

Instructions to complete Subordinate Secretary's Quarterly Report
Reports are due on March 31, June 30, September 30 and December 31 of each year

Step by step instructions:

Enter the Grange name and number and the date of quarter being reported.

MASSACHUSETTS STATE GRANGE			
QUARTERLY REPORT OF	Grange Name	SUBORDINATE GRANGE NO.	1
FOR THE QUARTER ENDING	March 31, 2015		

The next section of the form is to report the number of members in your Grange and to report all of the changes in membership that have occurred during the quarter.

Each line and column should be filled out completely in order to accurately record your Grange's membership. Also each line represents a different type of member you could have in your Grange.

PLEASE NOTE: All the membership types are allowed in Massachusetts however your Grange must have voted to accept them in your Grange and they should be included in your Grange's By-Laws.

Column A – Total at the Beginning of the quarter

Column A is to report the membership for your Grange as it existed at the beginning of the quarter. **Note: The Beginning membership of the Quarter is the total from Column L from the previous quarter.**

Individual Membership

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.		Total at the Beginning of the quarter
Individual Membership (do not include people)		
1.	No. of Non Golden Sheaf Individual Members	40
2.	No. of Golden Sheaf Individual Members (before 1/1/2001)	7
3.	No. of Golden Sheaf Individual Members (after 12/31/2000)	6

Line 1. No. of Non Golden Sheaf Individual Members.
 Report regular members, who are not part of a family membership, are not affiliate or associate members and who have not reached Golden Sheaf status.

Line 2. No. of Golden Sheaf Individual Members (before 1/1/2001)
 Report regular members, who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status before January 1, 2001. *These members are exempt from paying dues to the National or State Granges.*

Line 3. No. of Golden Sheaf Individual Members (after 12/31/2000)
 Report regular members, who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status after December 31, 2000. These members owe dues to the National and State Granges.

Do not include any changes that occurred during the quarter in Column A.

Family Membership

Family Membership		
4.	No. Family Memberships	1
5.	No. of Individuals in Family Memberships	4

Line 4. No. of Family Memberships
 Report any family memberships. Family membership is defined as a husband and wife and their dependents or a single person and their dependents, all persons **must live in the same household**. Dependents are children, foster children, adopted children, step children, grandchildren or great grandchildren under the age of 23. The dues for family membership is double that of an individual member.

NOTE: Report the number of families on this line. A family of 4 would be counted as 1 on line 4.

Line 5. No. of Individuals in Family Memberships
 Report the number of individuals who are in the family memberships reported on line 4.

NOTE: A family of 4 would be counted as 4 on line 5.

Affiliate Membership

Affiliate Membership		
6.	No. of Non Golden Sheaf Affiliate Members	1
7.	No. of Golden Sheaf Affiliate Members (before 1/1/2001)	1
8.	No. of Golden Sheaf Affiliate Members (after 12/31/2000)	1

Line 6. No. of Non Golden Sheaf Affiliate Members
Report affiliate members who have not reached Golden Sheaf status.

Line 7. No. of Golden Sheaf Affiliate Members (before 1/1/2001)
Report any affiliate members who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status before January 1, 2001. *These members are exempt from paying dues to the National or State Granges.*

Line 8. No. of Golden Sheaf Affiliate Members (after 12/31/2000)
Report any affiliate members who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status after December 31, 2000. These members owe dues to the National and State Granges.

Associate Membership

Associate Membership		
9.	No. of Associate Members	

Line 9. No. of Associate Members
This line is to report associate members. An associate member is a member who wishes to be associated with the Grange but does not wish to be a fraternal member of the Grange. An associate member does not receive the degrees, cannot vote and cannot participate in events or contests that are designated for Grange members only.

The following represents a change that can occur in membership.

Column B – Gain by Demit

Column B is to report any members taken in by demit during the quarter. **Note: this column is not valid for associate or affiliate members, these members cannot be issued demits.**

Column C – Gain by Reinstatement

Column C is to report any members taken in by reinstatement during the quarter.

