



*AzFRW Quarterly Report dates flex
each year...let's talk about them
for the **2016-2017** term*

The AzFRW Quarterly Reports flex slightly each year based on the dates established by NFRW and AzFRW for the conventions held in the fall of odd years. All incoming club and state officers assume their duties on January 1st but need to understand they are actually coming on board in the middle of a quarterly membership reporting cycle. The Q4 (last report) for 2015 was due to AzFRW Treasurer on Oct 15th and should have been submitted by your outgoing team in the fall. It is important to understand that our reporting quarters are not traditional business quarters, they are membership reporting dates. For convention years, they flex to comply with the scheduled biennial convention dates and bylaws requirements. Membership numbers must close by a certain date so the membership totals may be finalized to determine eligible convention voting delegates.

For 2016, the First Quarter Report dates run from Oct 16, 2015 until Jan 15, 2016

Any members who join or renew after Oct 15, 2015 will be reported on the **Jan 15th** First Quarter (Q1) Report. If you had a great fall membership event or a fabulous Christmas party with lots of new or renewing members, they will all be shown on the Q1 report due January 15th, and they paid for 2016 not 2015. Your club's First Quarter (Q1) Report is due to the AzFRW Treasurer **ON or BEFORE January 15th**. AzFRW Treasurer Susan Marcell will send out reminders with the required reporting form to all club treasurers.

2016 Reporting Dates are highlighted, 2017 Q3 Reporting Dates flex!

(AZ State Treasurer submits the NFRW reports for all clubs)

AzFRW Date:

1st Quarter 2016 and 2017	Runs from October 16 to January 15	Due <u>on</u> Jan 15
2nd Quarter 2016 and 2017	Runs from January 16 to March 15	Due <u>on</u> Mar 15
3rd Quarter 2016	Runs from March 16-July 15	Due <u>on</u> July 15
3rd Quarter 2017 -NFRW	Runs from March 16-May 31	Due <u>on</u> May 31
3rd Quarter 2017-AzFRW	Optional - 2nd AZ Club Report for June 1-30	Due <u>on</u> June 30
4th Quarter 2016	Runs from June 16 to October 15	Due <u>on</u> Oct 15
4th Quarter 2017	From previous 2017 report to October 15	Due <u>on</u> Oct 15

The last report for both years will be due on October 15th and that is the year end report. The "Optional" second report for AzFRW clubs would only apply if your club, by virtue of more members during that time frame, could increase their delegate presence at the AzFRW Biennial Convention.

As stated, members who join after October 16th will be shown on your new year First Quarter Report and they are paying for the new year. To reiterate, if you have a member join in September, she will be reported on the year end final Quarterly Report which is due on October 15th. She will owe dues again after October 16th for 2016. She might want to wait and join after October 15th and be paid through the end of 2016. Market this to your advantage in the late fall with a membership event after Oct 16th!

Be sure to have membership applications/renewal forms available at all your meetings so you are ready to process new members and always verify contact info for renewing members. **ALL member changes in contact info should be reported to AzFRW!** There are 3 databases that need to be updated for each member information change!