

## Annual Reporting /Remittance Calendar (For Moose Legion Secretaries)

### \*Monthly Deliverables:

- 5<sup>th</sup>  Send Eligibility List to Assistant Secretaries AND Board of Directors.
- 10<sup>th</sup>  Reconcile all bank accounts; Transmit Monthly Reports to Moose Int'l.
- 15<sup>th</sup>  Send Endowment Fund collection to Moose Charities.
- 25<sup>th</sup>  Send monthly A/R payment to Moose Int'l (Statement of Accounts Balance).
- Last Day  Make final deposit at bank AND in QuickBooks.

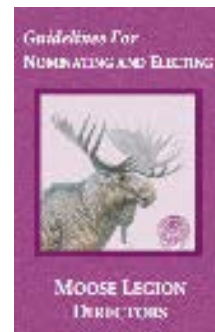


### 1<sup>st</sup> Calendar Quarter:

- JAN: \*  *Complete all Monthly Deliverables shown above.*
- 10<sup>th</sup>  File quarterly 941 Form for withheld taxes in 4Q of previous year (if the Moose Legion has a payroll).
- 31<sup>st</sup>  Mail/Post-mark W-2s (if payroll).
- 31<sup>st</sup>  Mail/Post-mark 1099-INT (Copy B) to applicable recipient(s).
- 31<sup>st</sup>  File 940 or 940EZ Federal Unemployment Tax (if payroll).



- FEB: \*  *Complete all Monthly Deliverables shown above.*
- 28<sup>th</sup>  Mail/Post-mark W-2s & Form W-3 to IRS (if payroll).
- 28<sup>th</sup>  Mail/Post-mark 1099-INT (Copy A) and Form 1096 to IRS.
- ?  E-mail/Post Nominating Committee meeting notice 30 days prior to actual meeting date.



- MAR: \*  *Complete all Monthly Deliverables shown above.*
- Other: ?  Prepare for and Attend Quarterly Celebration (sometime during this quarter).

## 2<sup>nd</sup> Calendar Quarter:

APRIL: \*  *Complete all Monthly Deliverables shown on Page 1.*

10<sup>th</sup>  File Quarterly 941 Form for withheld taxes in 1Q (if payroll).

30<sup>th</sup>  Board of Directors Election/Installation Deadline

30<sup>th</sup>  Annual Membership (Celebration) Meeting Deadline.



MAY: \*  *Complete all Monthly Deliverables shown on Page 1.*

7<sup>th</sup>  File completed W-4s for paid employees (new or changed info).

10<sup>th</sup>  Enter/Update Board of Directors online (MMMS Admin Menu)

**My Membership Record**  
Address Changes,  
Sponsor Info,  
Admin/Recorder Login

JUNE: \*  *Complete all Monthly Deliverables shown on Page 1.*

1<sup>st</sup>  Mail MLoY forms to Assistant Secretaries.

Other: ?  Prepare for and Attend Quarterly Celebration sometime during this quarter.

## 3<sup>rd</sup> Calendar Quarter:

JULY: \*  *Complete all Monthly Deliverables shown on Page 1.*

10<sup>th</sup>  File Quarterly 941 Form for withheld taxes in 2Q (if applicable)

11<sup>th</sup>  E-mail Asst Secretaries about MLoY Form Due Date (7/15).

AUG: \*  *Complete all Monthly Deliverables shown on Page 1.*

SEPT: \*  *Complete all Monthly Deliverables shown on Page 1.*

1<sup>st</sup>  Send final MLoY Nominee Form to Moose International

15<sup>th</sup>  E-File/Postmark 990, 990EZ, or 990N with IRS



Other: ?  Prepare for and Attend Quarterly Celebration sometime during this quarter.

## 4<sup>h</sup> Calendar Quarter:

OCT: \*  *Complete all Monthly Deliverables shown on Page 1.*  
10<sup>th</sup>  File Quarterly 941 Form for withheld taxes in 3Q (if applicable)



NOV: \*  *Complete all Monthly Deliverables shown on Page 1.*

DEC: \*  *Complete all Monthly Deliverables shown on Page 1.*

Other: ?  Prepare for and Attend Quarterly Celebration sometime during this quarter.

### As Needed Deliverables:

3d after start  File I-9 (Eligibility for Employment for any paid employee) in Moose Legion file.

Every 2yrs  Complete following courses: 2-HOTT, MLEC, SEC.

?  Check LCL messages.

?  Enter receipts/pay bills in QuickBooks.

?  Settle all post-celebration financial transactions.

?  Enter/Pay bills in QuickBooks!

?  Prepare for semi-annual audit.

?  Celebrate successes with your volunteers!

?  Check Moose International, Moose Legion, and Lodge websites for updates.

?  Read/re-read General Law, Code of Rules, and Guide to Success updates.

?  And whatever else you need to remind yourself about...!