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**SECULAR FRANCISCAN ORDER**

**Five Franciscan Martyrs Region**

*Florida, South Georgia, Lower Alabama*

[www.ffmr-ofs.org](http://www.ffmr-ofs.org/)

December 4, 2023

Dear Fraternity Minister and Council,

It is again the time of the year for all of us to do our Annual Report. This report is our yearly communication to the National Secular Franciscans, also referred to as NAFRA. We (the Five Franciscan Martyrs Region Executive Council) must complete this report for the National Fraternity based on your input from your report - what has happened in your local fraternity this past year. Each local fraternity has these individual reports to complete. The Regional Board is hoping it goes just as smoothly this year as it did last year. Thank you in advance.

This year your fair share amount will be directly connected to what is recorded in the database. **If you have questions about what is listed on your Database please contact your family councilor or Pat Wolfert, the Database monitor. (PatWolfert1942@gmail.com)**

Many of you are newly elected ministers and this is the first time you will be completing this annual report. Be sure to complete this with your council as best you can. You will need to pay for professed members, temporarily inactive members, and those in candidacy. The Fair Share is still $55 per person ($17 of that is sent by us to the National Secular Franciscan Order). I know many of you have been working with Pat Wolfert on this so this should be an easy process. You must let her know of any changes including your actual members and the database before 12-31. We were accurate last year and hope to do the same this year. The report is much shorter this year. Most of the information is coming directly from the Database, now that the new system is in place. We are also requesting information about your Spiritual Assistants. National has also requested information about YouFra and your activities throughout the year that involves the youth. There are two forms you will need to complete. One is the Annual Report and the other is the Financial Report completed by the treasurer.

You must use the "drop dead" date of **February 14th** for the due date; please send it in earlier if you are able. That gives our regional team 12 days to have our final report ready for the National Fraternity which is due on March 1st.

We will be meeting as a regional team, to complete this report, toward the end of February. I ask you to contact your Family Councilor or me if you have questions or issues when completing these reports.

I apologize for the length of this report, but these issues are being asked of us from NAFRA. The best way to collect accurate information is to ask each fraternity individually.

The two reports attached to this letter are the Annual Report and Treasurer's Report. The Annual Report is sent to Jeane Swaynos, OFS, Regional Minister at:

Jeane Swaynos, OFS

216 E. Sweetwater Ck. Dr.

Longwood, Fl. 32779

The Treasurer's Report (Include your Fair Share, which is $55 per Professed member and Candidates) is sent to: Karen Rooney, OFS, Treasurer at:

Karen Rooney, OFS

1315 Mirror Terrace NW

Winter Haven, FL 33881

 Most importantly, make sure ALL the NUMBERS are the same on both reports: the Annual Report and the Treasurer's Report (which also matches the data base). If there is a discrepancy, it has to be corrected by December 31st. Whichever number is higher, the individual roster or the database will calculate the amount due to the region for your Fair Share. Your Family Councilors will be checking your counts against the number in the database, as well as Pat Wolfert. Please reach out for help, we are here to support you. We are working with a new database this year that should make things easier. Many of the details you reports previous years will come directly off this database. That, in itself, is challenging because we are on a learning curve with this new system.

**Pat Wolfert PatWolfert1942@gmail.com**

***If there are any additional changes on the database needed they are due to Pat Wolfert by December 31, 2023 so your Fair Share will be accurate.***

You can send us your report through email or through snail mail. Whichever works for you. The addresses are above. One copy will be given to your family councilor and we will keep one on file here. Please be sure to keep a copy for your file.

Please work with your council when completing these reports. Know that you are not alone; we are here to support you. You can connect to your Family Councilor or me as you go through this process. If you misplace the Annual report form, it will be available on our Regional website at **www.ffmr-ofs.org**

Lastly, if you are having trouble understanding any of this, please get in touch with one of us anytime.

Thanking you in advance for all that you do.

 Sincerely,

Jeane Swaynos

Jeane Swaynos, OFS

swaynos@cfl.rr.com

Regional Minister

Five Franciscan Martyrs Region

Secular Franciscan Order

Phone 407-462-0808