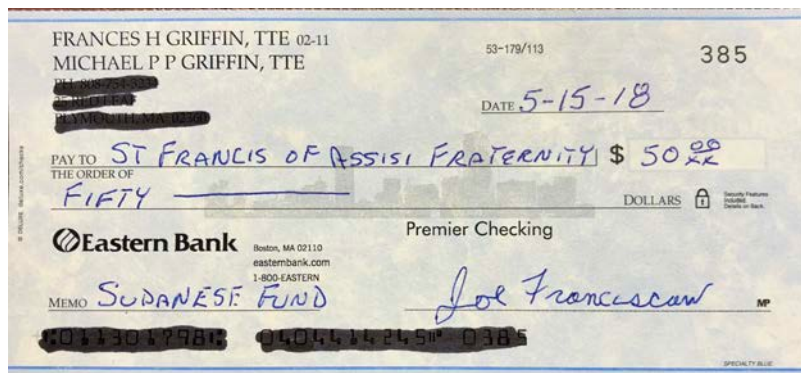


## Process for collecting and transferring donations to support ministries of the St Elizabeth of Hungary Region.

Each Fraternity Treasurer collects donations at the Fraternity meeting by having a separate collection baskets for each ministry with the name of the ministry on or in front of the baskets.

The donator's checks are to be made out to their own Fraternity with the ministry's name in the memo line and/or cash in the appropriate basket. (See example # 1) The donations are collected and counted and deposited into the Fraternity's bank account by each Fraternity's Treasurer.

### Example # 1



Each Fraternity's Treasurer writes a check made out it to St Elizabeth Region for the total amount collected and mails it to the St Elizabeth of Hungary's Treasurer with the Region ministry's name written in the memo line. (See example # 2)

### Example # 2



The Region's Treasurer will disperse the funds by mail to the appropriate ministry's contact person on a once per month basis or only by the Region's Minister's approval on an as needed basis.

### Example # 3

SECULAR FRANCISCAN ORDER  
ST. ELIZABETH OF HUNGARY REGION

DATE 6-15-18

1381

53-8966/2114  
BRCH01

DAY TO THE ORDER OF SUSAN SUDANESE \$ 1500.00

FIFTEEN HUNDRED DOLLARS

HR CU 133 Brock Street  
P.O. Box 2078  
Rochester, NH 03866-2078

MEMO SUDANESE FUND

Regional Treasurer

### From the NAFRA Treasurer's Guidelines

1. In a gentle and kind manner, to protect the financial interests of the membership in their donations and other payments into the Common Fund and any other fund established by the Council.
2. To assure that such funds are spent in the manner desired by the membership and approved by the Council.
3. To periodically account to the membership, to the Council, and to the next higher Council, for (a) all funds received, (b) all funds spent, (c) all funds invested, (d) all funds and other assets held.
4. To timely pay all debts incurred and to make such other payments, contributions, etc., as approved by the Council.
5. To prepare in advance, as requested by the Council, a budget showing estimated income and expenses for the upcoming period, in order to help the Council plan for future needs.

6. When requested by the Council, to promptly submit all records kept for review, and, to make all records available to the higher Council upon fraternal visitation.

7. To regularly give an accounting of the status of the fraternity's treasury and to make periodic pleas for donations to the common fund (especially in times of dire need).

For questions, please contact the St Elizabeth's Treasurer:

Robert Swegart  
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Rome ME 04963

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