CALIFORNIA NEVADA MOOSE ASSOCIATION
DISTRICT MEETING PROCEDURES

Background: The California Nevada Moose Association (CNMA) has implemented new policy that all district checking accounts be closed effective September 30, 2026. Each district has until October 31, 2026 to close their account at the bank, have the bank issue a check made payable to California Nevada Moose Association, and forward all funds to the CNMA Secretary, PO Box 207, Port Hueneme, CA 93044.

2025 – 2026 Closeout Procedures: The District Secretary will prepare a final 2025 – 2026 Monthly Distribution of Funds (MDF) report identifying the funds being sent to the CNMA Secretary, the check number and the desired distribution. This MDF must have a date no later than September 30, 2026.

New 2026 – 2027 Procedures

District President Procedures:

1. Each district is requested to provide the following:
    a. A schedule of all district meetings to be held during the current Association year
        i. The schedule must include the date and time of each meeting
        ii. The schedule must include the location (lodge)
        iii. The date and location of a scheduled district picnic annotating whether or not a meeting will be held during the picnic
        iv. The schedule must be sent via email to the Association at caassoc15@gmail.com with CC: cnmaec@ca-nvmoose.org; and
        v. To each lodge in the district to their assigned **mooseunits.org** email account
        vi. To each chapter in the district to their assigned **mooseunits.org** email account

2. Contact each lodge Administrator and ensure they received the schedule and ensure they are prepared to complete their assigned duties after the completion of the District meeting.

District Secretary Procedures:

1. Issue receipts using the provided 3 part receipt book for the cash receipted during the meeting. If a new receipt book is required please contact the Association Secretary at secretary@ca-nvmoose.org and it will be shipped to the address provided in the email.
    a. A separate receipt must be prepared for each type receipted during the meeting (i.e., endowment, opportunity drawing, sales, donations, meals, etc.).
    b. All categories are identified on the MDF report. This report can be accessed using the CNMA Website > Districts page.
    c. If a check is received it must be made payable to California Nevada Moose Association.

d. Take all cash received during the meeting to the Lodge Administrator or their designated representative and ask for a receipt.
e. Ask the Lodge Administrator or their designated representative to issue a check for the amount of the issued receipt.
f. Complete the MDF
    i. Categorize all incoming funds received using the receipts issued during the meeting which must balance to the issued Lodge receipt and therefore, the issued check.
    ii. Categorize how the funds will need to be distributed by the CNMA Secretary.
    iii. Send the check to the CNMA Secretary, PO Box 207, Port Hueneme, CA 93044.

2. It is recommended that the District Secretary continue to use the Financial Review spreadsheet created in Goggle Docs to track all funds receipted and issued to the CNMA. Access is granted by sending an email to finreview@ca-nvmoose.org.

NOTE: If the District Secretary is unable to attend the meeting they may designate the District Treasurer or another alternate to perform the tasks identified above.

Lodge Procedures:

1. Issue a receipt for all cash received from the District Secretary immediately following the meeting.
2. Issue a Lodge check for the amount of the issued receipt made payable to California Nevada Moose Association immediately following the meeting.
3. Someone must be available to write a receipt immediately following the meeting so it can be given to the District Secretary.
4. If the Lodge Administrator, Lodge Treasurer or Lodge President will not be at the meeting to sign the check, arrangements will need to be made to have a signed check prepared and made payable to California Nevada Moose Association prior to the district meeting so it can be given to the District Secretary. This is in compliance with The Moose General Laws.
5. The funds receipted will be posted to an account established in the Lodge QuickBooks account under the 2500.00 series of accounts based on what number is available in that series. If you need assistance please contact your assigned Territory Manager. This will allow the lodge to show the funds receipted and that they were cleared through the issuance of the check. Proper record keeping will allow this account to show a zero balance when things are posted correctly.

It is recognized that implementing these new procedures may result in the need to further clarify and/or refine the process.

Questions can be directed to CNMA Secretary secretary@ca-nvmoose.org.