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.	A	B	C
	Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement
Individual Membership (do not include people that are part			
1. No. of Non Golden Sheaf Individual Members	40	1	1
2. No. of Golden Sheaf Individual Members (before 1/1/2001)	7		
3. No. of Golden Sheaf Individual Members (after 12/31/2000)	6		

Column D – Gain by Initiation/Application

Column D is to report individual and family members who were taken in by initiation or obligation during the quarter. Column D is also to report affiliate or associate members who were taken in by application during the quarter.

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.	A	B	C	D
	Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement	Gain by Initiation/Application

Individual Membership (do not include people that are part of a family membership)

1. No. of Non Golden Sheaf Individual Members	40	1	1	2
2. No. of Golden Sheaf Individual Members (before 1/1/2001)	7			
3. No. of Golden Sheaf Individual Members (after 12/31/2000)	6			

Family Membership				
4. No. Family Memberships	1			1
5. No. of Individuals in Family Memberships	4			3

Affiliate Membership				
6. No. of Non Golden Sheaf Affiliate Members	1			1
7. No. of Golden Sheaf Affiliate Members (before 1/1/2001)	1			1
8. No. of Golden Sheaf Affiliate Members (after 12/31/2000)	1			

Column E – Sub Total of Columns A + B + C + D

Add columns A, B, C and D and enter the amount in column E.

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.	A	B	C	D	E
	Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement	Gain by Initiation/Application	Sub Total (Columns A + B + C + D)

Individual Membership (do not include people that are part of a family membership)

1. No. of Non Golden Sheaf Individual Members	40	1	1	2	44
2. No. of Golden Sheaf Individual Members (before 1/1/2001)	7				7
3. No. of Golden Sheaf Individual Members (after 12/31/2000)	6				6

Family Membership

4. No. Family Memberships	1			1	2
5. No. of Individuals in Family Memberships	4			3	7

Affiliate Membership

6. No. of Non Golden Sheaf Affiliate Members	1			1	2
7. No. of Golden Sheaf Affiliate Members (before 1/1/2001)	1			1	2
8. No. of Golden Sheaf Affiliate Members (after 12/31/2000)	1				1

Losses during the Quarter:

Column F – Lost by Demit

Report any member who left by demit during the quarter. **Note: this column is not valid for associate or affiliate members, these members cannot be issued demits.**

Column G – Lost by Suspension

Report any member who was suspended during the quarter.

Column H – Lost by Death

Report any member who died during the quarter.

Column I – Lost by Withdrawal

Report any member who withdrew from membership during the quarter.

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.		A	B	C	D	E	F	G	H	I
		Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement	Gain by Initiation/Application	Sub Total (Columns A + B + C + D)	Lost by Demit	Lost by Suspension	Lost by Death	Lost by Withdrawal
Individual Membership (do not include people that are part of a family membership)										
1.	No. of Non Golden Sheaf Individual Members	40	1	1	2	44	1	1		1
2.	No. of Golden Sheaf Individual Members (before 1/1/2001)	7				7			1	
3.	No. of Golden Sheaf Individual Members (after 12/31/2000)	6				6				
Family Membership										
4.	No. Family Memberships	1			1	2				
5.	No. of Individuals in Family Memberships	4			3	7				
Affiliate Membership										
6.	No. of Non Golden Sheaf Affiliate Members	1			1	2				
7.	No. of Golden Sheaf Affiliate Members (before 1/1/2001)	1			1	2				
8.	No. of Golden Sheaf Affiliate Members (after 12/31/2000)	1				1			1	

Column J – Sub Total of Columns E - F - G - H - I

Take column E and subtract columns F, G, H and I and enter the amount in column J.

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.		E	F	G	H	I	J	K	L
		Sub Total (Columns A + B + C + D)	Lost by Demit	Lost by Suspension	Lost by Death	Lost by Withdrawal	Sub Total (Columns E - F - G - H - I)	Change in Type for a Member	Total at End of quarter (Columns J + K)
Individual Membership (do not include people that are part of a family membership)									
1.	No. of Non Golden Sheaf Individual Members	44	1	1		1	41		41
2.	No. of Golden Sheaf Individual Members (before 1/1/2001)	7			1		6		6
3.	No. of Golden Sheaf Individual Members (after 12/31/2000)	6					6		6
Family Membership									
4.	No. Family Memberships	2					2		2
5.	No. of Individuals in Family Memberships	7					7		7
Affiliate Membership									
6.	No. of Non Golden Sheaf Affiliate Members	2					2		2
7.	No. of Golden Sheaf Affiliate Members (before 1/1/2001)	2					2		2
8.	No. of Golden Sheaf Affiliate Members (after 12/31/2000)	1			1		0		0

Line 1: 44 - 3 = 41
Line 2: 7 - 1 = 6

Column K – Change in Type for a Member

Column K is not to report losses and gains. This column is to report changes within current membership.

