

**Regional Manager's  
CNMA Moose Gazette**

*from*  
**Charlie Lopez**  
Regional Manager



**Sent:** Monday, June 14, 2010 12:41 PM  
**Subject:** CNMA GAZETTE

## **CNMA GAZETTE-Pre Exam Checklist**

### **Notice:**

I have changed the due date on this form to June 28th, as some missed this first email. I urge you to try and use the excel form (xls). first by saving it, filling out the form in that format, saving it again and send that completed file to me by email. If you are unable to accomplish this, then print out the pdf. Form, fill it out by hand and either fax or mail it to me.

The excel copy (xls) is much better as you will be able to keep a copy in your computer for your records. And.....It makes it a lot easier for me.

**Thanks for all of your help <> Charlie**

We are now in a new fiscal year. Each year, we will need to have a **Pre-Exam Checklist** completed for every Lodge. It will take the cooperation of EVERY ADMINISTRATOR and LODGE BOARD MEMBER to successfully complete this task. Association Officers, District Presidents and every member of every lodge will also have to dig in to guarantee that these checklists are completed on time.

It will likely take 1 and ½ to 2 hours to complete a checklist at each Lodge. You will find an **Excel version** that when completed and saved should be emailed to Charlie Lopez [clopez@mooseintl.org](mailto:clopez@mooseintl.org) . If you cannot work with Excel, there is also a **PDF version**.

Print it out and fax the finished form to Charlie Lopez at 951-526-2719, or mail it (39432 Dapple Ct., Murrieta, CA, 92562).

**Please remember that these forms will only be requested for submission during the first quarter of the fiscal year.** This allows for us to provide additional assistance to those Lodges in need, with adequate time to make meaningful progress toward membership growth, financial stability and fraternal responsibility, prior to the end of the year.

These forms are due back to Charlie no later than **June 15<sup>th</sup>, 2010.**

Thank You in advance for your cooperation <> Charlie

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# 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.**