31 May 2021

Subject: 4th Quarterly Report - Paymaster

The below list highlights the main administrative and financial tasks conducted during April and May of the 4th quarter:

- Administrative
  - Sent emails and/or letters of explanation to Detachment Paymasters for any transmittals or checks requiring correction
  - Worked with DOF Webmaster Andy Hefty to update the forms section of the Department’s website specific to the new administrative forms as published by National HQ
  - Provided updates and instructional support to the Department of Florida’s Professional Development Program specific to completion of MCL administrative forms such as Transmittals, Request For Transfer and Reports of Installation

The pro-rated National membership dues have been the primary issue requiring corrections to transmittals and checks. Issues involving membership cards and inaccuracies in Detachment member rosters persist. Recommend working with District Vice Commandants to discuss and develop a plan of action.

- Financial
  - Provided April and May 2021 monthly reconciliation reports and bank statement to DOF Board of Trustees and Scholarship Committee
  - Prepared proposed 2021-2022 Department of Florida budget to DOF Board of Trustees for review and recommendations
  - Enlisted accounting services of Accounting Resources Management Services to conduct outside audit of Department of Florida financial accounts as directed by Commandant Glassford and in accordance with Department of Florida Administrative Procedures

Respectfully submitted,

Kathleen Potthoff
MCL Department of Florida, Paymaster

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