MICHIGAN ASSOCIATION OF EXTENSION HOMEMAKERS

Secretary—Treasurer's Record

County	Area
MAEH Study Group	
Year	
Secretary	

FAMILY LIVING EDUCATION
COOPERATIVE EXTENSION SERVICE
MICHIGAN STATE UNIVERSITY

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36 forms are provided so that a carbon copy of each may be sent to the County Extension Office and to the County MAEH Chairman.	
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Instructions to Treasurer	and the latest the lat

Instructions to Secretary

- - b. ——Group Officers and Enrollment—Page 2a. (One copy to State Membership Chairman by Oct. 15.)
 - c. Immediately after each meeting-Secretary's Report.
- 2. On Attendance Record page 3, mark members present at each meeting. Count members and visitors in Total Attendance. Children are not counted as visitors. If secretary is also treasurer, she may wish to keep attendance and dues paid on page 17.
- 3. Secretary's Report
 - a. Report ALL MEETINGS, including social meetings.
 - b. Fill in blanks, top part of each page.
 - c. Under Report of educational program: Respond to each question.
 - On front of page, under Business Meeting: include presence of regular chairman or substitute; approval of previous minutes, treasurer's report, committee reports; all motions, by whom they were made and seconded, and action taken (carried or lost).
 - d. Send carbon copy of report to County Extension Office and County MAEH Chairman after each meeting.
- 4. Read and file communications. Write official corespondence.
- 5. Cooperate with news reporter by assisting her in preparing local publicity. Clip news items and attach to secretary's monthly report.
- 6. Pass secretary's material to successor upon completion of your term. This book is the only permanent record of the activities of your group.

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DATE	TOPIC	LEADER	HOSTESS AND PLACE
September			
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October			
November			
December			
December			
January			
February			
March			
April			
May			
June			
July			
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August			
August			

Send duplicate copy to County Extension Office and to County MAEH Chairman by _____

Dates to Remember

List here other events that will be of importance to your group—such as the county fair, College Week at Michigan State University, leader training meetings, special interest meetings for all women, special workshops, etc.

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DATE	TOPIC	LEADER	HOSTESS AND PLACE
September			
October			
November			
December			
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Send duplicate copy to County Extension Office and to County MAEH Chairman by _____

Dates to Remember

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DATE	TOPIC	LEADER	HOSTESS AND PLACE
September			
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July			
August			

Send duplicate copy to County Extension Office and to County MAEH Chairman by _____

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NAME (Use husband's name or initials)	P.O. ADDRESS AND ZIP CODE	TEL. NO.
1 Chm.		
2 V-Chm,		
3 Secy.		
4 Treas.		
5 Leader teacher		
6		
Other members		
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Enrollment

NAME (Use husband's name or initials)	P.O. ADDRESS AND ZIP CODE	TEL. NO.
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9_____Enrollment

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Attendance Record

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EDUCATIONAL PROGRAM

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In what ways will this program affect the lives of those presen	t?
General comments and other things your group would like to do	
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Results from previous educational programs (ask members to r	eport on this during business meeting).
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Balance on hand previous meeting	\$
Income for month	
	Total \$
Expenditures for month	
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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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Date of next meeting	Place	Hostess
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	Balance on hand	\$

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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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SECRETARY

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Balance on hand previous meeting	\$	
Income for month		
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Balance on hand previous meeting	\$	
Income for month		
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Expenditures for month		
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Date	MAEI	I Study Group	
Time			
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Topic			
Persons presenting educational mater	ial—1	2	
Place of meeting	1	Hostess	
Attendance: Members	Visitors	Total	
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(NAME) Use husband's name or initials & first name Membership changes:		(ADDRESS) Include zip code	(TEL.)
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Send duplicate copy to County Extension Office and County Chairman after each meeting.

EDUCATIONAL PROGRAM

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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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Date	MAEI	I Study Group
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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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Balance on hand previous meeting	\$	
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MAEH Study Group....

Secretary's Report			
Topic			
Persons presenting educational material-			
Place of meeting			
Attendance: Members			
Date of next meeting	Place	Hostess	
(NAME) Use husband's name or initials & first name Membership changes:		(ADDRESS) Include zip code	(TEL.)
New members			
Members dropped			

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Date	MA	EH Study Group
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Date of next meeting	Place	Hostess
		(ADDRESS) Include zip code (TEL.)

BUSINESS MEETING—Include name of presiding officer, approval of previous minutes, treasurer's report, committee reports; all motions, by whom made and seconded and action taken (carried or lost).

Members dropped.....

EDUCATIONAL PROGRAM What illustrative materials (demonstrations, films, skits, posters, black board) were used? In what ways did those present participate in the program? (Can be discussion, or other.)

In what ways will this program affect the lives of those present?

General comments and other things your group would like to do or learn in connection with this topic?

Results from previous educational programs (ask members to report on this during business meeting).

Suggestions for other lessons-

TREASURER'S REPORT

Balance on hand previous meeting	\$	
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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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Persons presenting educational material-	—1	2	
Place of meeting			
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Balance on hand previous meeting	\$	
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Send duplicate copy to County Extension Office and County Chairman after each meeting.

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Date	MA	EH Study Group	
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Persons presenting educational material	—1,	2	
Place of meeting		Hostess	
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Suggestions for other lessons—		
TREASURER'S RE	PORT	
Balance on hand previous meeting	s	
Income for month	Total	\$
Expenditures for month		Ψ
	Balance on hand	\$

Send duplicate copy to County Extension Office and County Chairman after each meeting.

