposit slip (representing money on the desk) has been accepted, it's in the Minutes and the Receipts in the Day Book (written Duplicate Deposit for Garage Sale).

The Financial Secretary returns the duplicate deposit slip to the Treasurer who enters the amount in her book (along with income from the February meeting). At the March meeting the Treasurer gives the Duplicate Deposit slip to the Recording Secretary along with, the duplicate deposit slip for monies deposited from the February meeting.

The Recording Secretary reads the previous meeting Duplicate Deposit slip and Garage Sale Duplicate Deposit slip under REPORT OF OFFICERS at the March meeting. Each deposit is read separately - date and amount.

The only duplicate deposit slip read under REPORT OF OFFICERS is the slip for monies received at the previous (February) meeting and not from any money deposited in between meetings. In other words, the duplicate deposit slip can't be written into the Minutes until it has been accepted at a meeting.

### **EXAMPLE OF CHANGE OF BENEFICIARY NOTICE FOR BENEFICIAL MEMBERS**

The BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS Form #0050 can be sent, along with the Dues Notice, to each Beneficial member so that her beneficiary is up to date. It is very important to keep beneficiary information current.

It is preferred that the BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS Form #0050 be kept in the Roll Book, but because of its size, the forms should be kept in a separate binder.





## POLICY ANNEX A

### ELIGIBILITY REQUIREMENTS FOR BENEFICIARIES

Eligible beneficiaries for death benefits under the Constitution of the Grand Institute, as modified by this policy, must be (1) a member in good standing of the Grand Institute ("Member"), (2) the estate, agent, trustee or other individual, to hold for the benefit of a Member, solely for payment of Member's funeral expenses, or (3) a Member's dependent, as defined below ("Dependent").

A Member who has prepaid funeral expenses may identify her estate or other third party as an eligible beneficiary for purposes solely of reimbursement of such expenses. Alternatively, the Member's agent or the agent of her estate may receive her death benefit payment in advance, for purposes of organizing the funeral or payment of associated expenses. In such cases, the beneficiary form shall state that the recipient of the benefit is the Member, held in care of the recipient of the funds. The recipient shall confirm that the full amount of the death benefit will be used for payment of such expenses, or, in the event any amounts remain following the payment of funeral expenses, that the recipient shall return excess amounts to the Member's Dependent or to the Grand Institute.

If the beneficiary is a minor, the death benefit may be paid to the parent or legal guardian of such minor, or to a person known to be responsible for the care of the child, to be held for the benefit of such minor (Constitution of Grand Institute, Art. XIII, Sec. 3).

Member trusts shall be eligible recipients of a Member's death benefit, provided that the Member or her Dependents are the sole beneficiaries of the trust.

A Dependent for purposes of this policy must meet one of the following two sets of requirements:

#### **Option 1: Qualifying Child**

A qualifying child must be:

1. A child or sibling of the Member, or descendant of a child or sibling of the Member;
2. who has lived with the Member for at least half of the preceding year;
3. who has not provided more than one-half of their own support in that year; **and**
4. who has not filed a joint return with a spouse during that year.

In addition to each of the above, the qualifying child must satisfy **one** of the following;

- a. be under the age of 19 by the end of the calendar year;
- b. be a student under the age of 24 at the end of the calendar year; **or**
- c. be permanently and totally disabled.

#### **Option 2: Qualifying Relative**

A qualifying relative must be:

1. A child (or further descendant), sibling, niece, nephew, parent (or further ancestor), stepparent, uncle, or aunt of the Member;
2. whose gross income for the last full calendar year was \$0<sup>1</sup>; and
3. who received more than half of their support in the last full calendar year from the Member; **and**
4. who does not qualify as a "Qualifying Child" of either the Member or any other person.

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<sup>1</sup> Note this requirement is subject to change automatically following the year 2025; please consult the Internal Revenue Code and guidance issued thereunder.

## LEDGER PAGE EXAMPLES

### SET UP IN DUES SECTION OF LEDGER PAGE

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	30.00		30.00

### TRANSACTION SHOWING DUES PAID PRIOR TO APRIL 1

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		24.00
	Check # 4623		24.00	-0-
3/25/2022	Check # 4720		24.00	(24.00)
2022				
4/1	Dues	24.00		-0-

### TRANSACTION SHOWING LEDGER PAGE OF A MEMBER WITH A CREDIT BALANCE

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		24.00
	Check # 4623		72.00	(48.00)
4/1	Dues	24.00		(24.00)
2022				
4/1	Dues	24.00		-0-

The member pays \$72.00 in 2022. \$24.00 is subtracted for 2022, leaving a credit balance of \$48.00. The credit balance stays **until the next year** (2015) when the Dues are posted. Then another \$24.00 is credited in (2022) leaving a credit balance of \$24.00 that will be used when dues are posted in 2022 leaving a zero balance.

