

# SCHEDULE OF REPORTS DUE FROM LODGE FRATERNAL UNITS

## 1. BASIC / REPETITIVE MONTHLY REPORTS

- 10<sup>th</sup> Moose International Finance Report (Quick Books via LCL)**
- 15<sup>th</sup> Form 941 Fed W/H Taxes to Bank**
- 20<sup>th</sup> State Sales Tax Report**
- 25<sup>th</sup> State W/H Taxes**
- Weekly ---- Daily Transmit, Check E-Mail, Computer Back-up**  
**Read [VMA](#) & [Moose International](#) Web Page**

## 2. REPORTS DUE BY MONTH

### MAY

- 5<sup>th</sup> - Moose Of The Year Report**
- 10<sup>th</sup> - Lodge Premier Award Package to Moose International**
  - **4<sup>th</sup> Quarter Community Service Report to Moose International via e-mail**
  - **Family Activities Report (second half) to Moose International via e-mail**
  - **Lodge Officers & Chairman Report for NEW YEAR via Admin Menu/E-Mail**
  - **Lodge Officers to Virginia ABC**
  - **Lodge Officers to Virginia Corp Commission**
  - **Lodge Government Relations Chairman to VMA**
  - **Deceased list to VMA for past year**

### JUNE

- **Work on IRS FORM 990 !!!!!!!**
- **Did you send in the Moose of the Year ????**
- **Moose Legionnaire of the Year**

### JULY

- 30<sup>th</sup> - IRS FORM 941 Quarterly Tax Report (2<sup>nd</sup> Qtr.)**
- **VEC Quarterly Report (2<sup>nd</sup> Qtr.)**
- **IRS Form 940 2<sup>nd</sup> Qtr. FUTA**

### AUGUST

- **GET THE 990 DONE !!!!!**
- 10<sup>th</sup> - 1<sup>st</sup> Quarter Community Service Report to Moose International via e-mail**

### SEPTEMBER

- 15<sup>th</sup> - IRS FORM 990 or \$100.00 per day Fine**

### OCTOBER

- 1<sup>st</sup> - Moose International Safety Inspection Report**
- 30<sup>th</sup> - IRS FORM 941 Quarterly Tax Report (3<sup>rd</sup> Qtr.)**
  - **VEC Quarterly Report (3<sup>rd</sup> Qtr.)**
  - **DCG Report (Bingo) (3<sup>rd</sup> Qtr.)**
  - **IRS Form 940 3<sup>rd</sup> Qtr. FUTA**

## **NOVEMBER**

**10<sup>th</sup>** - **2<sup>nd</sup> Quarter Community Service Report to Moose International via e-mail**

**10<sup>th</sup>** - **Family Activities Report (first half) to Moose International via e-mail**

## **DECEMBER**

**31<sup>st</sup>** - **Close out Bingo for the year, Annual Report due**

- **Inventory of all Bingo supplies**

- **Review all financial records**

## **JANUARY**

- **W-2 to Employees**

- **W-3 to IRS**

- **IRS Form 940 4<sup>th</sup> Qtr. FUTA**

- **IRS Form 941 Quarterly Tax Report to IRS (4<sup>th</sup> Qtr.)**

- **VEC-6 Form to Virginia**

- **VEC Quarterly Report (4<sup>th</sup> Qtr.)**

## **FEBRUARY**

**10<sup>th</sup>** - **3<sup>rd</sup> Quarter Community Service Report to Moose International via e-mail**

- **Family Activities Report to Moose international**

- **Lodge Insurance Review (Local Agent)**

## **MARCH**

- **Review Membership Numbers (Retention)**

## **APRIL**

**1<sup>st</sup>** - **Update TIPS Trained employees / volunteers to Moose International**

**30<sup>th</sup>** - **IRS Form 941 Quarterly Tax Report to IRS (1<sup>st</sup> Qtr.)**

- **VEC Quarterly Report to Virginia (1<sup>st</sup> Qtr.)**

- **Update Signature Cards**

- **Check all Lodge financial records for accuracy**

- **Lodge Inventory and "Picture Album"**

- **Review Lodge Premier Award Requirements**

- **Moose of the Year Candidate Name !!!**

- **DCG Quarterly Report (Bingo) 1<sup>st</sup> Qtr.**

### **3. AS REQUIRED**

- **Virginia ABC Financial Report to Social Quarters wall**

- **Insurance Report to Moose International**

- **Local Taxes / Assessments**

- **Report officer Changes to ABC**

- **Take some time for YOU !!!!!**

**The contents of this handout are not all the reports you may need to provide.**

**Each and every Lodge has specific requirements that are tailored to them.**

**A comprehensive list is almost impossible to produce.**

**I encourage you to review and add to this list as you go about your daily duties.**

**One thing that stands out is the LOCAL taxes you may need to pay. Every community has different tax assessments. Please ensure you are familiar/compliant with them.**

**If you have any questions, PLEASE contact our State/Regional Manager for items concerning Moose Requirements. Don't rely on Bubba.....**

**Take a trip to your local tax office; don't rely on Bubba.....**

**Read the VMA & Moose International Web site !!!  
There is something new almost every day.....**

**STAY INFORMED..... Attend District, State, and International Meetings.  
The more you ask/participate.....the less you miss.**

**Thank You for your service to this GREAT FRATERNITY !!!!**

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