

INSTRUCTIONS FOR 2020 ANNUAL SINGLE DIVISION STATES FINANCIAL REPORTS

First, there have been some questions about Chaplains being counted or not counted as members for the assessments. If you have a female chaplain, she is a member and subject to the same assessments as any other member. If the chaplain is a Priest, Deacon or Religious Brother who has taken vows, he can be counted as a member; but he does not have to be a member to be a chaplain. If he is being counted as a voting, participating member, then the division has the responsibility to pay his assessments. If not listing him as a member, then he cannot be deducted off as a Religious Member. You must be consistent with your report.

- Directions and Print Orientation are provided on each page of the 2020 Annual Financial Reports.
- All 2020 Annual Financial Reports are to be filed electronically using the excel forms (.xls format) provided. ALL DIVISIONS ARE REQUIRED TO FILE THE FINANCIAL REPORT WITH THE NATIONAL TREASURER BY **JANUARY 31, 2021**.
- You must save your financial report as:
State--Financial 2020 report. Example: ALABAMA-Financial-2020-report.xls.
- All Single Divisions State Boards are to have their own EIN Number. Degree Teams and Junior Divisions are to use the EIN Number of the entity with whom they are associated. Your number is already on your report
- Each electronic file workbook has several worksheets to be completed:
 - 1st Worksheet requests that you provide your basic identifying information & Officers for 2021. It is imperative that you use the EIN Number, Division Number and County Name provided on your 2020 Annual Financial Form. If you have not elected new officers, complete with current officers.
 - 2nd Worksheet requests that you provide your 2020 Receipt & Expenditure information. The Explanation section is provided to assist you as you complete your financial reporting. The Summary Section begins with your 12/31/2019 Ending Balance that must be used—contact the National Treasurer if the 2019 Ending Balance provided is not the ending balance you have on your books. The Summary Section ends with your 12/31/2020 Ending Balance.
 - 3rd Worksheet requests that you record specific information for all of the donations received during the 2020 Year. All columns are to be completed. Enter either “Yes” or “No” to indicate if the donation received came from a 501(c)(3) entity. Add additional pages as necessary.
 - 4th Worksheet requests that you record specific information for all of the donations made during the 2020 Year. All columns are to be completed. Enter either “Yes” or “No” to indicate if the donation made was given to a 501(c)(3) entity. If your answer is no, it may really be a gift. If it is to a person-it is a gift. Schools, and Churches can still be a donation. All others are gifts. This is where most changes are required, although it does not affect your end balance.
 - 5th Worksheet requests that you provide a report of all 12/31/2020 bank funds for each account associated with your group. Quarterly, reconciled bank statements are to be scanned and sent to the National Treasurer with your report by January 31, 2021. RECONCILED Bank statements only. Your bottom line and your RECONCILED bank statements (after you subtract outstanding checks) should match. Show your Math! This is just like your personal checkbook, subtract out the uncashed checks. Need help, contact your National Treasurer.

Email the report to the National Treasurer, Sandi Swift, by January 31, 2021. Her email address is: laohnationaltreasurer@gmail.com

Also, the payment of the National Per-Capita Tax and Assessments must be received by the National Treasurer by January 31, 2021. Attached is a copy of the Tax bill to complete.



Single Division State Tax Bill

Your Tax Assessment is based on the membership reported on the "DIV Member Total" tab of the Division's Membership Report, copied below.

Membership Summary

Membership Reported 12/31/2020	0
Membership Increase Stated in line A4	0
Subtotal Membership Increase (Add line C1 & line C2)	0
Membership Decrease Stated in line B5	0
Membership Total Reported 12/31/2020 (Subtract line C4 from line C3)	0
Number of Priests, Deacons, & Religious	0
Number of National Board Life Members	0
Total Non-Taxable 2020 Members (Add line C6 & C7)	0
Total Taxable 2020 Members (Subtract line C8 from line C5)	0

State: _____

National Per Capita x \$5.00 x **Taxable Members (line 33)** = \$ _____

National Nuns of the Battlefield and Appeals for Aid x
 \$ 1.50 x **Total Members (line 29)** = \$ _____

TOTAL \$ _____

Send your Division's check for the Full Amount to the National Treasurer by **January 31, 2021**. Make check payable to the **Ladies Ancient Order of Hibernians, Inc.** and mail a copy of this bill with your check.

Sandi Swift
National Treasurer
2901 Orton Street
St. Charles, MO 63301
laohnationaltreasurer@gmail.com