

## LODGE MONTHLY TO DO SCHEDULE

MARCH				
For Current Year			Date	Initial
1.	<b>Exalted Ruler's Class</b> - Prepare for initiation to honor Exalted Ruler.			
2.	<b>Audit Committee</b> - works with accountant to assure Annual Audit & 990's will be completed on time.			
	<b>AK Annual State Gaming Report</b> – Due by the 15th			
3.	<b>Elks National Foundation Contribution</b> - Submit by 15th.			
4.	<b>All American Lodge Contest A</b> - Submit form to District Deputy by 15th.			
5.	<b>Elk of the Year</b> - Submit entry to State Secretary by 15th.			
6.	<b>Exalted Ruler of the Year</b> - Submit entry to State Secretary by 15th			
8.	<b>GER's Pins for Members</b> - Submit forms to Grand Exalted Ruler GER's Certificate Awards (ER, Lodge, 2 members			
9.	<b>Lodge to drop 1 yr. delinquent members – complete by the 31st.</b>			
For Upcoming Lodge Year				
10.	<b>New Exalted Ruler's Report</b> - Submit to District Deputy by March 1 <sup>st</sup> .			
11.	<b>Grand Lodge Mandatory Committee List</b> - Submit to GL Secretary via CLMS2 by 31st.			
12.	<b>State Association Directory Information</b> - Submit to State Office by 31st.			
13.	<b>Appointment of Chairpersons</b> - Notify members of all committees of their appointments together with their duties and appropriate manuals.			
14.	<b>Exalted Ruler</b> – Registers through State Secretary for Grand Lodge Convention by the 31 <sup>st</sup> .			
Monthly Requirements				
15.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.			
16.	<b>FICA and Social Security taxes</b> – Submit by _____*			
17.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements			
18.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.			
19.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30 <sup>th</sup> .			
20.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>			
APRIL				
For Most recent Lodge Year			Date	Initial
1.	<b>Annual Report</b> - Submit report via CLMS2 to Grand Secretary by April 30 and pay Per Capita assessment.			
2.	<b>Gambling Activity</b> - Submit annual report to State of Alaska.			
3.	<b>Quarterly 941 Employer Federal Tax Return</b> - Submit form and payment to Federal Government by April 30.			
4.	<b>Quarterly ESC</b> - Submit report and payment to State of Alaska by April 30.			
5.	<b>Quarterly Employment Security Tax</b> - Submit report and payment to State of Alaska by April 30.			
6.	<b>Quarterly City or County Gambling Tax Report</b> - Submit to City or County by April 30.			
For Current Lodge Year				
	<b>Summer Convention Registrations</b> - Submit to Host Lodge by 5th.			
7.	<b>A.S.E.A. Per Capita Assessment</b> - Submit per capita by April 15.			
8.	<b>Raffle License</b> - Submit raffle license to Alaska State Liquor Control Board by April 10 (only if liquor raffled)			
9.	<b>Personal Property Tax</b> - Submit payment by April 30.			
10.	<b>Real Estate Property Tax</b> - Submit payment by April 30.			

## LODGE MONTHLY TO DO SCHEDULE

11.	<b>Secretary's Report to Lodge</b> - Present written report of transactions of the office as first session in April.		
12.	<b>District Deputy Clinic</b> - Attend with those officers required to attend.		
<b>Monthly Requirements</b>			
13.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
14.	<b>FICA and Social Security taxes</b> - Submit by _____*		
15.	<b>Local Sales Tax – Lodge needs to check on Local requirements</b>		
16.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
17.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
18.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
<b>MAY</b>			
<b>For Current Lodge Year</b>		Date	Initial
1.	<b>Officers Attend State Convention</b>		
2.	<b>Audit Committee</b> - collects Annual Audit & 990's from accountant, reviews for accuracy, and presents report to Lodge for vote by June 15.		
<b>AK Quarterly State Gaming Report</b> – Due by the 15th			
<b>Monthly Requirements</b>			
3.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
4.	<b>FICA and Social Security taxes</b> - Submit by _____*		
5.	<b>Local Sales Tax – Lodge needs to check on Local requirements</b>		
6.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
7.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
8.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
<b>JUNE</b>		Date	Initial
<b>For Most Recent Year</b>			
1.	<b>Annual Audit Report</b> - Report to Lodge by June 15. Submit report to District Deputy and G.L. Auditing Committee by June 30.		
<b>For Current Lodge Year</b>			
2.			
3.	<b>Annual Corporation Application</b> - Submit application and fee to the Secretary of State if Lodge is incorporated by June 30.		
4.	<b>Lodge</b> – Submit State Gambling License application by the 15 <sup>th</sup> .		
5.	<b>Forum Box</b> - Prepare with aid of Trustees Monthly Requirements		
	<b>Flag Day</b> – June 14th		
<b>Monthly Requirements</b>			
6.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
7.	<b>FICA and Social Security taxes</b> - Submit by _____*		
8.	<b>Local Sales Tax – Lodge needs to check on Local requirements</b>		
9.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
10.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		