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C		Dabout		
3	ecretary's	Report		
Topic				<u> </u>
Persons presenting educational material	— 1		2	
Place of meeting		Hostess		
Attendance: Members				
Date of next meeting	Place		Hostess	
(NAME) Use husband's name or initials & first name Membership changes: New members		(ADDRESS) Incl	ude zip code	(TEL.)
Members dropped				
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BUSINESS MEETING — Include name eport, committee reports; all motions	ne of presiding o	efficer, approval of and seconded and	action taken	(carried or lo
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BUSINESS MEETING — Include name report, committee reports; all motions	ne of presiding of the presiding of the presiding of the president of the presiding of the	e and seconded and	action taken	(carried or lo

what mustrative materials (demonstrations, films, skits, posters, blackboard) were used?
Series Report
In what ways did those present participate in the program? (Can be discussion, or other.)
In what ways will this program affect the lives of those present?
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Note that the state of the stat
General comments and other things your group would like to do or learn in connection with this topic?
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Results from previous educational programs (ask members to report on this during business meeting).
Suggestions for other lessons —
THE ASUPEDIA DEPORT
TREASURER'S REPORT
Balance on hand previous meeting
Income for month
Total \$
Expenditures for month.

Balance on hand

Secretary's Report ppic	ate		EH Study Group
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ace of meeting	Se	ecretary's	Report
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Suggestions for other lessons —	
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Balance on hand previous meeting	\$
Income for month	
Income for month	
Expenditures for month	Total \$
	Balance on hand \$

Send duplicate copy to County Extension Office and County Chairman after each meeting.

Sec	cretary's	Report	
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Persons presenting educational material —	- 1	2	
Place of meeting		Hostess	
Attendance: Members	Visitors	Total	
Date of next meeting	Place	Hostess	
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General comments and other things your group would like t	to do or learn in connection with this topic?
Results from previous educational programs (ask members	to report on this during business meeting).
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Suggestions for other lessons —	
TREASURER'S REI	PORT
Balance on hand previous meeting	\$
Income for month	
	Total \$
Expenditures for month	
	Ralance on hand \$

Send duplicate copy to County Extension Office and County Chairman after each meeting.

(Name of MAEH Study Group)

Officers Elected for Next Year

To: Extension Home Economist and County Chairman:

OFFICERS	NAME (Use husband's name or initials & first name)	POST OFFICE ADDRESS AND ZIP CODE	TELEPHONE Exchange and Number
Chairman			
Vice-chairman			
Secretary			
Treasurer			

Send duplicate copy to County Extension Office, County Chairman and State MAEH Membership Chairman by June 1.

Officers Elected for New Year

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(Name of MAEH Study Group)

Officers Elected for Next Year

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Vice-chairman			
Secretary			
Treasurer			
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Send duplicate copy to County Extension Office, County Chairman and State MAEH Membership Chairman by June 1.

(Name of MAEH Study Group)

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Vice-chairman			
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(Name of MAEH Study Group)

Officers Elected for Next Year

To: Extension Home Economist and County Chairman:

OFFICERS	NAME (Use husband's name or initials & first name)	POST OFFICE ADDRESS AND ZIP CODE	TELEPHONE Exchange and Numbe
Chairman			
Vice-chairman			
Secretary			
reasurer			
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Send duplicate copy to County Extension Office, County Chairman and State MAEH Membership Chairman by June 1.

Treasurer's Report Members' Dues

County and/or Area	Group d	Group dues							Year				
NAMES	COAREA DUES PD.	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
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Balance Sheet

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	(Source of Income or to whom paid.)	CHECK NO.	AMOUNT	INCOME	BALANC	
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Balance Sheet

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Balance Sheet

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Instructions to Treasurer

If treasurer is a different officer than secretary, tear the treasurer's sheets out of the secretary's book. Place them securely in a binder or notebook.

1. When you first take office:

- a. Discuss your duties with the chairman and find out if all bills must be presented to the chairman for OK before you are to issue payment.
- b. Consult with the outgoing treasurer
 - -What your exact duties are.
 - -At what bank are funds kept and the exact name of organization in which the account is kept.
 - -Arrange to go to bank with her and get the account changed so it has your name on it.
 - —Have the outgoing treasurer have her accounts audited by the chairman and one member before she turns the bank and check book and financial statement with balance on hand to you.
 - -About county and/or area dues:

how much are they	(including 75¢ f	for State MAEH	dues)
when and to whom a	are they sent		

2. As treasurer of your MAEH Study Group

- a. Receive and deposit all local and county and/or area dues from members. Credit each member with amount of dues paid on page 17.
- b. Receive all moneys for the organization and list date, source of income and amount on page 18.
- c. Send county and/or area dues of _______per member to county and/or area treasurer by _______. Be sure name of the study group, your name and address is enclosed with check.
- d. Pay all bills of the organization after they have been OKed by the chairman.
- e. Record date, to whom paid, and for what purpose on Expenditures, page 19. Figure balance on hand once each month and record in balance column.
- f. At each monthly meeting prepare and give a treasurer's report in writing to the secretary so that she may record it on the back of the page of her secretary's minutes.
- g. Once a year and at the close of your term of office prepare a statement of
 - -balance on hand when you took office
 - -sources and amounts of total income
 - -total expenditures
 - -balance on hand at close of year or close of term.

Have chairman and one member audit your report before you pass account on to next treasurer.

Cooperative Extension Service Programs are open to all without regard to race, color, creed, or national origin. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8, and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Gordon E. Guyer, Director, Cooperative Extension Service, Michigan State University, E. Lansing, MI 48824.