

# Instructions to complete Pomona Secretary's Annual Report

Report is due on June 30 of each year

## Line by line instructions:

### Top of the Report:

Fill in the Grange name and number and the year the report is for.

### Left Side of the Report:

1. Total number of regular members at the beginning of the year. This includes all 50+ year members. This does **not** include any affiliate members or associate members or members gained during the year. This should match line 11 from your prior year's report.
2. Number of members gained by initiation during the year. (Do not include affiliate or associate members.)
3. Number of members gained by demit during the year. (Do not include affiliate or associate members.)
4. Number of members gained by reinstatement during the year. (Do not include affiliate or associate members.)
5. Add lines 1 + 2 + 3 + 4
6. Number of members lost by withdrawal during the year. (Do not include affiliate or associate members.)
7. Number of members lost by demit during the year. (Do not include affiliate or associate members.)
8. Number of members lost by death during the year. (Do not include affiliate or associate members.)
9. Number of members lost by suspension during the year. (Do not include affiliate or associate members.)
10. Add lines 6 + 7 + 8 + 9
11. Subtract line 10 from line 5. This is your regular membership at the end of the year.
12. Affiliate members at the end of the year.
13. Add lines 11 + 12
14. Multiply line 13 by \$0.50
15. Number of 50+ year Pomona members at the end of the year.
16. Multiply line 15 by \$0.50
17. Subtract line 16 from line 14.
18. Associate members at the end of the year.
19. Multiply line 18 by \$5.00
20. Add lines 17 + 19

### Right Side of the Report:

This section is to report all members gained and lost during the year.

There are three columns:

The first column is to enter the name of the member gained or lost. Please enter a complete name

The second column is to indicate the type of gain or loss. Use the following key:

- enter **GI** if gained by initiation
- enter **GD** if gained by demit
- enter **GR** if gained by reinstatement
- enter **LW** if lost by withdrawal
- enter **LD** if lost by demit
- enter **LDTH** if lost by death
- enter **LS** if lost by suspension

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

- enter **AF** if person is an affiliate member
- enter **AS** if person is an associate member
- enter **FY** if person is a 50+ year pomona member
- enter **R** if person is a Regular member who does not fit any of the above categories

If additional space is needed for more members please attach a list to the report.

### Bottom of the Report:

The Master and Secretary must sign the bottom of the report.

If the Secretary has changed or moved please indicate the new address.

Enter the date the report was completed and affix the Grange seal to the report.

Send the green copy of the report to the State Secretary along with a check for dues owed.

File the yellow copy with the Pomona Grange Secretary.