

Women of the Moose Official Communication April 19, 2016

Are you on target?

With just a few weeks remaining in this chapter year, it is time to check your membership totals from the beginning of the year to ensure that you have an increase in membership.

Make certain the Membership/Retention Chairman and her committee have contacted your members who are in arrears to ensure they are counted as “active” co-workers on April 30th.

The Board of Officers should re-check the checklists in the Recorder’s Handbook and in the Officers’ Handbook to make certain that all requirements for the coveted Award of Achievement have been met.

Please check your applications in LCL.net. As of April 11th, our Chapters have 1,868 “accepted” applications sitting in their records for the 2015-2016 Chapter year that have yet to be enrolled. Please remember that these members will not receive their new member cards until they are enrolled.

There is still time to make certain the chapter has an increase in membership. Only you can ensure the future of the Women of the Moose and our twin cities.

Officer Information Entry

We are requesting that Chapter Recorders **NOT** put “end dates” into Officer records unless the officer has been removed or resigned as it is causing serious problems. On May 1, we will perform a process here at Moose International to insert the “end date” into the Officer record and then on May 3, the Recorder may enter the Officer information for the 2016-2017 Chapter year. Ending a 2015-2016 term of office prior to April 30, 2016, could potentially disqualify a member from receiving honors or recognition that she otherwise would have earned.

Please make sure that the information for each Elected Officer (i.e. phone number, email address, etc.) is up to date and current. In the event we need to contact one of the Chapter Officers, we need to know how to get in touch with them.

If the Recorder has not entered the Officers for 2015-2016, there is still time. If the Officer information has not been entered, those who are attempting to qualify for honors will not earn them, as we do not know who is serving in office.

St. Louis 2016!

Have you registered yet for the International Conference in St. Louis, Missouri? If you plan to attend this exciting Conference, please be sure to register online at www.mooseintl.org.

An updated Conference schedule can be found at www.mooseintl.org as well.

We look forward to seeing you there!

Photos Needed!

We are looking for photos of co-workers having fun, celebrating and enjoying their Moose experience. Please share your selfies, perfect poses and comical candid with us. Photos will be used in presentations at the International Conference. Digital photos (.jpg) may be emailed to dbaile@mooseintl.org. Deadline for submission: May 27, 2016.

College of Regents

Co-workers who will be receiving their College of Regents degree in St. Louis need to remember to order their cap and gown ASAP. The deadline has passed and these are not stocked in Catalog Sales.

Paid Officers

Please remember that it is a violation of the Women of the Moose General Laws for a paid employee of the Loyal Order of Moose to serve as a member of the Chapter Board of Officers. This includes volunteer bartenders who work for tips. In the event an Elected Officer serves as a volunteer bartender, **all** tips must be donated either to the Lodge or to the Chapter and may be designated for a specific project. The use of a tip jar is recommended so the employee is not accused of accepting compensation for her services.

WOTM GL 46.c: A member of the Board of Officers may work at the local lodge providing she is working as a volunteer, without pay and without tips.

Officers' Handbook page 26: IRS regulations require that only "volunteers" be involved in charitable fundraising events. No House Committee employee (i.e., SQ Manager, bartender, etc.) or lodge/chapter employee (Administrator, Recorder, clerical personnel, etc.) shall participate in charitable fund-raising events. **Volunteers may not receive any form of compensation, including, but not limited to, tips, free meals, free drinks, etc.**

Meeting Procedures, Handbooks, Forms, etc.

Please be advised that our office is prepared to have the Officers' Handbooks, Meeting Procedures and Agendas, forms and other WOTM materials available for publication online by May 1, 2016.

Also watch for the 2016-17 forms and chairman's pamphlets to be posted online.

All chapters will receive a mailing in the beginning of the Chapter year which will include printed copies of the Officers' Handbooks, Recorder's Handbook and other valuable publications for Chapter success. Please be sure to distribute and review these materials upon arrival.

Forms 114 and 166

We sent all chapters a missing documents letter regarding the 114 and 166 forms. In an effort to reduce phone calls into the office regarding missing forms, please review the Moose Admin Menu as it is the most up to date listings of the forms.

If a form is still listed as missing in the Moose Admin Menu, please make sure that the check has cleared the bank. If it has, please allow at least two more weeks after the cleared date for form entry. This time of year we experience the highest volume of forms submission and data entry may take longer than usual.

To re-submit Form 114:

Please provide a copy of the form 114 in question along with proof from the bank that the check(s) have cleared (the front and back of the check or the page from your bank statement of the front screen shot of all checks that cleared with the information listed under the check the date cleared with the amount). Fax to: 630-966-2211 or Email to: wotmmail@mooseintl.org

Form 166:

Enter Forms 166 into the Moose Admin Menu for immediate submission. Any 166 forms that say "Create" have not been received. Simply click on Create and enter the information as you would the PDF file version of the form. After all information has been entered, click Save at the bottom of the page. This will automatically enter the form into your chapter's electronic file for honors purposes.

