**Instructions and Explanations for completing Quarterly Reports**

The Secretary of each Subordinate Grange shall send a **Quarterly Report** to the PA State Grange **within 30 days** of the end of each quarter. Reports not received within *60 days of the end of the quarter* will be subject to a ***penalty***of one percent per month based on the last report received from that Grange as stated in the PA Grange By-laws.

# ARTICLE X – DUES

* + 1. (2005) The Secretary and President/Master(P/M) of each Community/Subordinate(C/S) Grange shall make the appropriate quarterly reports and remit the amounts due within 30 days following the end of each quarter – March 31, June 30, September 30, and December 31. The P/M of the State Grange shall take such action which may be appropriate, and in accordance with the Digest of Laws of the National Grange, toward those Granges which are determined to be delinquent. C/S Granges who have not paid their quarterly dues payment to the Pennsylvania State Grange within 60 days of the end of each quarter shall be subject to a penalty of one (1) percent per month on the amount of dues paid in the last quarter for which a report was filed.

**Quarterly Report Due Dates**

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| --- | --- |
| 1st quarter | April 30, 2023 |
| 2nd quarter | July 31, 2023 |
| 3rd quarter | October 31, 2023 |
| 4th quarter | January 31, 2024 |

1. **Number** of ***individual* *members*** of this Grange reported on last quarter’s report, use line 6 of the previous quarter’s report. **Do NOT include Junior members**
2. **Members lost** – list names on information sheet. Do **NOT** pay dues on members lost this quarter.
3. **Members received** by demit (transfer) or reinstatement - list names on information sheet. Dues arepaid on these members this quarter. ***Please include a copy of the membership application***.
4. **Number of** individual members to pay dues for this quarter. **DO NOT include Family Plan or Junior members.**
5. **New members** obligated this quarter x $5 initiation fee. **Do NOT include NEW Family plan members or Junior members.** Please include a copy of the membership application.
6. **TOTAL Number of individual members.** (Line 4 + Line 5) **Do NOT include NEW Family plan members or Junior members.**
7. Number of **Family Plans (NOT individuals) reported on last quarter’s report**, use line 9 + line 11 of the previous quarter’s report.

PLEASE NOTE: A Family Plan consist of a husband and wife and their dependents or a single person and their dependents. Dependents are children, grandchildren or great-grandchildren age 14 – 23, who live as a member of the same household or in absence due to illness, education or military service.Foster adopted or step children and other legal dependents shall be considered part of their legal guardians’ family. There are exceptions for children who remain a dependent beyond age 23 because of developmental delays. **Family Plans DO NOT include Junior members.**

1. Number of **Family Plans lost/dropped this quarter.**
2. **Total number of family plans to pay dues on this quarter** (line 7 minus line 8).
3. Number of **individual members** who are part of the family plans counted on line 9.
4. Number of ***NEW*** **Family Plans** initiated at $10 each. List all names on information sheet.
5. Number of **individual members** included in the **NEW** Family Plans on line 11.
6. Total of all individual members who are part of a family plan. (add lines 10 & 12)
7. **TOTAL** **individual members** (line 6 + line 13)
8. **Associate members** – one who pays an annual fee to your Grange but takes no obligation or degrees. These members should NOT be included in the membership numbers on lines 1-12) List any new names on the information sheet.
9. **Pre-2001 Golden Sheaf members** – a member **recognized** for 50 years of continuous membership ***prior* to Jan. 1, 2001.** **(*Lifetime members ARE NOT included in this category*.)**
10. **Lifetime members** – one who has paid a one-time fee to the PA State Grange in lieu of annual membership dues – New Lifetime Memberships are no longer available.
11. **Youth members** – members age 14-19 as of January 1, 2021 who **ARE NOT included** as part of a Family Plan. (Maximum age is 23 for those who are currently enrolled in post-secondary education or in the military.) **Please be sure and update your number of youth members to account for anyone who no longer meets the criteria.**
12. **Junior members** – members age 5-14 years old who are members of your Junior Grange or the PA State Junior Grange. Include on the **First Quarter (March) report ONLY.** Use this space to report any Junior members who joined your Grange through the 1+ Program. (Details included in the Quarterly Report Mailing.)
13. **Officers’ Bond** – add $50 to purchase minimum coverage of $5,000 or more if you choose a higher coverage. **Second Quarter (June)**. You can also purchase larger bonds as shown on line 20. **PLEASE NOTE, THE DATE HAS CHANGED FOR THE DEADLINE FOR THE OFFICER BOND TO NATIONAL BECAUSE THEIR DEADLINE HAS CHANGED AND WILL NO LONGER BE ACCEPTED LATE. Also, the coverage and Cost has changed for the Bond’s, please see reports.**
14. **National Grange Convention Hosting Assessment** – mandatory assessment by the National Grange to cover costs of hosting the National Grange session each year. Total amount due is $1.00 per member per year. This is due in the first quarter.
15. **Adjustments – credit or debit from the previous report** - corrections from the last quarterly report ONLYper notice from the PA State Grange Office.
16. **Total Enclosed** – Add or subtract all values to determine **TOTAL** amount of membership dues and fees due this quarter.
17. **Post-2001 Golden Sheaf Member** – one who has been recognized for 50 years of continuous membership **January 1, 2001 or after.** This is for informational purposes only; full dues must be paid on these members and they should be included in your membership numbers.
18. **Affiliate members** – a member whose primary membership is in another Grange but also belongs to your Grange and pays dues to your Grange. **These members should be included in your regular membership numbers.**

If you have **ANY** questions or need further explanation or assistance,

**PLEASE contact Debbie Campbell, Pennsylvania State Grange Secretary at 717.275.4469**

**or the Brittany Covey, Office Secretary, State Grange Office at 717.737.8855.**