**TRANSACTIONS SHOWING LEDGER PAGE OF NEW BENEFICIAL MEMBER AS OF APRIL**

Date	Description	Debit	Credit	Balance
2022				
4/11	Initiation Fee	3.00		3.00
	Dues	30.00		33.00
	Check # 6799		33.00	- 0 -
2022				
4/1	Dues	30.00		30.00

**SUSPENSION & REINSTATEMENT OF A MEMBER (ASSOCIATE)**

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		24.00
10/10	Suspended for Non-payment of Dues			
12/16	Reinstated - Cash		24.00	-0-

**TRANSACTIONS SHOWING LEDGER PAGE NEW ASSOCIATE MEMBER AS OF APRIL**

Date	Description	Debit	Credit	Balance
2022				
4/11	Initiation Fee	3.00		3.00
	Dues	24.00		27.00
	Check # 4623		27.00	- 0 -
2022				
4/1	Dues	24.00		24.00

**INITIATED OTHER THAN IN APRIL**

Date	Description	Debit	Credit	Balance
2022				
9/3	Initiated	3.00		3.00
	Dues* to March 31, 2022	12.00		15.00
	Check # 590		15.00	-0-

\*Dues are only collected until March 31.

**RESIGNATION, ANY TYPE OF MEMBERSHIP**

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		20.00
4/24	Check # 545		24.00	-0-
7/18	Resigned* - Postmark Date			
8/6	Meeting Reported			

\*Dues are not refundable.

**CHANGE OF MEMBERSHIP FROM ASSOCIATE TO BENEFICIAL**

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		24.00
4/6	Check # 350		24.00	-0-
2022				
5/19	Dues increased (change from Associate to Beneficial)	6.00		6.00
5/19	Check # 355		6.00	-0-
2022				
4/1	Dues	30.00		30.00

**TRANSFER OF A MEMBER TO YOUR INSTITUTE (PAGE OF NEW INSTITUTE)**

Date	Description	Debit	Credit	Balance
2022				
6/26	Transfer from Institute # 309 to # 237			
7/1	Dues (July 1 - March 31, 2022) (9 months x 2.00)	18.00		(18.00)
8/12	Check from Institute # 309		18.00	- 0 -
2022				
4/1	Dues	24.00		24.00
4/6	Check # 222		24.00	-0-

**TRANSFER OF A MEMBER FROM YOUR INSTITUTE TO ANOTHER INSTITUTE**

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		24.00
4/3	Check # 593		24.00	- 0 -
6/20	Transfer accepted by Institute # 237			
7/3	Transfer (7/1 - 3/31/22) 9 x 2, amount due		18.00	<18.00>
7/3	Check # 297 issued to new Institute	18.00		-0-

**TRANSACTION FOR RETURNED CHECK / NSF**

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	24.00		24.00
6/26	Check # 809		24.00	-0-
7/1	Check returned by Bank	24.00		24.00
7/1	Returned check fee	10.00		34.00
7/7	Member reissued new check # 818		34.00	-0-

**SAMPLE OF LEDGER PAGE OF A DECEASED BENEFICIAL MEMBER,  
AS LISTED IN A NOTIFICATION OF DEATH\***

Date	Description	Debit	Credit	Balance
2022				
4/1	Dues	30.00		30.00
5/2	Check # 545		30.00	-0-
6/28	Deceased, Credit Account (7/1-3/31) 9 x \$2.50**		22.50	(22.50)
7/3	Reported at the meeting. Refund \$22.50 to Beneficiary	22.50		-0-

\* Notification of death must include all transactions of a member's ledger page for one (1) year. A photocopy of the ledger page is acceptable.

\*\* The balance of members' dues is distributed according to the Institute's By-Laws.

**EXAMPLE ARREARAGE LIST**

(To be given to the President **before** the end of New Business)

NAME	TYPE OF MEMBERSHIP	AMOUNT OWING	NO. OF MONTHS	ARREARAGE IN MONTHS
Mary Joy Gladhand	Beneficial	10.00	4	3
Sylvia Brown	Associate	8.00	4	3
Patty Happy-Face	Beneficial	10.00	4	3

**BREAKDOWN OF DUES BY MONTH**  
 (To determine amount charged new member)

Associate	Month	Beneficial
24.00	12	30.00
22.00	11	27.50
20.00	10	25.00
18.00	9	22.50
16.00	8	20.00
14.00	7	17.50
12.00	6	15.00
10.00	5	12.50
8.00	4	10.00
6.00	3	7.50
4.00	2	5.00
2.00	1	2.50

