

# FS-102

## Member Management Training for Financial Secretaries and Comptrollers



### Session Agenda

Using Member Management  
for:

Member Billing, Posting  
of Dues and the effective  
use of the Retention Process

Posting of Activity Funds  
Receipts and the payment  
of bills using Vouchers

Financial Reporting

**Date: Saturday, December 1, 2018**

**Time: 8:30 a.m.— 12:00 Noon**

**8:30 a.m. Hospitality**

**9:00 a.m. Session begins**

**St Christopher Hall**

**Bring your laptop; WiFi available**

Our Chapter will be hosting a FS-102 Supreme Member Management Training Session for Financial Secretaries and Comptrollers. Grand Knights, Treasurers, and other interested council members or other chapters' financial secretaries are also welcome to attend to see how a council's or assembly's membership and financial records can be maintained through this system.

**To prepare for set-up and hospitality, please RSVP to: Dale Pittman, State Trainer, at [training@kofc-sgvchapter.org](mailto:training@kofc-sgvchapter.org)**