

<u>Actor</u>	<u>Action</u>
President and financial consultant	1. Request current cost reports from facilities in July
	2. Calculate proposed dues in July
President, CFO and Executive Assistant	3. Include dues projections in budget preparation in July
	4. Submit dues and budget to Board at August meeting
	5. Submit dues and budget to Assembly at September meeting
President and Executive Assistant	6. Determine all invoice elements (in November) <ul style="list-style-type: none">• facility dues• auxiliary assessment• lobbying percentage• Call Bret Goebel for HFMA's Treasurer contact info• invoice date (Dec. 1)• due date (Jan. 15)
	7. Create draft dues letters
Executive Assistant	8. Inform Finance of invoice elements by Nov. 15
Finance	9. Prepare an invoice template
	10. Prepare an invoice register
President	11. Review invoice template and register
Finance	12. Prepare invoices by Dec. 1
President and Executive Assistant	13. Review invoices
Executive Assistant	14. Send invoices with letters by Dec. 5
Receptionist	15. Enter received dues checks on check log
	16. Make copies of check log for Executive Assistant
Executive Assistant	17. Review check logs to facilitate correct description of dues checks
Executive Assistant	18. Send thank you letters to paying members
	19. Send Past Due notice and duplicate copy of invoice on February 15
	20. Notify President of members in arrears by end of March 1
President and Executive Assistant	21. Send Final Notice by March 10
	22. Submit list of members in arrears to Board at April meeting