



# **Kearny Mesa Moose 1852**

## **Quarterly Audit**

### **May - June - July 2006**

The following reports were found in Quick Books

Profit & Loss  
Income by Customer  
Expenses by Vender  
Balance Sheet

#### **Banking**

Missing Checks  
Venders & Payables  
Unpaid Bills

The following Report were found in LCL.net

Monthly Reports  
Member Status Reports  
Arrears Report  
Applicants Report

#### **Payroll Taxes**

Federal, due the 15th of each month  
July 2006; Paid on: \_\_\_\_\_ Check # \_\_\_\_\_  
April-May-June Quarterly due July 31, 2006. Sent \_\_\_\_\_

State EDD, Due by the last day of the following month  
July 2006; Paid on: \_\_\_\_\_ Check # \_\_\_\_\_  
April-May-June Quarterly due July 31, 2006. Sent \_\_\_\_\_

#### **Sales Tax**

Due the last day of the month  
June 2006 Paid; \_\_\_\_\_ Check # \_\_\_\_\_

#### **Fraternal Reports**

Community Service Report; Sent \_\_\_\_\_  
Family Activities Report; Sent \_\_\_\_\_

## 990 Report (Federal)

Due September 15, 2006 for Year 2005

## 199 Report (State)

Due September 15, 2006 for Year 2005

### Notes for your Information

#### Liquor and Beer Invoices

The California Alcoholic Beverage Control (ABC) Board requires all beer and liquor companies to receive payment on invoices within 30 days of delivery. If an invoice goes over 30 days, the company cannot make a delivery on credit until the invoice is brought current. To many late payments could result in cash deliveries only.

#### Payroll Taxes & 990

All payroll taxes must be paid on time. If you are one day late, you can be fined, with interest, to many late payments will trigger an IRS Aduit. The 990 & 199 are due September 15, 2006 for the 2005 year. All the information the lodge needs to complete the forms is in Quick Books. All you need to do is run reports for Profit & Loss and Balance Sheet for the period ending April 30, 2006. From these two reports you will be able to complete the work sheets provided by Moose International, these forms can be down loaded off the International or CA-NV websites.

#### Signing of Checks

All checks must be written and signed by the Administrator and at least one more signature, the Treasure or the Governor. The second signature should not be signed until the Trustees and Treasure verifies the invoice against the check. In accordance with the Rules and By Laws from Moose International, it is their job to do so. We are all human and sometimes make mistakes, that is why we have others verify the checks and invoices.

#### Permits

Health Permit Expires: \_\_\_\_\_

Alcoholic Beverage Control Licence Expires: \_\_\_\_\_

#### See attached Check off Sheets

#### Audit Committee

Date of Audit: \_\_\_\_\_

Donald Parker, Chairman

Charles Dombrow

Lodge Prelate

#### Kearny Mesa Board of Officers

Administrator \_\_\_\_\_

Governor \_\_\_\_\_

Jr. Governor \_\_\_\_\_

Prelate \_\_\_\_\_

Treasure \_\_\_\_\_

1 Yr Trustee \_\_\_\_\_

2 Yr Trustee \_\_\_\_\_

3 Yr Trustee \_\_\_\_\_