

**Subject:** 180524 Official Communication - Handbooks: Audit Form; Officer Entry; Cmte Mtgs; Training Sessions: Hurricane Fund

*Women of the Moose*  
Official Communication  
May 24, 2018



We are pleased to announce that the **Chapter Handbooks** and associated materials have been mailed to all Chapters. We anticipate arrival in the next 3-7 days – longer in remote areas and Canada. Please watch your PO Box or mail receptacle for a priority box from Moose International. If the mailer doesn't fit in your receptacle please check with your postmaster for an oversized delivery before contacting our office for a replacement mailing. Chapters will be billed for the materials via the Statement of Account. Chapters may not refuse delivery to avoid charges; a second mailing for refused materials will result in additional fees.

Please distribute the Officers' Handbooks to the Senior Regent, Junior Regent, Junior Graduate Regent, Secretary/Treasurer and Recorder. The Recorder's Handbooks should be given to the Recorder, Senior Regent and Audit Chairman. Electronic copies of the handbooks are available on the Moose International website for other interested co-workers. The other handbooks, brochures and materials should be shared by the Chapter members/officers as needed. Please refer to the memo enclosed with the mailing for more details.

The **Audit Form** and Handbook for 2018-19 have been revised and posted online. Please be sure the Audit Committee uses the correct form when remitting the report.

**Forms 114/166** are also available online. Please be sure the forms are filled out in their entirety, including the correct Chapter name and number. Please refer to the attached document from the Chapter Records Coordinator for important instructions. Please be reminded – 114 forms and respective donations should NOT be remitted at the Annual conference; this delays processing and may be confusing for the Hostess Chapter. Questions remitting forms and donations may be directed to a Training Session leader, Chapter Analyst Coordinator or Linda S., Chapter Records Coordinator.

If not already completed, please be sure the **2018-19 Officers** have been **entered via the Admin Menu**. Please ensure the contact information for each officer is correct; phone #, address, email address.

The Senior Regent should have scheduled a **meeting with the Committee Chairmen** and distributed letters to all co-workers assigning them to a committee. The Recorder and Chairmen may assist with this duty. Refer to pages 13-18 of the Officers' Handbook for additional instructions. Referenced forms are posted online.

**WOTM 6-Hour Training Sessions** are being conducted now through October 31, 2018. All co-workers are encouraged to attend. The officers working for personal honors shall attend: Senior Regent, Recorder and Jr. Graduate Regent. All sessions SHALL be conducted by October 31, 2018 – no make-up sessions will be scheduled. The schedule is posted at Members Area - Moose Training (dbl click) – Moose Training Schedule.

Also, a GREAT BIG **THANK YOU** to the Chapters and fraternal units who donated to the Moosehaven Hurricane Relief Fund. In true Women of the Moose fashion, you have helped rebuild the pier and restore Moosehaven to the paradise our residents call home. Thanks to your generosity the appeal is complete; we have met the goal and sincerely appreciate the Chapters' response and assistance in raising the funds so quickly. If your Chapter has any donations reserved for the Hurricane Relief Fund, please consider re-allocating those funds to another Moose Charities endeavor in honor of our beloved children and senior members.

Best wishes in starting the Chapter year off right! If you are in need of guidance, please do not hesitate to contact a trainer or the CAC in your area. Our volunteers are eager to help.

*“Moose On A Mission” of doing good for others!*

### **Newly Designed Women of the Moose Custom Degree Rings**

Honor your Past Regent for all of her dedicated hard work with a custom gold or silver ring. The Past Regent rings are newly designed with an oval ruby stone set. Also available are custom gold or silver Higher Degree rings. All Women of the Moose rings have been updated with new feminine designs that will look amazing on any co-workers earning their Academy of Friendship, Star Recorders, or College of Regents this year. Call Catalog Sales today to order 630.966.2250 or order online at <https://shopmoose.mooseintl.org/>

# Women of the Moose Degree Rings



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C475 Sterling Silver \$295.00  
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Past Regent

C477 Sterling Silver \$325.00  
C478 10K Gold \$550.00



Star Recorder

C479 Sterling Silver \$325.00  
C480 10K Gold \$550.00



College of Regents

C481 Sterling Silver \$325.00  
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### PACKING & SHIPPING CHART

Please use this chart to compute your packaging/shipping cost. These charges represent only part of the actual cost, we pay the rest. Illinois residents please include 7% sales tax.

ORDERS	ADD
Up to \$15.....	\$6.30
\$15.05 to \$25.00.....	\$9.50
\$25.01 to \$35.00.....	\$12.35
\$35.01 to \$50.00.....	\$13.75
\$50.01 to \$75.00.....	\$15.75
\$75.01 to \$100.00.....	\$18.50
\$100.01 to \$125.00.....	\$20.25
\$125.01 to \$150.00.....	\$22.75



Please state Catalog # when ordering.  
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Fax (630)859-3505  
catalogsales@mooseintl.org

## **Form 166**

The fundraisers for the Form 166 can be done anytime during the chapter year from May 1<sup>st</sup> and must be completed by April 30<sup>th</sup>.

*Example:* Membership/Retention (May) Committee can hold their Fund-raiser from May 15<sup>th</sup> through August 15<sup>th</sup>, if the proposal was approved that way. Once the Fund-raiser is complete and is read on the chapter floor, it can be entered into the Moose Admin Menu.

Please do not submit a Form 166 into the Moose Admin Menu unless the fundraiser(s) has/have been completed. Entering the form before the fundraiser is completed may cause data entry issues. The dates of the events will be inaccurate or incomplete.

In order to ensure credit for personal Honors, be sure Form 166 is filled out properly and in its entirety. Writing “Donation” is not sufficient for Honors credit; be more specific.

