



Financial Officer Guidelines and Other Resources

What a blessing your service is to the LWML! I have a couple of tidbits for you!

We recently updated the Financial Officer Guidelines. This document includes information that is not just for you, but for financial secretaries and treasurers in your zones and groups. I encourage you to **please pass this along** to your zone and group counterparts. Included in the document are items that need to be reported to the LWML office, tips on opening bank accounts, information on district legacy gifts, and more. The document can be found on the LWML website at www.lwml.org/financial-officers.

There are other great resources that can be found at this same location on the website:

- District Remittance Voucher Template
- District Treasurer's Seminar Handouts from the Mobile Convention
 - District Treasurers' Seminar Questions & Answers
 - District Treasurers' Seminar Accounting Topics
- Records Management Policy
- LWML District Gift Acceptance Policy Template
- LWML District Endowment Funds Information
- LWML District Guidelines for Endowment Funds
- Giving Opportunities Flyer
- Sample Thank You Letter for LWML Gifts

As a reminder, if you are a district treasurer, please use the district remittance voucher and indicate the type of funds you are sending to the LWML Office. Please email it to me before you send it in. The email serves two purposes: (1) it notifies us of incoming funds and (2) if funds are not received timely, we can make sure that they have not fallen into the wrong hands. As you can tell, this serves as a great check and balance procedure. Also, you may want to copy your district president on the email so that she is aware of when you submit funds.

Thank you to all of you who responded to the [Financial Officer Boot Camp Survey!](#) If you haven't had the opportunity to complete it, I encourage you to do so. Please stay tuned for further updates on the status of holding the event in person or virtually. Ideally, we'd like to meet in person but COVID-19 continues to cause concern and LWML has not budgeted the funds to cover the cost of single rooms for each participant if that is still a necessity. The LWML Board of Directors will make a decision at the October board meeting on whether or not the event will be in-person or virtual.

If you have any questions, please email me at karla.koehler@lwml.org.

Blessed to be serving Him with you,

Karla Koehler
LWML Treasurer

Do not be slothful in zeal, be fervent in spirit, serve the Lord (Romans 12:11).