**YOUNG LADIES' GRAND INSTITUTE**

**NOTICE OF ANNUAL DUES** \_\_\_\_\_ **20** \_\_\_\_\_

**SISTER** \_\_\_\_\_

**Dues April 1, 20** \_\_\_\_\_ **through March 31, 20** \_\_\_\_\_ **\$** \_\_\_\_\_

**Golden Jubilee Burse donation** \_\_\_\_\_

**Voice of YLI (optional)** \_\_\_\_\_

**Paid On Account** \_\_\_\_\_

**AMOUNT DUE** **\$** \_\_\_\_\_

**Name, Financial Secretary**  
**Address**  
**City, Zip**

Beneficial members in arrears for three months' dues are not entitled to death benefits. Associate members are in arrears when delinquent for three months' dues. A member is in good standing after full payment of all arrearage. Members in arrears for six months' dues must be suspended.

FINANCIAL STATEMENT  
RECEIPTS OF MEETING

Institute \_\_\_\_\_ DATE \_\_\_\_\_

INITIATION FEES \$ \_\_\_\_\_

DUES \$ \_\_\_\_\_

Golden Jubilee Burse \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

INTEREST \$ \_\_\_\_\_

Treasurer  
Recording Secretary

FINANCIAL STATEMENT  
RECEIPTS OF MEETING

Institute \_\_\_\_\_ DATE \_\_\_\_\_

INITIATION FEES \$ \_\_\_\_\_

DUES \$ \_\_\_\_\_

Golden Jubilee Burse \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

INTEREST \$ \_\_\_\_\_

Treasurer  
Recording Secretary



**To the Financial Secretary**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Project: \_\_\_\_\_

What Account: \_\_\_\_\_

Currency \$ \_\_\_\_\_  
Coin \$ \_\_\_\_\_  
Checks \$ \_\_\_\_\_ No of: \_\_\_\_\_  
Total \$ \_\_\_\_\_

**To the Financial Secretary**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Project: \_\_\_\_\_

What Account: \_\_\_\_\_

Currency \$ \_\_\_\_\_  
Coin \$ \_\_\_\_\_  
Checks \$ \_\_\_\_\_ No of: \_\_\_\_\_  
Total \$ \_\_\_\_\_

**To the Financial Secretary**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Project: \_\_\_\_\_

What Account: \_\_\_\_\_

Currency \$ \_\_\_\_\_  
Coin \$ \_\_\_\_\_  
Checks \$ \_\_\_\_\_ No of: \_\_\_\_\_  
Total \$ \_\_\_\_\_

**To the Financial Secretary**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Project: \_\_\_\_\_

What Account: \_\_\_\_\_

Currency \$ \_\_\_\_\_  
Coin \$ \_\_\_\_\_  
Checks \$ \_\_\_\_\_ No of: \_\_\_\_\_  
Total \$ \_\_\_\_\_



# YOUNG LADIES' GRAND INSTITUTE

St. Mary's Institute 1234

May 10, 20 22

DATE	✓	NAME	INITIATION	DUES	VOICE	GJB	TOTAL	DATE	✓	NAME	INITIATION	DUES			TOTAL	
4/10		Brown, Joshie		30 00	10 00	5 00	45 00									
4/10		White, Dawn		30 00		10 00	40 00									
4/11		Green, Linda		24 00	10 00		34 00									
4/12		Derby, Alice		24 00	10 00	5 00	39 00									
4/12		Berg, Tita		12 00			12 00									
4/15		Cherrington, June		30 00	10 00	5 00	45 00									
5/1		Gianelli, Vada		15 00			15 00									
<b>TOTAL</b>																
<b>RECAPITULATION</b>																
INITIATION FEES																3 00
DUES																261 00
Voice of YLI																80 00
GJB																48 00
Meeting Raffle																25 00
Fashion Show Tickets																1,200 00
Fashion Show Raffle																750 00
5/1		Hale, Regina		24 00		3 00	27 00									
5/2		Potts, Helen		30 00	10 00	5 00	35 00									
5/6		Ziman, Marla		24 00	20 00	10 00	54 00									
5/10		Paul, Donna	3 00	18 00	10 00	5 00	36 00									
<b>TOTAL/SUB TOTAL</b>			3 00	261 00	80 00	48 00	392 00	<b>TOTAL</b>							2,367 00	

## TREASURER'S RECEIPT

YLI form  
0016  
(example)

RECEIVED  
FROM

(Financial Secretary to sign)

FINANCIAL  
SECRETARY

May,  
10 20 22

THE SUM OF  
**(\$ 2,367.00)**

*Two thousand, three hundred  
sixty-seven, and no/100*

DOLLARS (Treasurer to sign)

TREASURER

**INTEREST**  
(NOT INCLUDED IN TOTAL  
ABOVE)

\$ 2.43

\$