



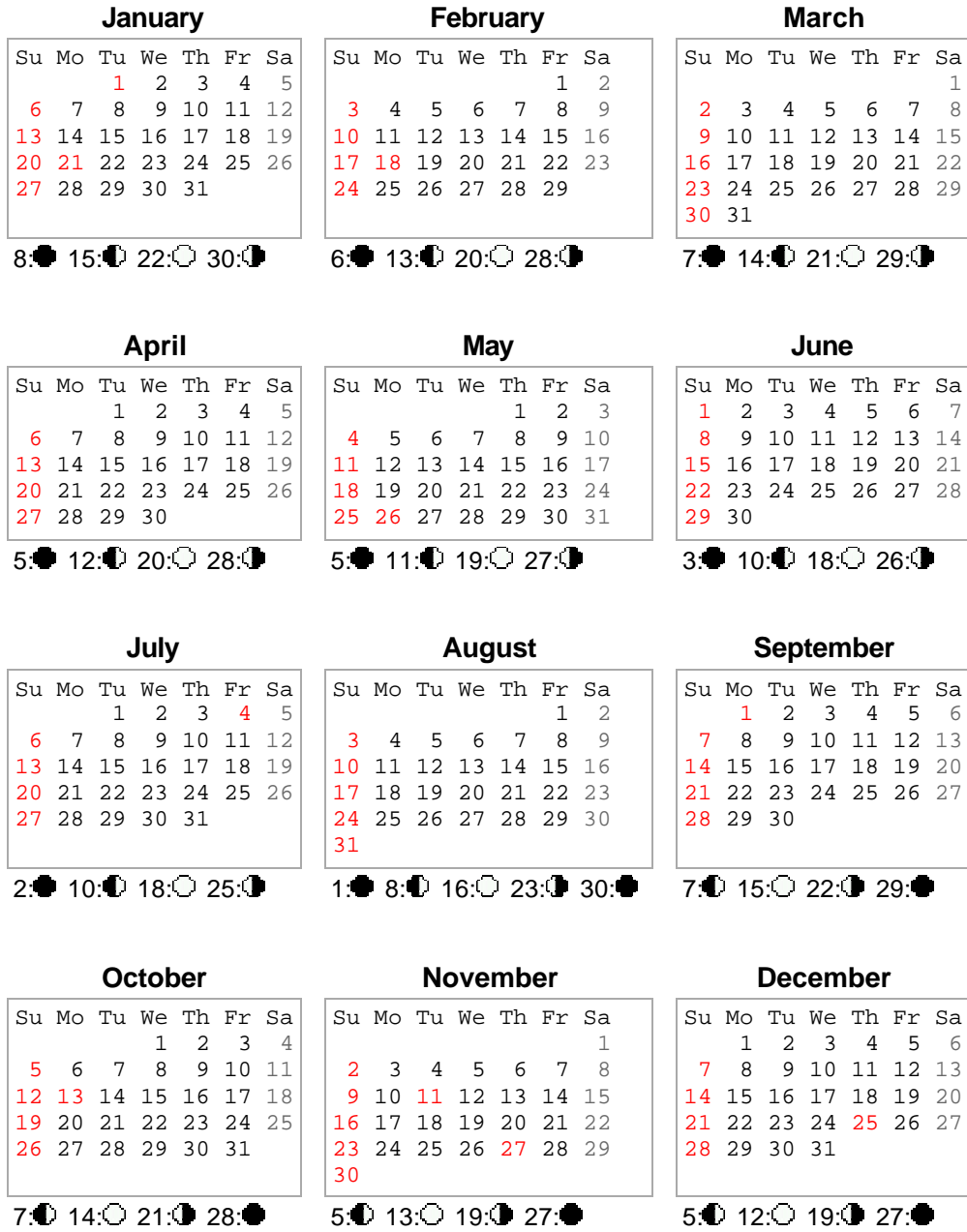
Secretary – Treasurer’s Book  
YEAR 20\_\_\_\_\_

