

## INSTRUCTIONS FOR 2022 ANNUAL SINGLE DIVISION STATES FINANCIAL REPORTS

- Directions and Print Orientation are provided on each page of the 2022 Annual Financial Reports.
- All 2022 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, 2023**.
- **Do not change the file name when you save it.** You must save your financial report as:  
2022 State County Division Financial Report. **Example: 2022 NY ALBANY DIV1 Financial 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:
  - **DIVISION OFFICERS** requests that you provide your basic identifying information & Officers for 2022. It is imperative that you **use the EIN Number, Division Number and County Name provided on your 2022 Annual Financial Form**. If you have not elected new officers, complete with current officers.
  - **DIVISION FINANCIALS** requests that you provide your 2022 Receipt & Expenditure information. The Explanation section is provided to assist you as you complete your financial reporting. The Summary Section begins with your 12/31/2021 Ending Balance that must be used—contact the National Treasurer if the 2021 Ending Balance provided is not the ending balance you have on your books. The Summary Section ends with your 12/31/2022 Ending Balance. **This must match your BANK ALL FUNDS TOTAL and your reconciled statement(s).**
  - **DONATIONS RECEIVED** requests that you record specific information for all of the donations *received* during the 2022 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.
  - **DONATIONS MADE** requests that you record specific information for all of the *donations made* during the 2022 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.
  - **BANK ALL FUNDS** requests that you provide a report of all 12/31/2022 bank funds for each account associated with your group. End of the year bank statements are to be scanned and sent to the National Treasurer with your report by January 31, 2023. Your bottom line and your **RECONCILED** bank statements (after you subtract outstanding checks) **must** match. Show your Math! This is just like your personal checkbook, subtract out the uncashed checks. Need help, contact the National Treasurer.

**Email the report, and all bank statements, to the National Treasurer, Cathy Turck, by January 31, 2023. Her email address is: laohnationaltreasurer@gmail.com 518-369-2813 for any questions. The payment of the National Per-Capita Tax and Assessments must be received by the National Treasurer by January 31, 2023. Attached is 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. Please verify numbers with the Secretary.

Membership Summary
Membership Reported 12/31/2021
Membership Increase Stated in line A4
Subtotal Membership Increase (Add line C1 & line C2)
Membership Decrease Stated in line B5
<b>Membership Total Reported 12/31/2022 (Subtract line C4 from line C3)</b>
Number of Priests, Deacons, & Religious
Number of National Board Life Members
Total Non-Taxable 2022 Members (Add line C6 & C7)
<b>Total Taxable 2022 Members (Subtract line C8 from line C5)</b>

State: \_\_\_\_\_

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

Appeals for Aid x \$.50 x Taxable Members (line 29) = \$ \_\_\_\_\_

National for Degree Team **\$1.00 x Taxable Members** = \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Send your Division's check for the Full Amount to the National Treasurer by **January 31, 2023**. Make check payable to the **Ladies Ancient Order of Hibernians, Inc.** and mail a copy of this bill with your check.

Cathy Turck  
National Treasurer  
PO Box 170  
Altamont, NY 12009  
[laohnationaltreasurer@gmail.com](mailto:laohnationaltreasurer@gmail.com)

Check # \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_