

## FINANCIAL SECRETARY'S BOOKS

1. She shall study her duties in the Constitution Subordinate Parlors, Duties of Officers, Article Eight, Section 4. (Refer to Manual of Instructions for further information.)
2. She sends delinquent notices each month and certified letters, return receipt requested, to Members liable for suspension.
3. She receives all monies in the Parlor including dues and assessments and shall refer to all Members by first and last names. When the Treasurer reports the interest, the Financial Secretary records it in the Financial Secretary Record Book, which is purchased from the Grand Parlor Office.
4. She shall furnish the President with a list of all Members three months or more delinquent at each meeting.
5. She shall keep an accurate record of all dues and assessments collected from the Members and shall refer to Members by their first and last names. Ideally, this should be done in a loose leaf ledger so pages can be removed and filed if a Member dies, is suspended, or resigns. These books are available at a stationery store. This record should include current address and telephone number, and date of birth, initiation, and any service emblems received.
6. She shall immediately furnish a receipt to the Member when payment for dues is made in person, or, within three days, forward a receipt for dues received by mail.
7. She shall furnish the Recording Secretary all information necessary for the semi-annual audit report.
8. She shall present all of her books to the Auditing Committee for the quarterly audit and to the Grand President on the occasion of her Official Visit.

For procedures pertaining to conducting an audit, please refer to Manual of Instructions, Auditing of the Parlor Books and Records.