

ADMINISTRATOR'S HELP SHEET

REPORTS LODGES NEED TO COMPLETE

1. MOOSE LEGIONNAIRE OF THE YEAR

- A. FORMS MAILED TO LODGES AROUND MID MAY
- B. DEADLINE TO RETURN FORMS JULY 15TH

2. MOOSE OF THE YEAR

- A. FORMS MAILED TO LODGES END OF MAY B.
- DEADLINE TO RETURN FORMS JULY 1ST

3. ROOKIE OF THE YEAR

- A. FORMS MAILED TO LODGES END OF SEPTEMBER
- B. DEADLINE TO RETURN FORMS NOVEMBER 15TH 4.

FELLOWSHIP (IF APPLICABLE)

- A. FORMS MAILED TO LODGES 1ST OF NOVEMBER
- B. DEADLINE TO RETURN FORMS DECEMBER 1ST.

ALL THE ABOVE FORMS AND

APPLICATIONS HAVE

COMPLETE DETAILED INSTRUCTIONS WITH THEM INCLUDING IN SOME CASES A RETURN ADDRESSED ENVELOPE, SO DO NOT MISPLACE ANYTHING!!!!!! JI

FEDERAL AND STATE TAX, KIND OF TAX AND DUE DATE

1. ST400-STATE SALES TAX ON BEER, LIQUOR AND MERCHANDISE SOLD IN THE SOCIAL QUARTERS TO BE PAID BY THE 20TH OF EACH MONTH FOR THE PREVIOUS MONTH.

2. STATE QUARTERLY UNEMPLOYMENT TAX TO BE PAID EVERY THREE MONTHS. FORMS SENT TO YOU BY THE STATE.:

3. FORM 940-FEDERAL UNEMPLOYMENT TAX PAID ON OR BY JANUARY 31 OF THE FOLLOWING YEAR CAN BE DEPOSITED IN THE BANK MONTHLY BUT FORMS ARE TO BE SENT IN QUARTERLY.

4. FORM 941-FEDERAL INCOME, FICA AND MEDICARE TAXES ARE TO BE PAID EVERY QUARTER. FORMS WILL BE SENT TO YOU. MONEY CAN BE DEPOSITED IN THE BANK MONTHLY BUT FORMS ARE TO BE SENT IN QUARTERLY.

5. FORM 990-FEDERAL INCOME TAX EXEMPTION FORM TO BE FILLED OUT BY THE 15TH OF SEPTEMBER EACH YEAR. FORMS CAN BE FOUND ON THE MOOSE INTERNATIONAL WEB SITE.

6. PROPERTY TAX: PAID ANNUALLY FOR THE PREVIOUS YEAR. TAX CAN BE PAID ANYTIME AFTER TAX BOOKS OPEN BUT MUST BE PAID BY OCTOBER 1ST,

SOME OTHER REPORTS TO BE MADE INCLUDE THE QUARTERLY COMMUNITY SERVICE REPORT AND THE SEMI-ANNUALLY FAMILY ACTIVITIES REPORT. THE COMMUNITY SERVICE REPORT FORMS ARE ON LINE FOR THE LODGES IN JULY, SEPTEMBER, DECEMBER AND APRIL. THESE REPORTS ARE DUE BACK IN BY AUGUST 15TH, OCTOBER 15TH, FEBRUARY 15TH AND MAY 15TH.

THE SEMI-ANNUAL FAMILY ACTIVITIES REPORT FORMS ARE INCLUDED WITH THE JULY AND DECEMBER COMMUNITY SERVICE REPORT ON LINE AND ARE DUE BACK IN BY AUGUST 15TH AND FEBRUARY 15TH.

HOPE THIS HELPS ALL OF OUR LODGES IN MAKING THEIR NECESSARY REPORTS.