

INSTRUCTIONS FOR 2020 ANNUAL STATE 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. In addition, each State Treasurer is to email one (1) copy of her State's reports for each Division, County Board, Degree Team, and Junior Division to the National Treasurer Sandi Swift at: laohnationaltreasurer@gmail.com
- State Treasurers are to complete the financial reporting on the money spent directly by the State Board in the same manner as each Division. In addition, the State Treasurer is to prepare the Master Financial Worksheet that requires you to provide the financial information for all groups in your State. Use a separate column for each entity. Add additional pages as necessary
 - 1st Worksheet requests that you provide your basic identifying information & Officers for 2021 until your State Convention. It is imperative that you use the State's EIN Number, provided on your 2020 Annual Financial Form.
 - 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 or that of any of your Divisions or County Board. 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 "No" it may be a gift. A person is a gift. Churches and Schools are donations.
 - 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 emailed with the 2020 Annual Financial Report to the National Treasurer.

State Treasurers are to work with your State Secretary and State President to determine your National Per Capita Tax Payment. Each State Treasurer should forward the State's National Per Capita Tax and Assessment Check with its 2020 Annual Financial Report to the National Treasurer. The National Per Capita Tax and Assessment Check is to be made payable to LAOH Inc. (See page Two for Tax Bills)

\$5.00 per Taxable State Membership (from Approval Page and Data Sheet)
\$1.50 per EVERY MEMBER

Email Completed 2020 Annual Financial Reports to National Treasurer Sandi Swift at
laohnationaltreasurer@gmail.com by March 31, 2021

Send check and tax bill to

Sandi Swift
National Treasurer
2901 Orton Street
St. Charles, MO 63301



National Per Capita Tax & Assessment Bill

Your Tax Assessment is based on the membership reported on the approval page of the State's Membership Report, copied below.

2020 STATE MEMBERSHIP SUMMARY					
State Taxable Members	Amount A	State Non-taxable Members		12/31/2020 Total State Membership	Amount B

State: _____

\$5.00 x (Taxable Members Amount A) = \$ _____

\$1.50 x (Total State Membership Amount B) = \$ _____
(includes \$1.00 one-time Nuns of the Battlefield & ongoing \$0.50 for Appeals for Aid assessments)

TOTAL \$ _____

Your State's National Per-Capita Tax and Assessments are due to the National Treasurer by March 31, 2021.

Please make check payable to the Ladies Ancient Order of Hibernians, Inc. and mail a copy of this completed tax bill and your check to National Treasurer Sandi Swift.