

## Instructions to complete Annual Executive Committee Report

Report covers 12 months (July 1 - June 30) and are due by July 31 immediately after the close of the year

**This report should be completed by the Executive Committee & President of the Grange after completing the audit of the Secretary's and Treasurer's records which includes financials through June 30.**

**This audit should include at least the following:**

- > Review of the Secretary's minutes and records
- > Review of the Treasurer's records and balancing these with the Secretary's records
- > Review Secretary's Orders to the Treasurer to be sure these match the Secretary's & Treasurer's records
- > Review Treasurer's receipts to the Secretary to be sure these match the Secretary's & Treasurer's records
- > Review of bank account to be sure the records balance with the money received and paid out
- > Balance dues record book with dues receipt stubs and match to the total dues received by the Secretary & Treasurer
- > Review the records of any other financial accounts of the Grange in a similar manner to the above. Examples of these would be if your Grange has a separate savings account, certificate of deposit, trust fund with the State Grange, fair account, or scholarship account. Other accounts would also include the accounts of a Junior Grange or Scout Troop that your Grange sponsors.

### Line by line instructions:

At the top of both pages fill in the Grange name and number and the year ending date of the report

### Property:

1. Enter the current estimated value of any building and/or land the Grange owns
2. Enter the current estimated value of regalia the Grange owns
3. Enter the current estimated value of other high value items the Grange owns (for example: tents, trailers, commercial kitchen equipment) please specify what the item is in the space below line 3
4. Enter the current estimated value of miscellaneous other items the Grange owns (for example: furniture, small kitchen equipment, dishes, electronics)
5. Is there a mortgage, loan or unpaid balance on any of the above property? If yes, enter how much.
6. Is there a CPA, Grange Hall Grant or similar encumbrance on the property? If yes, enter how much.
7. Is the property insured? If yes, enter how much property insurance coverage the Grange has.
8. Does the Grange have Liability Insurance? If yes, enter how much liability insurance coverage the Grange has.
9. What is the expiration date of the insurance policy.

### Meetings:

10. Enter the number of business meetings the Grange held during the year.
11. Enter the number of open meetings the Grange held during the year.
12. Enter the number of other events the Grange held or coordinated during the year. (for example: fairs, suppers, workshops, dances, public forums)

### Dues:

13. Enter the total of all dues that remain unpaid as of June 30.
14. Enter the total number of members that still owe dues.

### Secretary - Receipts:

15. Enter the total amount of cash the Secretary had on hand at the beginning of the year. This should match line 19 of the prior year's report. (This should usually be zero.)
16. Enter the total amount of funds received by the Secretary during the year.
17. Enter the total of lines 15 and 16.
18. Enter the total amount of funds paid to the Treasurer during the year. This should usually be the total amount of money the Secretary had on hand and received during the year.
19. Enter the result of line 17 minus line 18. (This should usually be zero. If this is not zero, then explain (on the back of the report) why all the funds were not paid to the Treasurer.

### **Treasurer - Checking Account:**

20. Enter the total funds on hand in the checking account of the Grange at the beginning of the year. Do not include any funds that are in other accounts on this line (these will be reported on page 2).
21. Enter the total amount of interest received on the checking account of the Grange during the year.
22. Enter the total amount of funds transferred into the checking account from other accounts during the year.
23. Enter the total funds received from the Secretary during the year. This should match line 18 of this report.
24. Enter the total of line 20 through line 23.
25. Enter the total funds paid out during the year.
26. Enter the total funds transferred from the checking account to other accounts during the year.
27. Enter the total funds on hand in the checking account of the Grange at the end of the year. Line 24 minus lines 25 and 26.
28. Enter the total of any unpaid bills at the end of the year. If this is not zero, then explain (on the back of the report) why bills have not been paid.

### **Complete Page 2 before finishing Page 1**

**The second page of the report is to report on activities of other accounts that are not the general checking account. All accounts that are under the Grange tax identification number need to be included in the report. Examples of these would be if your Grange has a separate savings account, certificate of deposit, trust fund with the State Grange, fair account, or scholarship account. Other accounts would also include the accounts of a Junior Grange or Scout Troop that your Grange sponsors.**

**If your Grange has other funds but does not have other accounts and keeps all the Grange funds in the checking account then you do not need to list them on page 2 because they are already included in the Treasurer - Checking Account section.**

Other Account - this line is to help keep track of which account that portion of the report is representing. Use an appropriate label such as MSG Trust Fund, Savings Account, Fair Account, or Junior Grange. Do not list bank account numbers on this report.

- A1. Enter the total funds on hand in this account at the beginning of the year. Do not include any funds that are already included in the checking account section of this report.
- A2. Enter the total amount of interest received on this account during the year.
- A3. Enter the total amount of funds transferred into this account from other accounts during the year.
- A4. Enter the total funds received into this account during the year.
- A5. Enter the total of line A1 through line A4.
- A6. Enter the total funds paid out from this account during the year.
- A7. Enter the total funds transferred from this account to other accounts during the year.
- A8. Enter the total funds on hand in this account at the end of the year. Line A5 minus lines A6 and A7.

**Lines B1-B8, C1-C8, etc. are for additional accounts as needed. Refer to the instructions for A1 through A8.**

### **After completing Page 2 go back and finish Page 1**

#### **Treasury - Report of All Accounts:**

29. Enter the total of all funds at the end of the year. Add lines 27, A8, B8, C8, D8, E8, F8
30. Enter the total of all funds received during the year. Add 21, 23, A2, A4, B2, B4, C2, C4, D2, D4, E2, E4, F2, F4  
If line 30 is less than \$50,000 and the Grange receipts have regularly been under \$50,000 then circle Yes under line 30, otherwise circle No. If Yes then the State Grange Treasurer will file the 990-N for your Grange. If No contact the State Grange Treasurer to discuss additional reports that may be required by the IRS. The State Grange will not be able to file these reports for your Grange.

If the name or address of the Secretary and/or President of this Grange has changed since the last State Grange Directory was published then include that information with this report.

After the report is completed, the members of the Executive Committee who completed the audit and the President sign and date the report. Affix the Grange Seal to the bottom of the report after the report is complete.

Send the white copy to the State Treasurer.

File the yellow copy with the Grange Secretary records.