

MOOSEHEART ACTIVITY CENTER PROJECT SPREADSHEET GUIDE

The purpose of this document is to help the reader save, print and understand the purpose on the various columns.

Lines and Columns: The lines are numbered, 1 to length of document at 45 lines per page. Columns are alphabetical, A to AL which is 36 columns or about 3 sheets wide. We only use Columns A to Q or 1 sheet wide.

Copying: Instruct your printer to print pages 1 to 8 or the page or pages you wish copies of. Current length of document is 320 lines and 8 pages in length. At 361 lines the program should add an additional page; however you may have to request it be printed.

COLUMN EXPLANATIONS

Column A: Used to identify District the Lodge is in.

Column B: Used to identify Fraternal Unit, Group or Individual.

Column C: Fraternal Unit Identification Number.

Column D: Membership of Fraternal Unit on 5/1/19.

Column E: Date donation recorded at Moose Charities; or in this case total donations on record at closing of Moose Charities on 12/31/2019.

Column F: \$AMT. Amount donated to or/of 1st Level Award.

Column G: O/P. Indicates Award owed or presented to recipient.

Column H: \$AMT. 2nd Level Award Same as F above

Column I: O/P. (Same as G above).

Column J: \$AMT. 3rd Level Award Same as F and H above)

Column K: O/P. (Same as G and I above)

Column L: \$AMT. 4th Level Award, Same as F, H and I above)

Column M: O/P. (Same as G, H and I above)

Column N: \$AMT. Amount donated above 4th Level Award.

Column O: O/P. (Same as G, H and I above)

Column P: TOTAL. Total amount donated by Individual, Activity or Fraternal Unit by Sheet ending date.

Column Q: Dates covered by Donation and Awards Spreadsheet on Line 1. Remainder used for recording Donation amounts under \$1.00 and comments, notes and reminders.

If you have questions about the Donations/Awards Spreadsheets please contact me preferably by email at bobbb@bak.rr.com or phone 661 822 7684, leave message.

If question is relative to missing donation will need following: Who check was made to, donation amount, check number, when sent, what you wrote in Notation/Memo area, has check cleared, if so when. We can usually resolve issues within a few days.

Fraternally, R.R. "Bob" Bakman, CNMA Mooseheart Activity Center Project Chairman

1-15-2020