

2010-2011 Moose Lodge Pre-Exam Checklist

Lodge Name _____ Lodge# _____ ST/Prov _____

Data Collector (Name & Title) _____ Date _____

1. Check exterior grounds and building exterior.

Grounds and building appear to be clean, safe, and well maintained? _____

2. Check entrance and foyer.

Secured entrance? _____

Hours, Officers, and Committees posted? _____

Greeters utilized? _____

Guest register used? _____

Clean restrooms? Appropriate supplies available? _____

3. Check Administrator's Office.

Office Security & Organization:

Administrator's hours posted? _____

Secured office? _____

Who holds keys to office? _____

Who holds keys to Lodge? _____

Who holds keys to inventory lockers? _____

Number of safes are in the Lodge? _____

Are safes closed and locked when not being accessed? _____

Administrator's desk and files organized? _____

Lodge computer present and secured? _____

*NOT required if current Officer entry on web piece (NOT just on LCL.Net) is complete

Current Officers and Staff:

<u>Title</u>	<u>MID#</u>	<u>Name</u>	<u>Start Date</u>
Governor*	_____	_____	_____
Jr. Governor*	_____	_____	_____
Jr. Past Governor*	_____	_____	_____
Treasurer*	_____	_____	_____
Prelate*	_____	_____	_____
Trustee1*	_____	_____	_____
Trustee2*	_____	_____	_____
Trustee3*	_____	_____	_____
Administrator*	_____	_____	_____

Is Administrator Paid for his services? _____

Is Administrator also the SQ Manager? _____

If not, who is? _____
 # of other paid employees: _____
 Are ALL Wages Paid Properly Documented? _____

Communication:

Lodge's mooseunits.org e-mailbox checked regularly (weekly, at minimum)? _____
 Read e-mail removed from e-mailbox? _____
 Lodge's e-mail capacity maxed out or reaching full capacity? _____
 Officer information entered on website for transmission to Moose Int'l? _____
 Transmissions from LCL.net to MI occurring at least twice a week? _____
 Daily Transmits occurring? _____ If not, how frequently? _____
 Monthly P&L and Balance Sheet submitted regularly by the 15th? _____
 All new member applications transmitted? _____
 If not, were they entered during this visit? _____
 How often does the Lodge publish and mail a newsletter to members? _____
 If sent, does it include *Membership Promotional* material? _____
 If sent, does it include *Sponsor Recognition* material? _____
 If sent, does it include *Member Benefits Promotional* material? _____
 Does the Lodge maintain a website? _____

Lodge Meetings (2/Month Minimum):

Are meetings held according to by-laws scheduled dates and times? _____
 Are meetings conducted ONLY with a quorum present? _____
 The AVERAGE total attendance at Lodge meetings in the past 6 months was _____
 Do ALL Officers have less than 3 unexcused meeting absences? _____
 Are Official Communications, printed and electronic, read ? _____
 All non-recurring bills such as Lodge remodeling/repair, permits, licenses; vendors; credit card balances; campaign supplies; gaming/raffle supplies and prizes read for approval and recorded in minutes? _____
 Are Applicants and Sponsor listed by name for vote of membership? _____
 Is there a Report of Sickness and Distress at each Lodge meeting? _____
 Amount of the Endowment Fund *collected* during the last 6 months ? _____
 Amount of the Endowment Fund *remitted* during the last 6 months ? _____
 Is a MONTHLY Audit Committee Report presented at Lodge meetings? _____
 Are minutes signed by Administrator AND Governor or Presiding Officer? _____

Officer Meetings (2/Month Minimum):

Are meetings held according to scheduled dates and times? _____
 Are meetings conducted ONLY with a quorum present? _____
 Do ALL Officers have less than 3 unexcused meeting absences? _____
 Are Official Communications, printed and electronic, read ? _____
 Are Favorable/Unfavorable Applications Review Committee findings noted? _____
 Are all bills examined prior to recommended for payment? _____
 Is the Audit Committee's monthly report documented in minutes? _____

Is each Committee's progress and status discussed and documented? _____
 Are minutes signed by Administrator AND Governor or Presiding Officer? _____

House Committee Meetings (2/Month Minimum):

Are House Committee minutes maintained separate of all other minutes? _____
 Are meetings held according to scheduled dates and times? _____
 Are meetings conducted ONLY with a quorum present? _____
 Do ALL Officers have less than 3 unexcused meeting absences? _____
 House Committee bills reviewed and approved? _____
 Weekly Envelope (receipts and payouts) being used and used properly? _____
 Is the Audit Committee's monthly report documented in minutes? _____
 Are Decorum/Disciplinary Updates documented? _____
 Are minutes signed by Administrator AND Governor or Presiding Officer? _____

Monthly Joint Meetings (if applicable):

Are meetings held according to scheduled dates and times. _____
 Are programs, activities and events coordinated and status recorded? _____
 Are minutes signed by Administrator AND Governor or Presiding Officer? _____

Managing Finances:

Entering and Paying Bills:

Are bills being entered in QuickBooks? _____

	Payment Method	Is indebtedness current?
MI A/R including risk pool (liability/dram)?	_____	_____
Endowment Fund/Moose Charities Remittance?	_____	_____
Insurance Premiums	_____	_____
Mortgage or Rent	_____	_____
Last Payment for \$ _____	_____	_____
Utilities (electric, gas, water, phone, etc.)	_____	_____
Vendors (Beer, Liquor, Wine, Food, other)	_____	_____
Bingo, Pull Tabs, Vending Raffle Supplies	_____	_____
State Sales Tax	_____	_____
Payroll Tax	_____	_____
Property Tax	_____	_____

