



Help Desk - Moose International

E-Mail: Helpdesk@Mooseintl.org

Bulk E-mail December 8, 2008 Lodge Preparation For An Operations Analyst Visit

Lodge Preparation For An Operations Analyst Visit Should Be An Everyday Occurrence The Regional Managers and Operations Analysts are responsible for ensuring that every Lodge is operating in compliance with governmental and regulatory guidelines, fraternal laws and policies, and being fiscally responsible in meeting their financial obligations.

They have been provided with revised, and more detailed, checklists to aid them in evaluating each Lodge. It is estimated that two hours or more will be required to complete this checklist. This time can be significantly reduced if the Lodge has organized and maintained their records in expectation of being evaluated once or twice each year. The Regional Manager, his designee or an Operations Analyst will complete these checklists.

An Operations Analyst will perform a more in depth evaluation of a Lodge's operations typically lasting two to three days, or more. The Lodge incurs a \$250 per day fee during an Operations Analyst visitation. Proper recordkeeping and excellent organizational skills can reduce these visits by up to a full day.

Below is a list of items, that if maintained in a secure, but easily accessible location within your Lodge, should minimize the amount of time necessary for either a Regional Manager's Evaluation Checklist or an Operations Analyst's Evaluation to be completed.

Minutes books that are up to date Membership is current in LCL.Net Financial records current in QuickBooks Reoccurring bills (utilities, vendors) are accessible and stored by month. Copies of the six most recent Lodge newsletters, Proof of current State Incorporation Status, Copies of three most recent filings of IRS Form 990, Complete Employee Records, Completed Employment Applications I-9 Eligibility to Work, W-4 Withholding Allowances, W-5 Earned Income Tax Credit, Complete Payroll Records, W-2 issued by January 31 for all employees, W-3 summary, Payroll Forms 941, 944 and others as applicable W-2G for qualified gaming payouts Copies of Form 1099 issued to non-employee persons receiving >\$600 in a year Copies of current Permits, Licenses and Tax Certificates Proof of Lodge's status in the payment of Mortgage or Rent Proof of Lodge's status in the payment of all taxes Proof of Lodge's status in the payment of all insurance, including policy numbers A Lodge Safety Checklist completed within the past thirty (30) days Copies of two (2) most recent Family Activities Reports Copies of four (4) most recent Community Service Reports Copies of most recently completed nomination/recommendation forms Moose of the Year Rookie of the Year Moose Legionnaire of the Year Fellowship recommendation if applicable

Please Print Attached Referral Form For New H&R Block Tax Preparation Customers H&R Block will contribute \$25 for each Moose Member, their friends and family members, who become a NEW H&R Block tax preparation customer between January 1, 2009 and November 1, 2009. Please print the attached referral form and post it where your members can easily access it. This form may also be reproduced in Lodge and Chapter newsletters.

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