This report is due at the end of each quarter: March 31, June 30, September 30, December 31. Send the report no later than 5 days after the close of the quarter. Forward the WHITE copy to the State Secretary and retain the YELLOW copy for your records.		A	B	C	D	E	F	G	H	I	J	K	L
		Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement	Gain by Initiation/Application	Sub Total (Columns A + B + C + D)	Lost by Demit	Lost by Suspension	Lost by Death	Lost by Withdrawal	Sub Total (Columns E - F - G - H - I)	Change in Type for a Member	Total at End of quarter (Columns J + K)
Individual Membership (do not include people that are part of a family membership)													
1.	No. of Non Golden Sheaf Individual Members	40	1	1	2	44	1	1		1	41	-1	40
2.	No. of Golden Sheaf Individual Members (before 1/1/2001)	7				7			1		6		6
3.	No. of Golden Sheaf Individual Members (after 12/31/2000)	6				6					6	1	7

Example #1: A regular member obtained Golden Sheaf status during the quarter you would need to move member from line 1 to line 3. Column K to show a -1 in line 1 and a +1 in line 3.

A husband and wife are already members and included in row 1. Their daughter turns 14 and joins the Grange. This now qualifies these 3 members for family membership.

	A	B	C	D	E	F	G	H	I	J	K	L
	Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement	Gain by Initiation/Application	Sub Total (Columns A + B + C + D)	Lost by Demit	Lost by Suspension	Lost by Death	Lost by Withdrawal	Sub Total (Columns E - F - G - H - I)	Change in Type for a Member	Total at End of quarter (Columns J + K)
Individual Membership (do not include people that are part of a family membership)												
1. No. of Non Golden Sheaf Individual Members	40			1	41	1	1		1	38	-3	35
2. No. of Golden Sheaf Individual Members (before 1/1/2001)	7				7			1		6		6
3. No. of Golden Sheaf Individual Members (after 12/31/2000)	6				6					6		6
Family Membership												
4. No. Family Memberships	1			1	2					2	1	3
5. No. of Individuals in Family Memberships	4			3	7					7	3	10

Example #2: The initiation of the daughter would be shown as a +1 in line 1 Column D. In Column K line 1 is shown as -3 and a +3 on line 5 for the 3 people in the family.

Also show a +1 in Column K line 4 to increase the family memberships count.

The above are just examples of any change to the type of membership for an existing members and should be reported using plus (+) and minus (-) in column K.

Column L – Total at End of Quarter

Add columns J and K and enter the amount in column L.

	A	B	C	D	E	F	G	H	I	J	K	L
	Total at the Beginning of the quarter	Gain by Demit	Gain by Reinstatement	Gain by Initiation/Application	Sub Total (Columns A + B + C + D)	Lost by Demit	Lost by Suspension	Lost by Death	Lost by Withdrawal	Sub Total (Columns E - F - G - H - I)	Change in Type for a Member	Total at End of quarter (Columns J + K)
Individual Membership (do not include people that are part of a family membership)												
1. No. of Non Golden Sheaf Individual Members	40	1	1	2	44	1	1		1	41	-3	38
2. No. of Golden Sheaf Individual Members (before 1/1/2001)	7				7			1		6		6
3. No. of Golden Sheaf Individual Members (after 12/31/2000)	6				6					6		6
Family Membership												
4. No. Family Memberships	1			1	2					2	1	3
5. No. of Individuals in Family Memberships	4			3	7					7	3	10
Affiliate Membership												
6. No. of Non Golden Sheaf Affiliate Members	1			1	2					2		2
7. No. of Golden Sheaf Affiliate Members (before 1/1/2001)	1			1	2					2		2
8. No. of Golden Sheaf Affiliate Members (after 12/31/2000)	1				1					1		1
Associate Membership												
9. No. of Associate Members	0				0					0		0

Column L will become Column A on your next quarterly report.