If checks, are they signed by 2 authorized signatures? _____

If cash purchases,
 Are there supporting receipts? _____
 Are the receipts stored in Weekly Envelope? _____

If debit/credit card used,
 Is card authorized by General Governor? _____
 Is it paid in full on a monthly basis? _____

If online banking, is printed monthly bank statement signed by Treasurer? _____

Entering Receipts and Making Deposits

Are receipts being entered in QuickBooks? _____
Are receipts being utilized properly? _____
Are invoices initialed by trustees? _____
Are at least weekly deposits being made to the bank? _____
Do all deposits have an associated receipt? _____

Monthly Reconciliation:

Do bank balances match lodge records? _____
Is Treasurer signing off on printed monthly bank statement? _____
Are printed P&L and Balance Sheets filed with bank statement? _____

Reports/Filings:

Moose International:

Family Activities Reports submitted on a timely basis? _____
Community Service Reports submitted on a timely basis? _____
Lodge Safety Inspection Checklist submitted on a timely basis? _____

Lodge Insurance:

Property (Fire) Insurance Company _____
Policy ID _____ Through: _____ Check# _____
Building Coverage Limit: _____ Contents _____
Surety/Fidelity Bond Company _____
Policy ID _____ Through: _____ Check# _____
Worker's Comp Insurance Company _____
Policy ID _____ Through: _____ Check# _____

State Filing:

Is state incorporation filing current? _____
Payroll Tax Return last filed _____
Payroll Tax Deposit remitted on _____ for \$ _____ Check# _____
Unemployment Tax remitted on _____ for \$ _____ Check# _____
Sales Tax remitted on _____ for \$ _____ Check# _____
Property Tax remitted on _____ for \$ _____ Check# _____
Other Property Tax remitted on _____ for \$ _____ Check# _____
Property Taxes are _____

Reports/Filings (cont):

IRS Filing

Form 990: Most recent year's Form 990 filed on _____
List Years IRS Form 990 NOT Filed, if any _____

Employment and Payroll Filings & Payment Confirmation

Required employee signage present (minimum wage, OSHA, others) _____
Do Employee Files include: _____

Employment Application? _____
 Form I-9 eligibility to work? _____
 Form W-4 withholding allowances? _____
 Form W-5 Earned Income Credit advanced payments? _____
 TIPS certifications on file for ALL alcohol servers? _____
 Forms W-2 issued by January 31 for prior year ended 12/31? _____
 Form W-3 issued by February 28 for prior year W-2 summary? _____
 Forms W-2G issued for qualified gaming payouts? _____
 Forms 1099 issued to contractors? _____
 Quarterly/Monthly Payroll Taxes Filed and Paid? (Form 941 and others) _____
 Form 941 or 944 Federal Tax Return last filed on _____
 Form 8109 Federal Tax Deposit remitted on: _____
 for \$ _____ Check# _____
 Form 940 Annual Federal Unemployment Tax Return last filed on: _____

4. Check Social Quarters

Membership Retention / Customer Service

Are membership cards being checked? _____
 Was there a timely and appropriate greeting from bartender/wait staff? _____
 Is the Bar Area clean? _____
 Overall atmosphere and customer service is welcoming? _____
 Are blank applications available to members? _____
 Were unreported new-member applications found in Bar Area? _____
 If so, were they entered during this visit? _____
 Are current International Membership Campaigns displayed? _____
 Is a local membership campaign currently being promoted? _____
 Are Member Benefit Program brochures available to members? _____

Bar Management:

Are Social Quarters permit and rules posted? _____
 Is liquor license Current? _____
 Is Health Department/Food Service License current? _____
 Are required Gaming and/or Bingo Licenses current? _____
 Is Retail Sales Permit current? _____
 Has ATF 5630.5 form been filed for current year? _____
 current? Permit Type? _____
 Permit Type? _____
 Permit Type? _____
 Is inventory stored in a secure area? _____
 Does staff utilize measured pouring? _____
 Are House Committee (Weekly) Envelopes being used? _____
 Is Incident Log Book present and appear to be utilized? _____

Is a Cash Purchase Log maintained?

Profitability / Pricing:

What is the price of well brand Rum and Cola?

What is the price of their most popular call brand liquor?

What is the price of Domestic Bottled Beer?

What is the price of Premium or Imported Bottled Beer?

What is the price of most popular Draft Beer?

Are standard pricing practices evident?

Stockrooms:

Are inventory checklists available and utilized at least monthly?

Do beginning/ending numbers of monthly inventory change?

Is excess inventory stored in a secure area?

5. Check Kitchen.

Is Kitchen Area Clean?

Does Kitchen Area appear safe?

Do safe food handling practices appear in place?

Is fire suppression system current in its inspections?

Is inventory stored in a secure area?

6. Check Storage Areas.

Are Non-Food and Beverage storage areas clean and organized?

7. Check Lodge Meeting Room.

Is Lodge room clean and organized?

Is meeting Paraphernalia available, in good condition, and utilized?

Are inappropriate items, like beer signs or lamps, in Lodge room?

8. Check Restrooms.

Are restrooms clean?

Are requisite restroom supplies stocked?

9. Complete VOA Information

Who assisted you in the completion of this checklist (name and title)?

How long did it take to complete this checklist?

____ Hrs ____ Minutes

10. Report findings to Moose International and Operations Analyst.