

Semi-Annual Moose Legion Financial Review Prep Checklist

Moose Legion Name _____ No. _____ ST/Prov _____

Data Collector (Name & Title) _____ Date _____

1. General Information (check MMMS before the visit).

Current Moose Legion Directors and Staff:

<u>Title</u>	<u>MID#</u>	<u>Name</u>	<u>Start Date</u>
President	_____	_____	_____
Vice-President	_____	_____	_____
Chaplain	_____	_____	_____
Financial Director	_____	_____	_____
Fraternal Director	_____	_____	_____
Jr. Past President	_____	_____	_____
Secretary	_____	_____	_____
Is Secretary Paid for his services?		_____	
Paid clerical employee (for minutes)?		_____	

Are LMLC Asst Secty's Appointed at all Lodges within the jurisdiction?

<u>Lodge Name</u>	<u>#</u>	<u>Asst. Secretary (Name)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 Check Moose Legion Secretary's Office.

Security & Organization:

Safe? Locked Safe? _____

Secretary's desk and files organized? _____

Moose Legion computer present and secured? _____

3. Check Meeting Communications & Records.

Communication:

- legion###@mooseunits.org e-mail checked regularly (weekly, at minimum)? _____
- Is read e-mail removed from e-mailbox? _____
- Director information entered in LCL.web _____
- Monthly P&L and Balance Sheet emailed by the 15th of every month? _____
- All new member applications entered and transmitted? _____
- If not, were they entered during this visit? _____

Moose Legion Director Meetings (1/Quarter, Minimum):

- Are Director meeting agendas prepared/submitted prior to meeting? _____
- Are Director meeting dates, locations, and times emailed to all Directors? _____
- Are meetings conducted ONLY with a quorum present? _____
- Do ALL Directors have less than 3 unexcused meeting absences? _____
- Are Official Communications, printed and electronic, read? _____
- Are Favorable/Unfavorable Membership votes noted? _____
- Are all bills examined prior to recommended for payment? _____
- Are the FR Committee's semi-annual reports documented in minutes? Is each Committee's progress and status discussed and documented? Are minutes signed by Secretary AND President (or Presiding Officer)? Are minutes emailed to Asst. Secretary's within 15 days after meeting? _____

Moose Legion Membership Meetings (1/Quarter, Minimum):

- Are membership meeting schedules being forwarded to Asst. Secty's? _____
- Are membership meeting schedules posted at the Lodge? _____
- Are membership meetings conducted ONLY with a quorum present? _____
- The AVERAGE total attendance at membership meetings in the past 6 months was _____
- Do ALL Directors have less than 3 unexcused meeting absences? _____
- Are Official Communications, printed and electronic, read? _____
- All bills read for approval and recorded in minutes? _____
- Are Applicants and Sponsor listed by name for vote of membership? _____
- Is there a Report of Sickness and Distress at each Lodge meeting? _____
- Amount of the Endowment Fund *collected* during the last 6 months ? _____
- Amount of the Endowment Fund *remitted* during the last 6 months ? _____
- Is a Semi-Annual FR Committee Report presented at Membership meetings? Are minutes signed by Secretary AND President (or Presiding Officer)? _____
- Are minutes emailed to Asst. Secretary's within 15 days after meeting? _____

Lodge Moose Legion Committee Meetings (1/Month Minimum):

- Are meetings held according to scheduled dates and times? _____
- Do ALL Officers have less than 3 unexcused meeting absences? _____
- Are minutes signed by the Secretary and Chairman? _____
- Are Moose Legion applications available at Lodges? _____
- Is current Moose Legion promotional material visible in Lodges? _____

4. Check Inventory.

Is resale inventory stored in a secure area?

Is an inventory checklist being used?

5. Check Financial Records.

Entering and Paying Bills:

Are bills being entered in QuickBooks?

	Payment Method	Is indebtedness current?
Moose Int'l A/R including risk pool (liability)?	_____	_____
Endowment Fund/Moose Charities Remittance?	_____	_____
Secretary/Clerical (cable, phone %)	_____	_____
Supplies	_____	_____
State Sales Tax	_____	_____
Payroll Tax	_____	_____

If checks, are they signed by President and \$ Director?

If cash purchases,

Are there supporting receipts?

Are the receipts stored properly?

Entering Receipts and Making Deposits

Are receipts being entered in QuickBooks?

Are donations being recorded properly?

Are monthly deposits (at minimum) being made to the bank?

(e.g., Deposit History Report; weekly envelope total; sales and dues

Monthly Reconciliation:

Do bank balances match Moose Legion records?

Is \$ Director signing off on printed monthly bank statement?

Are printed P&L and Balance Sheets filed with bank statement?

6. Check Reports & Filings Status.

Int'l Moose Legion:

Celebration program plans submitted on a timely basis? _____

Moose Legionnaire candidate selected/sbmitted? _____

Insurance:

Surety/Fidelity Bond Company _____
Policy ID _____ Through: _____ Check# _____

Worker's Comp Insurance Company _____
Policy ID _____ Through: _____ Check# _____

State Filing:

Is state incorporation filing current? _____

Payroll Tax Return last filed _____

Payroll Tax Deposit remitted on _____ for \$ _____ Check# _____

Unemployment Tax remitted on _____ for \$ _____ Check# _____

Sales Tax remitted on _____ for \$ _____ Check# _____

IRS Filing

Form 990 Most recent year's Form 990 filed on _____

List Years IRS Form 990 not filed, if any: _____

Paid Employee Filings & Payment Confirmation

Do Secretary/Clerical Files include:

Employment Application? _____

Form I-9 eligibility to work? _____

Form W-4 withholding allowances? _____

Form W-5 Earned Income Credit advanced payments? _____

TiPS certifications on file for ALL alcohol servers? _____

Forms W-2 issued by January 31 for prior year ended 12/31? _____

Form W-3 issued by February 28 for prior year W-2 summary? _____

Quarterly/Monthly Payroll Taxes Filed and Paid? (Form 941 and others) _____

Form 941 or 944 Federal Tax Return last filed on _____

Form 8109 Federal Tax Deposit remitted on: _____

for \$ _____ Check# _____

Form 940 Annual Federal Unemployment Tax Return last filed on: _____

7. Check Membership Promotion/Retention.

Does the Moose Legion maintain a website? _____

How often does the Moose Legion publish & mail a newsletter to members? _____

 If sent, does it include *Membership Promotional* material? _____

 If sent, does it include *Sponsor Recognition* material? _____

 If sent, does it include *Member Benefits Promotional* material? _____

Are blank applications available to members? _____

Are current International Membership Campaigns displayed? _____

Is a local membership campaign currently being promoted? _____

Permit Type? _____

8. Complete Financial Review Information

Who assisted you in the completion of this checklist (name and title)?

FR Report prepared/reviewed with Moose Legion Directors? _____

 If not, scheduled review date set for: _____

How long did it take to complete this checklist? Hrs _____ Minutes _____

0. Report findings to Director of Ritual and Higher Degrees (Bob Neff)