

INSTRUCTIONS FOR 2022 ANNUAL STATE 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. 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 by 03/31/23.
- **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**
- 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
 - STATE BOARD OFFICERS requests that you provide your basic identifying information & Officers for 2022 until your State Convention. It is imperative that you use the State's EIN Number, provided on your 2022 Annual Financial Form.
 - STATE BOARD 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 or that of any of your Divisions or County Board. The Summary Section ends with your 12/31/2022 Ending Balance. **This must match your BANK ALL FUNDS TOTAL and your reconciled statement(s).**
 - STATE BOARD MASTER WORKSHEET requires you to complete the additional Master Financial Worksheet that requires you to provide the financial information for all groups associated with your State. Use a separate column for each entity. Add additional pages, as necessary
 - 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 "No" it may be a gift.** A person is a gift. Churches and Schools are donations.
 - BANK ALL FUNDS request that you provide a report of all 12/31/2022 bank funds for each account associated with your State. **End of the year** bank statements are to be scanned and sent to the National Treasurer with your report **by March 31, 2023.** Your Treasury Balance and your **RECONCILED** bank statements (after you subtract outstanding checks) **must** match.

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 2021 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)

\$.50 per EVERY TAXABLE MEMBER for Appeals for Aid assessment

\$1.00 per EVERY TAXABLE MEMBER for National Degree Team assessment

Email Completed 2022 Annual Financial Reports to National Treasurer Cathy Turck at
laohnationaltreasurer@gmail.com by March 31, 2023

Send check and tax bill to

Cathy Turck
National Treasurer
PO Box 170
Altamont, NY 12009



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. Please verify the totals with the State Secretary.

2022 STATE MEMBERSHIP SUMMARY					
State Taxable Members		State Non-taxable Members		12/31/2022 Total State Membership	

State: _____

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

\$.50 x (Taxable Membership) = \$ _____
\$0.50 for Appeals for Aid assessments

\$1.00 x Taxable members National Degree Team = \$ _____

TOTAL \$ _____

Your State's National Per-Capita Tax and Assessments are due to the National Treasurer by March 31, 2023. 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 Cathy Turck

Check # _____ Amount Paid \$ _____ Date Paid _____