# LODGE MONTHLY TO DO SCHEDULE

JULY			
For Current Lodge Year		Date	Initial
	<b>Exalted Ruler attend Grand Lodge Convention -</b>		
1.	<b>Internal Lodge Audit</b> - Lodge Audit Committee collects and reviews Lodge record keeping and financial information and presents a written report at the last regular meeting in July.		
2.	<b>Quarterly 941 Employer Federal Tax Return</b> - Submit form and payment to Federal Government by April 30.		
3.	<b>Quarterly ESC</b> - Submit report and payment to State of Alaska by the 30th.		
4.	<b>Quarterly Employment Security Tax</b> - Submit report and payment to State of Alaska by April 30.		
5.	<b>Quarterly City or County Gambling Tax Report</b> - Submit to City or County by the 30		
6.	<b>AK State Gambling Activity Report</b> - Submit to AK State Gambling Commission.		
Monthly Requirements			
7.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
8.	<b>FICA and Social Security taxes</b> - Submit by _____*		
9.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
10.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
11.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
12.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
AUGUST			
For Current Year		Date	Initial
1.	<b>990 &amp; 990T Federal Income Tax Returns</b> - Submit to LR.S. by the 15th.		
2.	<b>City Business Tax</b> - Submit form and fee to City by 31 <sup>st</sup> .		
3.	<b>District Deputy Clinic</b> - Attend with those Officers required to attend		
4.	<b>Audit Committee, Exalted Ruler, Lodge Secretary, Treasurer, House Committee and Board of Directors</b> review comments from Area 8 A&A Committeeman.		
	<b>AK Quarterly State Gaming Report</b> – Due by the 15th		
Monthly Requirements			
5.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
6.	<b>FICA and Social Security taxes</b> - Submit by _____*		
7.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
8.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
10.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
11.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
SEPTEMBER			
For Current Lodge Year		Date	Initial
1.	<b>September District Deputy Visitation</b> - Begin preparing all records for DD Visit.		
2.	<b>Verify Lodge vote on Amendments</b> - (if any) on Grand Secretary supplied form.		
Monthly Requirements			
3.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
4.	<b>FICA and Social Security taxes</b> - Submit by _____*		
5.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
6.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
8.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		

# LODGE MONTHLY TO DO SCHEDULE

9.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
<b>OCTOBER</b>			
<b>For Current Lodge Year</b>		Date	Initial
	<b>Exalted Ruler, Secretary, Audit Committee Chairman, &amp; others</b> – register for Mid-Winter Conference		
1.	<b>Secretary's Report to Lodge</b> - Present written report of transactions of the office as first session in April.		
2.	<b>Grand Exalted Ruler's Class</b> - Prepare for initiation in honor of G.E.R.		
3.	<b>Audit Committee, Exalted Ruler, Lodge Secretary, Treasurer, House Committee and Board of Directors</b> reviews report from DD and implements changes as required.		
4.	<b>Audit Committee</b> - collects and reviews Lodge record keeping and financial information and presents a written report at the last regular meeting in October.		
5.	<b>Personal Property Tax</b> - Submit 2nd half payment by the 31st		
6.	<b>Real Estate Tax</b> - Submit 2nd half payment by the 31st.		
7.	<b>Quarterly 941 Employer Federal Tax Return</b> - Submit form and payment to Federal Government by the 31st.		
8.	<b>Quarterly ESC</b> - Submit report and payment to State of Alaska by the 31st.		
9.	<b>Quarterly Employment Security Tax</b> - Submit report and payment to State of Alaska by the 31st.		
10.	<b>Quarterly City or County Gambling Tax Report</b> - Submit to City or County by the 31st.		
<b>Monthly Requirements</b>			
11.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
12.	<b>FICA and Social Security taxes</b> - Submit by _____*		
13.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
14.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
16.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
17.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
<b>NOVEMBER</b>			
<b>For Current Year</b>		Date	Initial
	<b>Exalted Ruler, Secretary, Audit Committee Chairman, &amp; others</b> – register for Mid-Winter Conference		
1.	<b>Membership Report</b> - Submit second report via CLMS2 by the 5 <sup>th</sup> .		
2.	<b>Audit Committee</b> - reviews report from DD and assures changes are implemented as required.		
	<b>AK Quarterly State Gaming Report</b> – Due by the 15th		
<b>Monthly Requirements</b>			
3.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
4.	<b>FICA and Social Security taxes</b> - Submit by _____*		
5.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
6.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
8.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
10.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
<b>DECEMBER</b>			
<b>For Current Year</b>		Date	Initial