**Name of  
Club**\_\_\_\_\_

**Name of  
Secretary**\_\_\_\_\_

**Parish**\_\_\_\_\_

# Calendar for year 2008 (United States)



## Holidays and Observances:

Jan 1 New Year's Day	May 26 Memorial Day	Nov 4 Election Day
Jan 21 Martin Luther King Day	Jul 4 Independence Day	Nov 11 Veterans Day
Feb 14 Valentine's Day	Sep 1 Labor Day	Nov 27 Thanksgiving Day
Feb 18 Presidents' Day	Oct 13 Columbus Day	Dec 25 Christmas Day
Mar 23 Easter Sunday	Oct 31 Halloween	

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)

# Calendar for year 2009 (United States)

## January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4:☉ 10:☾ 17:☀ 26:☾

## February

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

2:☉ 9:☾ 16:☀ 24:☾

## March

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

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## April

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19	20	21	22	23	24	25
26	27	28	29	30		

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## May

Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

1:☉ 9:☾ 17:☀ 24:☾ 30:☾

## June

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30				

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## July

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

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## August

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23	24	25	26	27	28	29
30	31					

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## September

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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## October

Su	Mo	Tu	We	Th	Fr	Sa
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## November

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29	30					

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## December

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20	21	22	23	24	25	26
27	28	29	30	31		

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### Holidays and Observances:

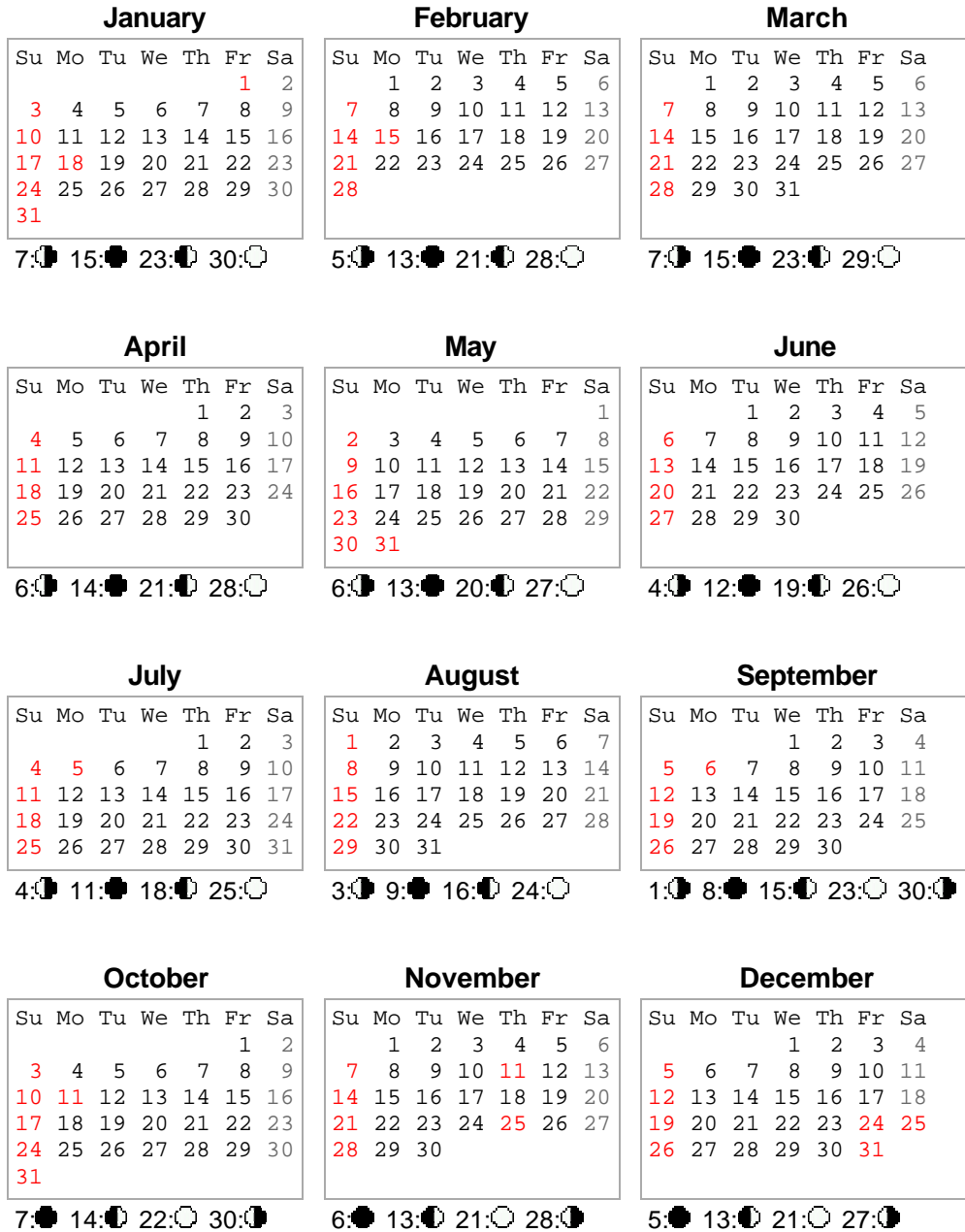
Jan 1 New Year's Day  
 Jan 19 Martin Luther King Day  
 Feb 14 Valentine's Day  
 Feb 16 Presidents' Day  
 Apr 12 Easter Sunday

