



Grand Lodge of California Independent Order of Odd Fellows

Ray Link, Grand Secretary

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TO: ALL ODD FELLOW LODGES

RE: ANNUAL REPORTS

Dear Lodge Secretary:

Enclosed are the Annual Report forms for the end of the current (**DECEMBER 31**) term. It is very important that the officer(s) completing these forms review and read all of the instructions. The completed reports and per capita checks are due in the Grand Lodge Office by: **FEBRUARY 28, 2018**.

All of the information in these reports need to be put into a report for SGL and must be received in the SGL Office no later than April 15th for us to avoid being fined by SGL.

PLEASE USE THE FORMS PROVIDED.

Page 1 – General Information.

EMAIL ADDRESS: Please provide an email address that Grand Lodge can use for communications.

Incorporation: All Lodges need to be incorporated, **Chapter IV, Article XI, Section 3 – Page IV-5.**

Insurance: All Lodges need to be properly insured, **Chapter V, Section H, Paragraph 6 – Page V-9.**

Page 2 – Checkbook Summary.

(1/1) Balance: must be the reconciled balance from your (last years) previous 12/31 Bank Statement.

TOTAL OF ALL REVENUES ONLY: DO NOT use to create a Sub Total.

TOTAL OF ALL EXPENSES ONLY: DO NOT use to create a Sub Total.

(12/31) Balance: must be a reconciled yearend balance and will be used as next year's Beginning Balance.

DO NOT SUB TOTAL THE CHECKBOOK BALANCE (JUST TOTAL REVENUES AND EXPENSES ONLY).

Page 2 – Asset Summary.

VALUE OF LODGE HALL: This Amount should be from your current Property Tax Statement or Hall Association Shares can be shown as 'NUMBER OF SHARES' or 'VALUE OF THE SHARES'.

VALUE OF ALL OTHER PROPERTY: The Amount should be from your Property Tax Statement on any other property owned by the lodge.

CEMETERY PROPERTY: PLEASE fill in: Name and address and the Cemetery Report, if applicable.

CHECKING #1: should be the main lodge checking account with a yearend reconciled balance (d) from the Checkbook Summary.

ALL OTHER ASSETS: List the value of all other assets owned.

LODGE FURNISHINGS AND PARAPHANELIA: Lodge Furniture, Robes, Regalia, Books, etc.

SAFE DEPOSIT BOX: If applicable – List the Bank's Name, Box Number and Key holder.

RESTRICTED FUNDS: the proceeds from the sale of a Lodge Hall are restricted by Code even if the funds are part of a consolidation – they do NOT ever lose the status of being restricted funds).

Page 3 – Membership Summary. Lines (A) thru (M)

DO NOT alter the beginning numbers in the highlighted cells. Fill in both the Male and Female numbers.

Page 3 – Per Capita Summary. Lines (N) thru (V)

(T) = Per Capita is (\$45.00) for each of your **DUES PAYING MEMBERS ONLY.**

(U) = Initiation Fee (\$10.00) for each of your **NEWLY INITIATED MEMBERS ONLY.**

(V) = The TOTAL Amount due Grand Lodge. This is for the entire year – Payment options available.

Page 4 – Members. ALL REQUESTED INFORMATION MUST BE FILLED IN.

MEMBERS ADDED: – self explanatory.

MEMBERS DEDUCTED: – self explanatory.

ASSOCIATE MEMBERS: your Lodge needs to show their HOME Lodge and verify their Status.

NON-CONTRIBUTING MEMBERS: must show Initiation Date and Date of Action taken by your lodge.

Check the SGL Code for guidelines pertaining to Non-Contributing status.

Page 5 – Membership Roster. (1 thru 35). Please fill in with **CURRENT & CORRECT** information.

= Number of Members

M = Male Member

F = Female Member

AS = Associate Member

NC = Non-Contributing Member

PG = Past Grand

Page 6 – Membership Roster. (36 thru 70) Make copies for any number over 70.

The membership list (ROSTER) is required. Please complete it with ALL of your actual members as of **DECEMBER 31.** Any new candidates that have NOT been initiated are not to be included. We verify our OFR paper mailing list from your Roster. We ask that all of the information be current and correct with the LAST Names in alphabetical order. Computerized rosters are acceptable with requested member information.

All forms in this mailing must be completed and returned. If you have any questions, please do not hesitate to call and ask for assistance. We would like to do all we can to help you get your reports correct the first time.

It is required that ALL Lodges comply with the **FEBRUARY 28** deadline.

PLEASE NOTE: All items that need explanation must be listed on a separate sheet of paper.

PLEASE NOTE: Any lodge that does not submit their Annual Report by the deadline will be subject to having their Charter arrested.

Fines may also be levied for late, incorrect or incomplete reports.

IRS TAX FILING REQUIREMENTS

990N = earnings under \$50k/assets under \$500k – SGL exemption provided – **REGISTER WITH SGL.**

990EZ (Postcard) = earnings under \$200k/assets under \$500k – **CAN BE FILED ON LINE.**

990 = earnings over \$200k/assets over \$500k – **MUST FILE WITH THE IRS.**

ALL LODGES MUST FILE 199 FORMS WITH THE (FTB) STATE OF CALIFORNIA.

PAGES 2 & 3 WITH BUILT IN FORMULAS AVAILABLE ON WEBPAGE.

Pages 2 & 3 of the Annual Report with formulas are available from the Grand Lodge upon request to assist you in calculating your Membership numbers, Checking Account Summary and Financial Summary.

Please fill in **ALL (BLUE)** cells. The cells have formulas imbedded and should automatically calculate.

These two pages can be submitted along with your lodge's Annual Report.

Fraternally,

Ray Link

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