Calculation of the dues payment.

Line 10. Add Column A, Lines 1, 3 and 9, and multiply the total by \$6.75

Dues Payment			
10. Add Column A Row 1, 3 & 9 =	46	x \$6.75 =	\$310.50

The total represents the dues for your individual members, Golden Sheaf members who are required to pay dues and associate members.

Line 11. Take the number in Column A Line 4 then multiply the total by \$13.50

11. Column A Row 4 =	1	x \$13.50 =	\$13.50
----------------------	---	-------------	---------

The total represents the dues for your family memberships.

Line 12. Add Column A, Lines 6 and 8, then multiply the total by \$3.50

12. Add Column A Row 6 & 8 =	2	x \$3.50 =	\$7.00
------------------------------	---	------------	--------

The total represents the dues for your affiliate members and Golden Sheaf affiliates who are required to pay dues.

Line 13. Add Column D, Lines 1 and 4, then multiply the total by \$1.00

13. Add Column D Row 1 & 4 =	3	x \$1.00 =	\$3.00
------------------------------	---	------------	--------

The total represents the application fee for individuals or family memberships gained by initiation or obligation.

Line 14. Add the total dollars calculated on lines 10, 11, 12 and 13 and enter here.

Dues Payment			
10. Add Column A Row 1, 3 & 9 =	46	x \$6.75 =	\$310.50
11. Column A Row 4 =	1	x \$13.50 =	\$13.50
12. Add Column A Row 6 & 8 =	2	x \$3.50 =	\$7.00
13. Add Column D Row 1 & 4 =	3	x \$1.00 =	\$3.00
14. Add the dollar amounts on Lines 10, 11, 12 & 13			\$334.00

Line 14 is the total dues owed for the quarter to the State Grange. Mail the report along with a check for the dues owed to the State Secretary. Make the check payable to the Massachusetts State Grange.

The next section of the report is to report all the changes during the quarter using the key below.

	Type of Change (see above)	Members Name & Address	Member Type (see above)	Date of Change
1.	GI	Sally Doe, 111 Main St., Anytown, MA	I	1/31/2015
2.	Change	John Doe, Jane Doe and Sally Doe, 111 Main St. Anytown, MA	FAM	1/31/2015
3.	Change	Chris Christopher, 4 West St., Anywhere, MA - Individual	GSA	2/5/2015
4.	LDTH	James Smith, 999 Main St., Somewhere, MA	GSB	3/12/2015

The first column is to indicate the type of change.

GI - gained by initiation, application or obligation

GD - gained by demit

GR - gained by reinstatement

ADC if you are simply changing the address for a member

LD - lost by demit

LS - lost by suspension

LDTH - lost by death

LW - lost by withdrawal

The second column is to enter the name and address of the member gained or lost or to report an address change. Please enter a full name and mailing address (including zip code). ***This will update the State Secretary's master membership list and be reported in the State Grange News.***

The third column is to indicate the member list type. Use the following key:

AF if person is an affiliate member

AS if person is an associate member

FAM if a family membership

I if person is an individual member who has not reached golden sheaf status

GSA if person is a Golden Sheaf member who reached 50 continuous years after December 31, 2000

GSB if person is a Golden Sheaf member who reached 50 continuous years before January 1, 2001

The fourth column is to enter the date of the change.

If additional space is need for more members please attach a separate page to the report. Also you can report address changes for existing members by attaching it to this report. Any address changes provided will update the State Secretary's master membership list.

After the entire report is completed:

1. The Master and Secretary must sign the report.
2. If the Secretary has changed or moved, please indicate the new address.
3. Enter the date the report was completed and affix the Grange seal to the report.
4. Send the white copy of the report to the State Secretary along with a check for dues owed.
5. File the yellow copy with the Subordinate Grange Secretary.

Excel documents of the Quarterly Reports are available for downloading from the Massachusetts State Grange website at www.massgrange.org/Resouces