May 25 Memorial Day  
 Jul 3 'Independence Day' observed  
 Jul 4 Independence Day  
 Sep 7 Labor Day  
 Oct 12 Columbus Day

Oct 31 Halloween  
 Nov 11 Veterans Day  
 Nov 26 Thanksgiving Day  
 Dec 25 Christmas Day

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)

# Calendar for year 2010 (United States)

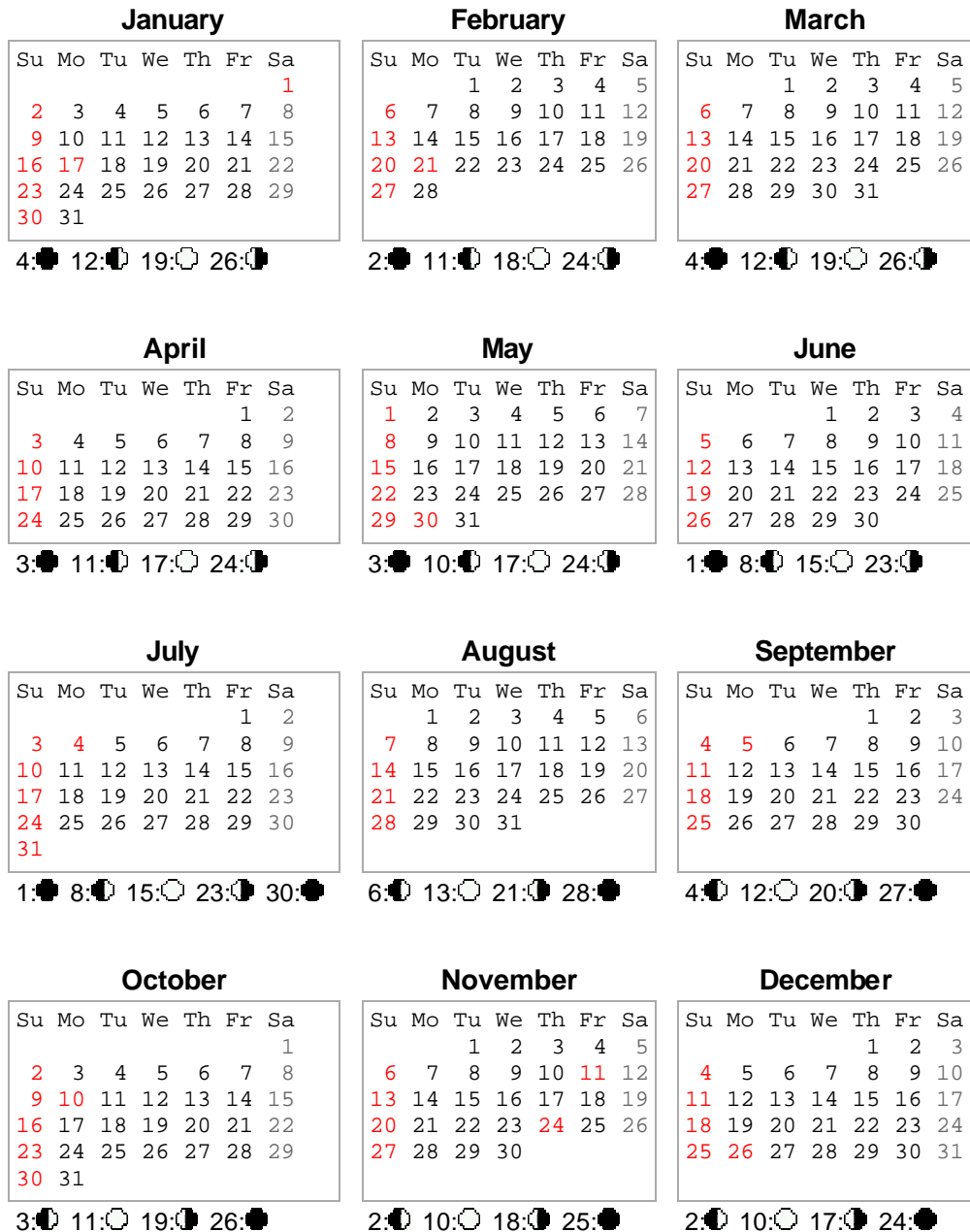


## Holidays and Observances:

Jan 1	New Year's Day	Jul 4	Independence Day	Nov 11	Veterans Day
Jan 18	Martin Luther King Day	Jul 5	'Independence Day' observed	Nov 25	Thanksgiving Day
Feb 14	Valentine's Day	Sep 6	Labor Day	Dec 24	'Christmas Day' observed
Feb 15	Presidents' Day	Oct 11	Columbus Day	Dec 25	Christmas Day
Apr 4	Easter Sunday	Oct 31	Halloween	Dec 31	'New Year's Day' observed
May 31	Memorial Day	Nov 2	Election Day		

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)

# Calendar for year 2011 (United States)



## Holidays and Observances:

Jan 1 New Year's Day	May 30 Memorial Day	Nov 11 Veterans Day
Jan 17 Martin Luther King Day	Jul 4 Independence Day	Nov 24 Thanksgiving Day
Feb 14 'Valentine's Day' observed	Sep 5 Labor Day	Dec 25 Christmas Day
Feb 21 Presidents' Day	Oct 10 Columbus Day	Dec 26 'Christmas Day' observed
Apr 24 Easter Sunday	Oct 31 Halloween	

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)

# FOREWORD

**As secretary you should:**

- **Keep an up-to-date list of names, addresses and telephone numbers of all FCE club members**
- **Consider establishing an e-mail group list for club members if appropriate**
- **Record all officers, project chairmen and committee members for the record and history of the club. When committees are named, provide the president and committee chairmen with names of all committee members.**
- **Record minutes of all meetings – regular and executive meetings, special programs and committee reports.**
- **Conduct all correspondence for the club.**
- **Pass all records on to the next secretary so she can begin the new record.**

**As treasurer you should:**

- **Keep an accurate accounting of all monies received and expended**
- **Collect & send dues and other special project funds to the parish council treasurer**
- **Present a financial report at each club meeting**



