



## **CIRCLE REPORTING FORM PROCEDURES:**

Circle Treasurers: Please submit all funds collected to the ACC Office.

Please address your envelope to ACC like this:  
Advocacy and Caring for Children (ACC)  
100 23rd Ave S.  
Seattle, WA 98144

Please include a Circle Reporting Form with any funds submitted. One is included with this packet. Additional Circle Reporting Forms are available online under the For Members Tab, and Treasurer forms link: <https://www.advocacyandcaringforchildren.org/treasurer-forms.html>

Treasurers will collect the following funds:

- Dues -\$25 per member (Due on or before November 30th)
- Holiday Fund Cash Donations
- Calendar Money (Due on or before January 31st)
- Raffle Tickets (Spring Luncheon)
- All Association Luncheon and Board Meeting Reservations
- Circle Projects (Due on or before June 15th):
- Collect and forward income from fund-raising projects to the ACC Office immediately after projects are completed. Circles cannot use these funds for any other purpose; all income must be turned in to the ACC Office in order to maintain our 501(c)-(3) non-profit status. Circles may not donate directly to any program or individual nor can they hold monies for the purpose of investment. All funds must be turned in to ACC office before the end of fiscal year: June 30
- In-Kind Donation Report

Advocacy and Caring for Children (ACC) is a group of committed women who support a network of programs focused on the needs of underserved children and families in an effort to improve their quality of life. For over 100 years, ACC members have remained faithful to the needs of children and families by providing financial and volunteer resources through steadfast partnerships with organizations across Western Washington.