# LODGE MONTHLY TO DO SCHEDULE

	<b>Elks Memorial Day</b> – 1 <sup>st</sup> Sunday in December		
3.	<b>Forum Box</b> - Prepare with aid of Trustees		
4.	<b>GER Goal for ENF</b> – Submit by the 15 <sup>th</sup> .		
6.	<b>Audit Committee</b> - reviews report from DD and assures changes are implemented as required.		
7.	<b>Audit Committee</b> - verifies Lodge has met the prerequisites for a compilation		
	<b>Monthly Requirements</b>		
8.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
9.	<b>FICA and Social Security taxes</b> - Submit by _____*		
10.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
11.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
12.	<b>Monthly Audit Committee verifies Lodge has met the prerequisites for a compilation Dues Notices</b> – Mail reminder notices by the 30th.		
13.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies</b>		
	<b>REQUIREMENTS DUE IN FISCAL YEAR THAT DATE VARIES</b>		
14.	<b>Alaska State Liquor License</b> - Application and fee to AK State Liquor Control Board by _____*		
15.	<b>Gaming License Recertification</b> - Form and fee due to Gambling Commission by _____*		
16.	<b>Restaurant Business License</b> - Submit to City by _____*		
	<b>JANUARY</b>		
	<b>For Current Year</b>	Date	Initial
1.	<b>Audit Committee</b> - Lodge Auditing Committee will use guide (Exhibit B) for Lodge review and report to Lodge in writing.		
2.	<b>Annual Audit</b> - Audit Committee verifies Lodge has met the prerequisites for a compilation		
3.	<b>Compilation Request</b> – Audit Committee writes a letter to DD requesting a waiver to allow for a Compilation by the 10 <sup>th</sup> .		
5.	<b>W-2 Forms</b> - Distribute to employees by the 31st.		
6.	<b>1099 Misc. Forms</b> - Distribute to contractors (bands, etc.) by the 31st.		
7.	<b>940 EZ Employer's Annual Federal Unemployment Tax</b> - Year-end report due to IRS by the 31 <sup>st</sup> .		
8.	<b>Quarterly 941 Employer Federal Tax Return</b> - Submit form / payment to Federal Government by the 31st.		
9.	<b>Quarterly ESC</b> - Submit report / payment to State of Alaska by the 31st.		
10.	<b>Quarterly Employment Security Tax</b> - Submit report / payment to State of Alaska by the 31st.		
11.	<b>Quarterly City or County Gambling Tax Report</b> - Submit to City or County by the 31st.		
12.			
	<b>Monthly Requirements</b>		
13.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
14.	<b>FICA and Social Security taxes</b> - Submit by _____*		
15.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
16.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
17.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th.		
18.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
	<b>FEBRUARY</b>		

## LODGE MONTHLY TO DO SCHEDULE

	For Current Year	Date	Initial
1.	<b>Annual Dues Notices</b> - Mail notices for upcoming year by the 15th.		
2.	<b>Most Valuable Student Scholarships</b> - Submit winning applications to ASEA MVS Chairman by the 1st week of February.		
3.	<b>Vocational Grant Scholarships</b> - Submit winning applications to ASEA MVS Chairman by the 1 <sup>st</sup> week of February.		
4.	<b>W-2 &amp; W-3 Transmittals</b> - Submit to Social Security Administration by the 28th.		
5.	<b>1090 &amp; 1096 Transmittals</b> - Submit to I.R.S. by the 28th.		
6.	<b>Directory Information</b> – Complete and submit via CLMS2.		
7.	<b>Auditor Contract &amp; Engagement Letter</b> – Due by the 15th		
8.	<b>Election of Officers</b> - Provide ballots if needed.		
	<b>AK Quarterly State Gambling Report</b> - Submit to AK State Gambling Commission if Class "D" or above by 15th.		
	<b>Monthly Requirements</b>		
9.	<b>Monthly Financial Statements</b> - Submit to District Deputy and Auditor by the 15th.		
10.	<b>FICA and Social Security taxes</b> - Submit by _____*		
11.	<b>Local Sales Tax</b> – Lodge needs to check on Local requirements		
12.	<b>Pending Charity Report</b> – Maintain monthly entries via CLMS2.		
13.	<b>Monthly Dues Notices</b> – Mail reminder notices by the 30th		
14.	<b>Submit taxes in a timely manner as designated by Federal and State Agencies.</b>		
	<b>Upcoming Contests</b>		
15.	<b>Contest "A" - All American Lodge</b> – Submit by Mar 15th		
16.	<b>Contest "E" - ENF Per Capita Lodge</b> – Submit by Mar 31st		
17.	<b>Contest "F" - ENF Chair Challenge - Automatic</b>		
18.	<b>Contest "G" - ENF Per Capita State</b> – Submit by Mar 31st		
19.	<b>Contest "H" - ENF State Chair Challenge - Automatic</b>		
20.	<b>GL Elk of Year</b> – Submit to Office of Grand Sect. by Mar 31st		
21.	<b>GL Officer of Year</b> – Submit to Office of Grand Sect. by Mar 31st		
22.	<b>GL Citizen of Year</b> – Submit to Office of Grand Sect. by Mar 31		
23.	<b>GER Special Commendations</b> – Submit to Area 8 Fraternal Committeeman by Mar 31st		
24.	<b>GER Special Citation – ER</b> – Submit to Area 8 Fraternal Committeeman by Mar 31st		
25.	<b>GER Special Citation – Lodge</b> – Submit to Area 8 fraternal Committeeman by Mar 31st		
26.	<b>ASEA Elk of Year</b> – Submit by Mar 15th		
29.	<b>ASEA ER of Year</b> – Submit by Mar 15		