

# WOTM Official Communication for March 19, 2026

## Missing Document/ Missing Position Letters

The spring “Missing Document” and “Missing Position” letters are on their way. If you receive one of these letters, please **read it carefully**. The letter was created on **March 6, 2026**. If a document listed on the letter was remitted, be sure to check in LCL to see if the form/document has been received. We may have received it after March 6<sup>th</sup>, but before you received the “Missing Document” letter.

## Financial Reports

### Profit & Loss and Balance Sheet Reports

Effective with the May 1, 2021 Women of the Moose General Laws, the Profit & Loss and Balance Sheet reports are no longer required to be remitted to the Women of the Moose for the Award of Achievement or the Star Degree. If your QuickBooks Online is sending them automatically, please “turn them off.” Navigate to *Reports – Custom Reports – Edit -Set Email Schedule – Off – Save and Close*.

### Monthly vs Quarterly Audits

The Monthly Audit Report (now known as the Financial Review) is no longer required to be remitted to the WOTM Office by the 10<sup>th</sup> of the month. Instead each chapter is to submit the Quarterly Audit Report which is due on or before the 15<sup>th</sup> day of the months of August, November, February and May. This Quarterly Audit Report is a requirement for the Award of Achievement and the Star Degree. Please be sure you are using the correct form and that the Chapter information is completed at the top of the form.

## Check LCL for both Mailing and Physical addresses

We receive returned mail periodically and then learn the chapter’s address has been changed. It is the responsibility of the Chapter Treasurer to make sure both the mailing and physical address in LCL are correct. In the next few months, we will be sending the Officer and Treasurer Handbooks with other important information to each chapter. Having the correct address makes delivery of these items possible. Resending the package may result in additional costs to the chapter.

Under the Fraternity section in LCL, click on Fraternal Unit Info. Make sure both addresses are correct. If not, please make and save any necessary corrections.

## **WOTM Training Classes**

New training classes are now available for both the 6-hr WOTM and Treasurer Training (*formally 2-HOTT*). These classes will help you in performing the requirements of your office and make the chapter operations much smoother.

To sign up for a class, go to Moose Training on the Moose International website, and under Moose Training Schedule, select 6-Hour WOTM Training or WOTM Treasurer Training and the state you will be attending. Click search and you will find those training classes for the type and state selected. If you don't find what you are looking for, you can change either the state or class type. When you find the class you wish to take, please RSVP to the Trainer.