



June 1, 2009

Dear Congregant,

The finance committee would like to inform you of the procedures for the fiscal year 2009 – 2010 regarding:

- 1) Hebrew School Forms & Payments
- 2) Billing
- 3) High Holiday (HH) Tickets
- 4) Financial Arrangements

Membership, Hebrew School, Financial and Community Participation forms are attached. It is necessary that they be filled out and returned promptly in order to update any information that has changed. Statements for the new fiscal year, 7/1/2009-6/30/2010, will be sent to all members beginning 7/1/2009. Starting payments at this time will make it easier for members to meet the required 25% of their obligation in order to receive High Holiday tickets in September. For congregants with children, the statements will reflect the tuition cost of the Hebrew School student's next grade if the Hebrew School form is not received in time.

Invoices will be sent at the same frequency (monthly, quarterly or semi annually) previously chosen for the 2008-2009 fiscal year unless updated by the 2009-2010 financial form. Payments are due in the 1st month of any payment period starting in July 2009. If members are more than 1 month late with any payment, they are requested to inform the financial secretary so that other arrangements may be made. Twenty five percent of the member's financial responsibility must be paid by 9/1/09, 2 weeks prior to Rosh Hashanah. For those members paying monthly, two payments must be received prior to the 9/1/09 date. HH tickets will be mailed 2 weeks prior to the holidays. Tickets must be presented at the door. There will be no exceptions.

Prior to the start of Hebrew School, the Hebrew School form must be submitted and the 25% obligation (which includes books, tuition, Bar/Bat Mitzvah fees and membership dues) must be met unless other arrangements have been made with the financial secretary in advance. These two requirements must be met or the student will not be admitted. A reminder to return forms and meet the financial obligations will be mailed 3 weeks prior to the start of school if forms have not been received. It is not the intent of the financial committee to deny a religious education to any child. However, it is the responsibility of

the parents to return the forms in a timely manner and meet their financial obligation to the synagogue.

Congregants who received some form of financial aid for the 2008-2009 year will be invoiced at the full amount for 2009-2010 unless they have initiated new arrangements for the new fiscal year.

Please take the time to fill out the forms, especially those who have children attending Hebrew School. Contact Art Shapiro if you have any questions about the policy or filling out the forms. (Art Shapiro will not be available from 9/4/09-9/13/09.)

Wishing you a happy, enjoyable and safe summer,

B'nai Tikvah Financial Committee.