Chapter Direct Deposit Report

Direct Deposit reports should be obtained from the Moose Admin Menu to ensure accuracy. These reports will assist in verifying which members have paid dues prior to April 30, 2016. Direct Deposit reports are generated weekly.

Ending Membership Figures

At this crucial time of year, we know our Chapters are striving to meet their membership goals to earn the Award of Achievement. Please be sure you are reviewing the **active member roster** not the FRU information page in LCL for the most accurate membership figure. Be sure to transmit regularly to ensure accuracy.

Depreciation

It is once again time to depreciate your Paraphernalia in QuickBooks. The Journal Entry must be done before April 30, 2016. Please refer to the instructions attached or contact a trainer in your area for assistance.

Moosehaven Centennial Project Funding

During the meeting of the Grand Council held in February, the Grand Council of the Women of the Moose unanimously approved providing two million dollars to help fund the Moosehaven Centennial Project congregate residence hall.

To help ensure the collection of the funds, the Women of the Moose are requesting that each Chapter donate an amount equivalent to \$6.00 per member, based on the April 30, 2016 membership, over a three-year period. Every Chapter will receive an email appeal after May 1, 2016.

Grand Chancellor Leave of Absence

Grand Chancellor Barb McPherson will be out of the office for approximately 8 weeks due to back surgery. Please keep her in your thoughts and prayers during her recovery. Our office will continue to operate as usual and we will do our best to service our members and chapters during her absence.

Cards may be sent to the following address – we will ensure they are delivered to her home.

Barbara McPherson
Women of the Moose
155 S. International Drive
Mooseheart, IL 60539-1182

*Your success and happiness lies in you. Resolve to keep happy, and your joy
and you shall form an invincible host against difficulties.*

~Helen Keller

Recording Depreciation at End of Year

Creating Sub-Accounts

Step 1: Create Sub-accounts, if not already created

A. The following two sub-accounts must be created in order to enter the depreciation:

- ✎ 1810.00 Accumulated Depreciation
- ✎ 54xx.00 Depreciation Expense (xx represents the next number available in the chart of accounts 5400 category)

Calculate Depreciation

Step 2: Calculate Depreciation

A. Depreciate Paraphernalia (Account 1805.00) at 10% of total as of the January 31st balance sheet.

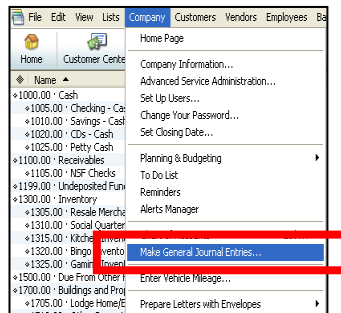
Example: If your amount in account 1805.00 is \$3,500.00, the depreciation amount will be \$350.00.

✎ This amount will be the amount to use in the following Journal Entry.

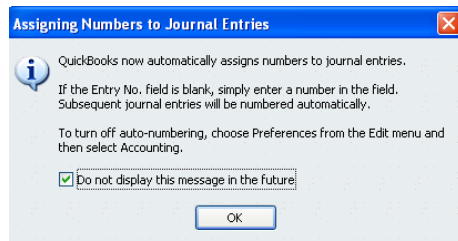
Make General Journal Entry

Step 3: Enter the following Journal Entry:

A. Click on Company/Make General Journal Entries



B. The following dialog box will appear: Place a check mark in the check box, Do not display this message in the future. Click OK.



- C. In the Date box, enter the date that you are doing the journal entry. Must be before April 30th.

Account	Debit	Credit	Memo

- D. Tab to the first line in the Account field, Choose 1810.00 Accumulated Depreciation, Press Tab
- E. In the Credit field, enter the amount of the 10% depreciation, Press Tab.
- F. In the Memo field, enter Depreciation Year End, Press Tab.
- G. Press Tab
- H. Press Tab
- I. In the class field, enter Depreciation, Press Tab.
- J. In the second row below account, choose the 54xx.00 account for Depreciation Expense, Press Tab. The Debit amount will prefill.
- K. Press Tab. In the Memo field, enter Depreciation Year End.
- L. Press Tab three times, enter Depreciation in the Class Field.

Account	Debit	Credit	Memo	Name	Billa...	Class
1810.00 · Accum Depreciation		350.00	Depreciation Year End			Depreciation
5430.00 · Depreciation Expe...	350.00		Depreciation Year End			Depreciation

- M. Click on Save and Close.