

Checklist For Recorders

MAY 2016

	Recorder secures Bank statement(s) from bank showing transactions through April 30 th .
	Audit Committee meeting.
	Depreciate Chapter Paraphernalia for April 30 th report.
	Input Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. Site on or after May 2 nd .
	Electronic QuickBooks Financial report transmitted by Recorder no later than May 10th . Manual Audit Report due by the 10th .
	Recorder, Senior Regent and Secretary/Treasurer go to the bank(s) to have new signature card(s) prepared, and authorized Officers names changed on all accounts, as well as safety deposit box and certificate of deposit and all other securities, if applicable.
	Membership/Retention Committee Activity Night.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting with Committee Chairmen to prepare the Calendar.
	When preparing the yearly Chapter calendar, please remember the Green Cap/Ways and Means Committee Activity Night shall be scheduled any time during the months of November, December or January. Neither meeting shall conflict with the regularly scheduled monthly Committee Activity Night.
	Board of Officers meeting.
	Second meeting of the month.
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)
	2-HOTT Training Sessions – The schedule with exact dates, places and times is located in the Education and Training portal at www.mooseintl.org. The Recorders who do not hold the Star Recorder degree or Call Card for the degree must attend a two (2) day 2-HOTT Hands On Technical Training Session each year while serving as Recorder to qualify for personal honors. Star Recorders, holding the office of Recorder, wishing to hold consecutive terms as Recorder shall attend a 2-HOTT session every other year. All co-workers in good standing are encouraged to attend.
	Women of the Moose Training Sessions – The schedule with exact dates, places and times is located in the Women of the Moose portal at www.mooseintl.org. The Recorder shall attend the Women of the Moose Training Session each year while serving as Recorder to qualify for personal honors. The Senior Regent and Junior Graduate Regent are also required to attend to qualify for personal honors. All co-workers in good standing are encouraged to attend.
	International Conference – St. Louis, Missouri – July 1 - 6, 2016.

JUNE 2016

	Recorder secures Bank statement(s) from bank showing transactions through May 31 st .
	Audit Committee meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	1/3 of Risk Pool Insurance premium will show on monthly Moose International statement sent to Chapter's email.
	Electronic QuickBooks Financial report transmitted by Recorder no later than June 10th . Manual Audit Report due by the 10th .
	Community Service Committee Activity Night.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting.
	Second meeting of the month.
	Risk Pool Insurance Premium paid?
	Visit the Moose International website at http://www.mooseintl.org/portal/news/fom990.asp to determine if it is necessary to file the form 990, 990-EZ or 990N for 2015 (May 1, 2015 – April 30, 2016). Additional information can be found on the website regarding filing. This form shall be filed with the Internal Revenue Service prior to September 15, 2016 .
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

JULY 2016

	Recorder secures Bank statement(s) from bank showing transactions through June 30 th .
	Audit Committee meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	Electronic QuickBooks Financial report transmitted by Recorder no later than July 10th . Manual Audit Report due by the 10th .
	Activities/Sports Committee Activity Night.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting.

JULY 2016 (continued)

	Second meeting of the month.
	Order Red Stole (If applicable).
	IRS Form 941 should be remitted to Internal Revenue Service by July 31 st .
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

AUGUST 2016

	Recorder secures Bank statement(s) from bank, showing transactions through July 31 st .
	Audit Committee meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	Electronic QuickBooks Financial report transmitted by Recorder no later than August 10th . Manual Audit Report due by the 10th .
	Mooseheart/Moosehaven Committee Activity Night.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting.
	Second meeting of the month.
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

SEPTEMBER 2016

	Recorder secures Bank statement(s) from bank showing transactions through August 31 st .
	Audit Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	Electronic QuickBooks Financial report transmitted by Recorder no later than September 10th . Manual Audit Report due by the 10th .

SEPTEMBER 2016 (continued)

	Higher Degree - Star Recorder Committee Activity Night.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	IRS Form 990 must be sent to Internal Revenue Service by September 15th.
	Chapter Development Committee meetings.
	Board of Officers meeting.
	Second meeting of the month.
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

OCTOBER 2016

	Recorder secures Bank statement(s) from bank showing transactions through September 30 th .
	Audit Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	1/3 of Risk Pool Insurance premium will show on monthly Moose International statement sent to Chapter's email.
	Electronic QuickBooks Financial report transmitted by Recorder no later than October 10th. Manual Audit Report due by the 10th.
	Mooseheart/Moosehaven Christmas in October Committee Activity Night
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting.
	Second meeting of the month.
	IRS Form 941 should be remitted to Internal Revenue Service by October 31 st .
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

NOVEMBER 2016

	Green Cap/Ways and Means Committee Activity Night shall be scheduled any time during the months of November, December or January. The meeting shall not conflict with the regularly scheduled monthly Committee Activity Night.
	Recorder secures Bank statement(s) from bank showing transactions through October 31 st .
	Audit Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	Electronic QuickBooks Financial report transmitted by Recorder no later than November 10th . Manual Audit Report due by the 10th .
	Higher Degree - College of Regents Committee Activity Night and Award of Achievement Ceremony.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting.
	Second meeting of the month.
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Recorder shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

DECEMBER 2016

	Recorder secures Bank statement(s) from bank showing transactions through November 30 th .
	Audit Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officers and Chairmen into Moose International Admin. site.
	Electronic QuickBooks Financial report transmitted by Recorder no later than December 10th . Manual Audit Report due by the 10th .
	Community Service Committee Activity Night.
	Immediately after a favorable ballot, Recorder transmits all newly enrolled and re-enrolled members. Recorder contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Development Committee meetings.
	Board of Officers meeting.
	Second meeting of the month.
	Recorder shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.