18 June 2022

Subject: 4th Quarterly Report FY2022 - Paymaster

The below list highlights the main administrative and financial tasks conducted 01 April 2022 through 18 June 2022:

- Administrative
  - Transmittals
    - Processed transmittals from Florida MCL Detachments and sent emails and/or letters of explanation to Detachment Paymasters for any requiring correction. Transmittals that remain uncorrected are returned to the respective detachment with a cover letter of explanation.
    - Returned all email and phone inquiries from any/all detachments about completing transmittals or other administrative related matters.
  - Department of Florida Professional Development Program (PDP).
    - Assisted with informational and instructional support at 2022 Spring Conference and State Convention PDP sessions.
    - Discussed podcast and Zoom call with PDP Director as additional ways to inform and instruct detachments about the multiple forms and filings critical to keeping their detachment and members in good standing.

- 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,

Kathleen Potthoff
MCL Department of Florida, Paymaster

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