



2014

It was SO nice to meet many of you face-to-face at the In-Service Training last month. It was like seeing old friends. ☺

Here are your June Q-Tips:

- **Receipt and Deposit Slip copies**
 - a. If you have triplicate receipt/deposit books (white, yellow, pink copies) – the yellow copy is to come to me with your reports each month for your file here in my office.
 - b. If yours are only duplicate – please make copies of the receipts/deposit slips you keep in your book – and send with your monthly reports.
 - c. Attach your receipts to the deposit slip it corresponds to.
 - d. I do NOT need copies of checks, invoices, or correspondence
- **Labeling your reports – I am still receiving incorrectly labeled/named reports (but they are fewer and fewer).**
 - a. Org#
 - b. Year
 - c. Month
 - d. Report
 - i. 44241405D – Monthly Activity Detail
 - ii. 44241405B – Account Balance
 - iii. 44241405OS – Outstanding Check List
- It is imperative that your May reports be submitted by June 20th, Ladies. On June 30th, the June reports begin. So, please work on your Quicken and be ready when June 20th comes. Please do not wait until June 20th to let me know you are having problems balancing. I am here to help, if I can.

I so appreciate each one of you!

Belinda