Please include a brief description of event or activity.

*Examples:* Raffle, Bake Sale, Thursday night dinners. Please do not use “Various”, “Multiple”, “Several”, etc. Instead, provide specifics: “Bake Sale on the 4<sup>th</sup> Friday of each month June thru Sept.”

Any Community Service drives (clothing drive, food drive, school supplies, etc.) should be listed on Form 114 under Community Service for the month. These events should not be entered as your Fundraiser Name on the Form 166 as monetary funds were not donated – instead, items were collected.

The Less Expenses area on the Form 166 should include costs expended to conduct the fundraising event. *Example:* Food, plates, table cloths, decorations, etc.

Do not list how the funds are being distributed in the Less Expenses section (Scholarship/Maintenance, Special Project, General Fund, etc.) Less Expenses can be zero (\$0).

Please note the Endowment Fund (donations collected at the meetings) should not be listed under the ‘Proceeds will be used for’ unless the Chairman’s proposal included a donation to the Endowment Fund from the proceeds of her fundraising project.

## **Form 114**

Please do not hold the Form 114 until the Form 166 is complete.

*Example:* The Membership/Retention – May Form 114 shall be sent in with checks after the Second Meeting of the Month in May, even if the fundraiser is not completed until August. The General Fund will be offset once the fundraiser is complete. Think of it as an advance and you will be reimbursed later.

*When should the 114 form be completed and submitted to the Women of the Moose Headquarters?*

At the first Chapter Meeting of the Month the Chairman conducts her Activity Night, reads the Chairman pamphlet and presents checks. This is the date reported on the “Date of Chapter Activity Night” line of Form 114, not the date the form is read to the chapter.

The completed form should be read to the Chapter at the Second Meeting of the Month before it is submitted to the Women of the Moose Headquarters.

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The Chapter Activity Night for Star Recorder (September), Mooseheart/Moosehaven (October), College of Regents (November), Academy of Friendship (April) and Green Cap/Ways and Means (Between November 1<sup>st</sup> and January 31<sup>st</sup>) Committees may be held anytime during their respective months. The Form 114 should be read to the Chapter at the next Second meeting of the month before it is submitted to the Women of the Moose Headquarters.

114 forms will not be accepted prior to the respective project month. (166 forms are accepted all year.)

Remitting donations with Form 114:

Checks shall be remitted with Form 114 – To be considered for the Award of Achievement minimum donations shall be:

Scholarship/Maintenance	\$20.00 or more
Special Project	\$30.00 or more

To ensure proper credit is given for the checks, please list the checks on the Form 114 as follows:

**Chapter check(s) for:**

**Women of the Moose**

**Scholarship and Maintenance Fund**

Check No. 1234 Amt. \$ 20.00

**Project assigned to Committee**

Check No. 1235 Amt. \$ 30.00

**Endowment Fund**

Check No. 1236 Amt. \$ 10.00

(collected and deposited since last report)

Do not assume if the Chapter sends a check for \$60 that we can allocate the funds for you. The Recorder must earmark the check and Form 114 must be completed in its entirety.

**Audit Reports:**

There is some confusion on how the Checking/CheckBook/QB Section as well as the Bank Charges are listed on the Audit Report.

The first section of the Audit Report - Beginning Balance of the Month, Add Deposits, Subtract Expenditures (Includes Bank Charges) and Stmt Balance End of Month - refers to figures from the actual Bank Statement.

The second section of the Audit Report - Stmt Balance End of Month, Add Deposits in Transit, Subtract Outstanding Checks, CheckBook/QB Balance - is those transactions that did not clear the bank and should match with the Chapter's Checkbook register and/or QuickBooks reports.

Please be sure to include any Bank Charges from the bank in the Subtract Expenditures line.

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Please see the example below on how this section is completed:

Financial Assets		
Bank Statement Reconciliation. See last month's bank statement(s).		
Checking	\$ Amount	\$ Total
Balance Beginning of Month		1000.00
Add Deposits / Interest	200.00	
Subtract Expenditures	100.00	
<b>Stmt Balance End of Month</b>		<b>1100.00</b>
Add Deposits in Transit	500.00	
Subtract Outstanding Checks	300.00	
<b>CheckBook/QBs Balance</b>		<b>1300.00</b>
Outstanding NSF Checks		

\$1000.00
+ \$200.00
- \$100.00
<u>\$1100.00</u>

**First Section: (refer to Bank Statement)**

Checking Account Balance beginning of Month  
**Add (+)** the Deposits/Interest that cleared the bank  
**Subtract (-)** the Expenditures that cleared the bank (including any Bank Charges)  
**Equals (=)** Stmt Balance End of Month

\$1100.00
+ \$500.00
- \$300.00
<u>\$1300.00</u>

**Second Section: (refer to checkbook register and/or QuickBooks)**

Stmt Balance End of Month  
**Add (+)** the Deposits in Transit that did not clear the bank  
**Subtract (-)** the Outstanding Checks that did not clear the bank  
**Equals (=)** Check Book/QB Balance

Report the actual amount that the bank is charging the chapter. The amount should already be factored into the Subtract Expenditures.

*Example:* Subtract Expenditures checks/debits that cleared the bank per the bank statement \$88.00  
**plus (+)** the Bank Charges in the amount of \$12.00 + \$12.00  
**equals (=)** \$100.00 as listed on the Subtract Expenditures line above \$100.00

**Additional information can be found online in the Forms and Documents – How To Complete page.**

I hope this information was helpful. If you have any questions, please feel free to contact me, Linda Stilin at 630-966-2244 or [wotmmail@mooseintl.org](mailto:wotmmail@mooseintl.org)