## LVFC Parish Council Meetings

Month	Date	Time	Location

## Leader Training & Other Events

Month	Date	Time	Location	Club Responsibility

## Officers & Educational Chairmen

<b>Position</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>e-mail</b>
<b>President</b>				
<b>Vice President</b>				
<b>Secretary</b>				
<b>Treasurer</b>				
<b>Reporter</b>				
<b>International</b>				
<b>Literacy</b>				
<b>Family Life</b>				
<b>Environment</b>				
<b>Membership</b>				
<b>Council Delegate</b>				
<b>Council Delegate</b>				

## Club Projects for 20\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Other notes:**







## The Secretary and the Minutes

The secretary keeps the minutes of a club. These should consist of a record of what is actually done during meetings. Information should be factual without making judgements or descriptions of events. Minutes need to be accurate and complete. Once signed and accepted, they become the official record for actions of the organization. Minutes should be kept from year to year as a permanent record of activities and decisions of the club.

Complete minutes should include the following:

- I. A brief introductory statement mentioning:
  - a. name of the organization
  - b. kind of meeting – regular, special, etc.
  - c. date, time & place of meeting
  - d. the presence of the regular president and secretary or in their absence the names of their substitutes.
- II. A note regarding the reading & approval of the minutes of the previous meeting or corrections if needed.
- III. A record of all motions that were made at the meeting including the names of those making and seconding the motions. Include action on the motions.
- IV. A record of the action taken on all reports but not the details of the reports. Copies of major reports can be filed with the minutes.
- V. a record of all votes by ballot
- VI. A list of communications received and all announcements that were made
- VII. A list of all appointments
- VIII A brief account of the program
- IX. Conclusion
  - a. adjournment time
  - b. signature of secretary & president

**MINUTES OF MEETING**

**Date of Meeting** \_\_\_\_\_ **Place of Meeting** \_\_\_\_\_

**Time of meeting** \_\_\_\_\_ **Hostess** \_\_\_\_\_

**Meeting called to order by President** \_\_\_\_\_

**Signed, President** \_\_\_\_\_ **Secretary** \_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting** \_\_\_\_\_ **Place of Meeting** \_\_\_\_\_

**Time of meeting** \_\_\_\_\_ **Hostess** \_\_\_\_\_

**Meeting called to order by President** \_\_\_\_\_

**Signed, President** \_\_\_\_\_ **Secretary** \_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting** \_\_\_\_\_ **Place of Meeting** \_\_\_\_\_

**Time of meeting** \_\_\_\_\_ **Hostess** \_\_\_\_\_

**Meeting called to order by President** \_\_\_\_\_

**Signed, President** \_\_\_\_\_ **Secretary** \_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting** \_\_\_\_\_ **Place of Meeting** \_\_\_\_\_

**Time of meeting** \_\_\_\_\_ **Hostess** \_\_\_\_\_

**Meeting called to order by President** \_\_\_\_\_

**Signed, President** \_\_\_\_\_ **Secretary** \_\_\_\_\_

**MINUTES OF MEETING**

**Date of Meeting**\_\_\_\_\_ **Place of Meeting**\_\_\_\_\_

**Time of meeting**\_\_\_\_\_ **Hostess**\_\_\_\_\_

**Meeting called to order by President**\_\_\_\_\_

**Signed, President**\_\_\_\_\_ **Secretary**\_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_


**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_


**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_


**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_


**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**  
**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**  
**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**  
**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**  
**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_


**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_


**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\_\_\_\_\_ **Financial Statement**  
(month)

**Balance from previous month** \$ \_\_\_\_\_

**Receipts:**

**Member donations** \$ \_\_\_\_\_

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**Total money received** \$ \_\_\_\_\_

**Disbursements:**

**Parish Council** \_\_\_\_\_ \$ \_\_\_\_\_

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**Total money spent** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_