05 April 2022

Subject: 3rd Quarterly Report FY2022 - Paymaster

The below list highlights the main administrative and financial tasks conducted 01 January 2022 through 31 March 2022:

- **Administrative**  
  - **Transmittals**  
    - Processed transmittals from Florida MCL Detachments and sent emails and/or letters of explanation to Detachment Paymasters for any requiring correction.  
    - An email is sent to Detachment Paymasters for a transmittal needing corrective action. If the corrective action is minor and only needs hand-written amendment and/or corrected payment, the transmittal is held until a new or additional check is received. If the corrective action is involved or no response is received from the email, the transmittal is returned to the respective Detachment with a cover letter explaining what action(s) is required.
  
  - **Department of Florida Professional Development Program.** Provided front to back editorial update to the Department of Florida’s Detachment Administrative Forms Manual. The Manual is used in the Department’s Professional Development Program sessions conducted at conferences and convention. The update included addition of the latest administrative forms, clarification of Detachment Member Roster and the annual Paid Life Member Interest Check Edit List.

- **Financial**  
  - Monthly reconciliation reports per QuickBooks and a summarized report of income and disbursements sent via email to the MCL Department of Florida Board of Trustees.
  
  - Monthly balances for the Department’s Operating account are noted in the Financial Status Report of this date.

Respectfully submitted,

[Signature]

Kathleen Potthoff  
MCL Department of Florida, Paymaster

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MCL Department of Florida Board of Trustees and Adjutant