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New York, N.Y. 10003

August 22, 1968

TO ALL ORGANIZERS AND BRANCH TREASURERS

Dear Comrades,

Finances II

As you can see from the enclosed revised forms for dues, national sustainer, and monthly report, the national office is moving into the second stage of a revised financial system.

We hope that these changes in the financial forms will bring into sharper focus those financial commitments and responsibilities most important to the national office and will be more efficient for the branch treasurers.

In reviewing the financial forms we have been using, we have found that only about 40% of the branches have been sending in the forms regularly and completely filled out. Under the new sustainer system we can only function efficiently if they are sent to us regularly, once a month (and more often for the sustainer form if only partial monthly payments are made.) Their purpose is not to agonize branch treasurers, but to give the branch and the national office a regular idea of where each branch stands financially and help avert drifting that can result in financial crises.

Monthly Financial Report

We have tried to simplify and clarify the Monthly Financial Report form so that treasurers will find it possible to complete it regularly with a minimum of effort.

You'll notice that the form is no longer a complete model for your local books in that it lumps together under "Other" some items that are very important to local finances, such as proceeds from socials, expenses for telephone, etc. The new form is designed to show what the national office wants to see each month about branch finances and should not be used as a substitute for a complete breakdown on finances at the branch level.

Monthly Sustainer Form

The new Monthly Sustainer form is designed to keep branch treasurers and the national office on top of the monthly per capita commitment of branches to the national office.

A separate letter on the whole question of the monthly sustainer under the new system will be coming out of the national

office in a few days.

We hope that branches will try to reorganize their finances so that they can make at least partial payment on their monthly sustainer at the beginning of each month and have it paid in full by the 15th, since our financial structure here in the national office is based on a number of monthly financial commitments which we honor at the beginning of each month.

#### Monthly Dues Form

The new Dues form is pretty much self explanatory. Just a word on the question of unemployed dues: We have noticed large variations around the country on the use of the category of unemployed dues. "Unemployed" is a category for comrades who are totally out of work and who receive no compensation. That is how the category originated in the first place. For example, party functionaries are not unemployed, nor is the average student, nor is a married comrade whose spouse is employed and who together have a regular income.

#### Monthly Statement

We will continue to send out monthly statements to each branch treasurer to keep you up to date on what you owe to the national office. This innovation of regular billing to branches should help prevent drifting behind on financial commitments to the party. Especially under the new sustainer system, branches that fall behind on regular commitments to the national office can find it very hard to catch up. We hope the monthly billing to each branch will help to prevent debts from piling up.

Included on the end of the month statement will be a charge for the following month's sustainer. As we said before, our budget works only if branches pay us on or about the first of the month for their sustainer as well as for other items listed on the statement for the previous month(s).

Please throw out all copies of the old financial forms that you have and begin using the new forms for the reports you send in starting with August.

Comradely,

*Judy White*

Judy White  
National Office