

## **Instructions to complete Subordinate Executive Committee Quarterly Report**

**Report is due on March 31, June 30, September 30 and December 31 of each year**

**This report should be completed by the Executive Committee of the Grange immediately after completing the quarterly audit of the Secretary's and Treasurer's records. This audit should include at least the following:**

1. Review of the Secretary's minutes and records
2. Review of the Treasurer's records and balancing these with the Secretary's records
3. Review Secretary's Orders to the Treasurer to be sure these match the Secretary's & Treasurer's records
4. Review Treasurer's receipts to the Secretary to be sure these match the Secretary's & Treasurer's records
5. Review of bank account(s) to be sure the records balance with the money received and paid out
6. Balance dues record book with dues receipt stubs and match to the total dues received by the Secretary & Treasurer

### **Line by line instructions:**

At the top of the report fill in the Grange name and number and the quarter the report is for

#### **Property:**

1. Enter the current estimated value of any building and/or land the Grange owns
2. Enter the current estimated value of regalia the Grange owns
3. Enter the current estimated value of other high value items the Grange owns (for example: a tent or a trailer) please specify what the item is in the space below line 3
4. Enter the current Mortgage, loan or unpaid balance on any of the above property.
- 4a. Is the property encumbered by a CPA or Grange Hall Grant? If yes, enter how much.
5. Is the property insured? Does the Grange have Liability Insurance? If yes, enter how much insurance coverage the Grange has.
6. What is the expiration date of the insurance reference on line 5.

#### **Meetings:**

7. Enter the number of business meetings the Grange held during the quarter.
8. Enter the number of open meetings the Grange held during the quarter.
9. Enter the number of other events the Grange held or coordinated during the year. (for example: fairs and suppers)

#### **Membership: for lines 10 through 22 do not include affiliate or associate members**

10. Enter the number of members at the beginning of the quarter. This should match line 20 of the prior quarter's report.
11. Enter the number of members gained by initiation during the quarter.
12. Enter the number of members gained by demit during the quarter.
13. Enter the number of members gained by reinstatement during the quarter.
14. Enter the total of lines 11 through 13.
15. Enter the number of members lost by death during the quarter.
16. Enter the number of members lost by demit during the quarter.
17. Enter the number of members lost by suspension during the quarter.
18. Enter the number of members lost by withdrawal during the quarter.
19. Enter the total of lines 16 through 18.
20. Enter the number of members at the end of the quarter. This will be line 10 plus line 14 minus line 19.
21. Enter the number of affiliate members at the end of the quarter.
22. Enter the number of associate members at the end of the quarter.
23. Has form 990-N been filed with the IRS? Enter filing date.

**Secretary - Financial:**

24. Enter the total amount of cash the Secretary had on hand at the beginning of the quarter. This should match line 28 of the prior quarter's report. (This should usually be zero.)
25. Enter the total amount of cash received by the Secretary during the quarter.
26. Enter the total of lines 24 and 25.
27. Enter the total amount of cash paid to the Treasurer during the quarter. This should be the total amount of money the Secretary had on hand and received during the quarter.
28. Enter the result of line 26 minus line 27. (This should be zero. If this is not zero, then explain (on the back of the report) why all the cash was not paid to the Treasurer.
29. Enter the total of all dues that remain unpaid as of the end of the quarter.
30. Enter the total number of members that still owe dues.

**Treasurer - Financial:**

31. Enter the total cash on hand in the checking account (general fund) of the Grange at the beginning of the quarter. Do not include any invested funds on this line.
32. Enter the total amount of interest received on the general fund of the Grange and any money that was transferred from the invested funds in to the general fund during the quarter.
33. Enter any funds transferred from Savings to Checking account during the quarter
34. Enter the total cash received from the Secretary during the quarter. This should match line 27 of this report.
35. Enter the total of line 31 through line 34.
36. Enter the total cash paid out and any money that was transferred into the invested funds during the quarter.
37. Enter the any amount transferred to invested funds.
38. Enter the total funds on hand at the end of the quarter. Line 35 minus line 36 and 37.
39. Enter the total of any unpaid bills at the end of the quarter.

**Invested Funds**

40. Enter the total invested funds in any savings accounts of the Grange.
41. Enter the total invested funds in any certificates of deposit of the Grange.
42. Enter the total of any other invested funds of the Grange at the end of the quarter. Please specify what these funds represent (such as stock or bonds) in the space below line 40.
44. Enter the total of line 40 through line 42.

After the report is completed, the members of the Executive Committee who completed the audit should sign the report and affix the Grange seal to the bottom of the report.

Send the white copy to the State Master.

File the yellow copy with the Subordinate Grange Secretary.