



INSTRUCTION FOR COMPLETION OF QUARTERLY REPORTS

Part 1 - Quarterly Report

Section 1 - Per Capita Tax

Enter the name of your Grange, Grange #, Year and quarter for the report.

Line 1 - Fraternal - This line includes fraternal and affiliate members, but does not include Gold Sheaf, Junior (1+), Associate or family members. Enter Balance Forward, Gains, Losses, Ending Balance. Multiply Ending Balance by \$7.50 per capita and enter in Subtotal column.

Line 2 - Golden Sheaf (b) - These are members who received Gold Sheaf Award prior to 1 Jan 2001. Enter balance forward, Gains, Losses, Ending Balance. No per capita is due on these members.

Line 3 - Golden Sheaf (a) - These are members who received Gold Sheaf Award on or after 1 Jan. 2001. Enter balance forward, Gains, Losses, Ending Balance. Only National Grange per capita are due on these member. Multiply Ending Balance by \$3.50 and enter amount in subtotal column.

Line 4 - Families - These are Family Plan memberships. Enter Balance Forward, Gains, Losses, Ending Balance. Multiply Ending Balance by \$15.00 per capita and enter in Subtotal column.

Line 5 - Family Mbrs - These are the number of members in Family Plans. Enter Balance Forward, Gains, Losses, Ending Balance. Multiply Ending Balance by \$7.00 per capita and enter in Subtotal Column.

Line 6 - Juniors (1+) - These are children, ages 5 to 14, who have joined as Junior 1+ members. Enter Balance Forward, Gains, Losses, Ending Balance. No per capita is due on these members.

Line 7 - Associate - These are members who joined as associate members. Enter Balance Forward, Gains, Losses, Ending Balance. Multiply Ending Balance by \$5.00 per capita and enter in Subtotal column.

Line 8, the subtotal of lines 1, 3, 4 and 7. Also enter this total on Line 13 in the subtotal column.

Section 2 - Application Fees

Line 9 - Fraternal and Affiliate members gained by application. Enter the total number of members gained this quarter, as Fraternal or Affiliate member, multiply by \$2.50 and enter in subtotal column.

Line 10 - Families gained by application. Enter the total number of families gained this quarter multiply by \$6.00 and enter in subtotal column.

Line 11 - Associate members gained by application. Enter the total number of associates gained this quarter multiply by \$5.00 and enter in subtotal column.

Line 12 - Total Section 2 - Add lines 9, 10 and 11. Enter this total also on Line 14.

Section 3 - Summary

Line 13 - Subtotal Section 1 - This is the subtotal from line 8

Line 14 - Subtotal Section 2 - This is the subtotal from line 12

Line 15 - Debits - Enter any debits you received from the State Grange. (These would be previous under payments)

Lines 16 - Credits - Enter any credits you received from the State Grange. (These would be previous overpayments)

Lines 17 - Penalty - If you were advised of any penalty for filing late reports, enter amount here.

Line 18 - Remit To State Grange. Enter the sum of lines 13, 14, 15, 16 and 17. Remit this amount payable to California State Grange, Chartered.

Certification: Sign or type your name, certifying report is true and correct. Enter date signed.

Check which additional parts are attached?

Mail To: California State Grange, 3830 U Street Sacramento, CA. 95817

Part 2 - Report of Members Gained

Enter the name of your Grange, Grange #, Year and quarter for the report.

For each member gained, enter name, address, city, state and zip. Enter date joined, date of birth (or year of birth) and phone number. Enter occupation (if known) and email address. Check yes or no for subscription to Grange News (head of household only). Privacy will suppress information from roster. Check yes or no if member is retired. Check column for how gained (by application, demit, reinstatement or error) Finally, check type of member, Fraternal, GS (Gold Sheaf), Affiliate, Junior, Associate, or Family Plan. **Please attach application or copy with this form.** Use additional sheets if more than 5 members are gained.

Part 3 - Member Changes

Enter the name of your Grange, Grange #, Year and quarter for the report.

This part will allow you to submit any changes to the members' record. Attach additional sheets, if you have more than 5 changes, attach additional sheets as necessary.

Use this form to report change of Name, email address, home address, add date of birth, date joined, phone number, occupation etc.

Gold Sheaf Members - If a member has obtained Gold Sheaf status, indicate date obtained. Be sure to record a loss on Line 1 Fraternal, and a gain on Line 3 Golden Sheaf (a) - Quarterly Report part 1

Junior 1+ Members - If a junior member graduated and is now a Subordinate Fraternal member, indicate date joined. Be sure to show a loss on line 6, and a gain on line 1 on the quarterly report Part 1 form.

Family Plan Members - If a family member plan is older than 23 years and is now a Subordinate Fraternal member, indicate date joined. Be sure to show a loss on line 5, and a gain on line 1 on the Quarterly Report Part 1 form.

Part 4 - Member's Lost

Enter the name of your Grange, Grange #, Year and quarter for the report.

This part will allow you to report any member lost. Enter member number, name, date lost. Check reason lost (Suspension, Demit, Withdrawal, Death, Error)

Part 5 - Roster Changes

Part 5 Roster Changes will allow you to report changes in Officers and committee appointment to the State Grange. This will allow us to maintain a more up to date Roster. For positions listed, enter member number and name of member for any member assuming these position in the last quarter. There are two blank row, for positions not listed.

Questions?

If you have any questions, not answered in these instruction, please contact the State Secretary at lbooth@CAStateGrange.org or call (916) 454-5808.