



Ladies Ancient Order of Hibernians, Inc.  
Office of the National Secretary  
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First of all, there have been some questions about Chaplains being counted or not counted as members for the assessments. If you have a female chaplain, she is a member and subject to the same assessments as any other member. If the chaplain is a Priest, Deacon or Religious Brother who has taken vows, he can be counted as a member; but he does not have to be a member to be a chaplain. If he is being counted as a voting, participating member, then the division has the responsibility to pay his assessments. If not listing him as a member, then he cannot be deducted off as a Religious Member. You must be consistent with your report.

### Instructions for Completing the 2020 Membership Reports

PLEASE Do not Change: file name, font, format (keep xls. format only). Some EINs were incorrect. The correction is shown in red. If you wish to customize a report for your own records, please do a Save As for yourself but do not change the report to be submitted. Please keep in mind that the National Secretary has almost 260 reports to review and to combine into other different reports. Unnecessary changes can make double work.

When the reports are emailed to the states from both National Treasurer and National Secretary, there will be a form included to assist in the calculation of the Per Capita Tax and Assessments.

### *Overview of Process for filing End-of-the-Year Membership Reports*

Each Division shall receive, through their State and County Boards (If applicable), a copy of their 2020 Membership report.

1. County and State Boards must forward a copy of the Division's report to the next level and only need to complete the list of County or State Officers and a tally sheet listing the Divisions within the County or State and the total number of taxable and non-taxable members. County and State Boards are no longer required to cut and paste all the names into one report. That will be done at the National Level
2. Each Division must send their **\$5.00 per taxable member Per Capita and \$1.50 assessment per every member** to their County Board or State Board and the State Board will then send ONE CHECK for the entire State per instructions to the National Treasurer. This will insure the correct payment of the National per capita and assessments to the National Board by March 30, 2021. Mail check payable to the LAOH Inc to National Treasurer Sandi Swift, 2901 Orton St., St. Charles, MO 63301-0337
3. **Single Division States must file their membership reports with the National Secretary by January 31, 2021 and mail the \$5.00 per taxable member taxes and \$1.50 per every member to the National Treasurer by the SAME DATE. Mail check payable to the LAOH Inc to National Treasurer Sandi Swift, 2901 Orton St., St. Charles, MO 63301-0337**
4. The **Division's Membership Report has four tabs that require completion.**
5. The first tab is the "Cover Sheet" and is a summary sheet and certification. The boxes are self-explanatory. **All must be completed.** Please make all necessary corrections.
6. The second tab is "Div Officers" and is the standard tab listing the Division's Officers. If the position is vacant; please type VACANT and do not delete the line. The Report is not acceptable without the correct addresses and email addresses of all the Officers.

7. The third tab is "DIV Member Total" and is the place you input your changes to the numbers of members since 2019. Line 12 through 14 are for inputting increases in your membership (new members, transfers, and reinstatements) and lines 18 through 21 are for recording your decreases in membership (dropped, resigned, transferred, deaths). Line 25 is the total membership number reported on your 2019 report and CANNOT be changed. **Line 29 is your total membership for the Division. This number should match the number of Members listed on the Membership list. Each Division must send to the County or State Board the \$1.50 assessments per this number of Members.** Line 33 is your Division's taxable membership. Each Division must send to the County or State Board the \$5.00 per member National Per Capita Tax.

On the bottom of Tab 3, please list again your religious and National Life Members.

The fourth tab is "All Members 12-31-2020". I have copied the 2019 Membership list to this 2020 worksheet. Please review and make all necessary changes (Add or Delete members as needed, confirm email addresses and phone numbers). **Ensure that your 2020 Membership list is up to date and all information is correct on this page. Division Secretaries and Financial Secretaries, This is the official listing of every Division Member. Remember that the number of Members is determined by this list.**

8. The remaining tabs are old membership lists for your reference.
9. **BEFORE SUBMITTING THE DIVISION REPORT, REVIEW AND CONFIRM THAT ALL INFORMATION IS CORRECTLY PROVIDED. THERE SHOULD BE NO BLANK FIELDS. THE REPORT SHOULD NOT BE SUBMITTED INCOMPLETE OR INCORRECT TO THE NEXT LEVEL. FINES MAY BE CONSIDERED. PRIOR TO SUBMITTING THE REPORTS PLEASE CONFIRM THAT ALL EMAILS ARE UPDATED AND ACCURATE TO AVOID HAVING THE REPORT REJECTED FOR CORRECTIONS.**
10. County Secretaries remain required to collect the membership reports from the Divisions within her County, complete the County Membership report, and forward all the Divisions' reports, as well as the County Report, to the State Secretary. The County Secretary will complete the 2020 report and insure payment of the National Per-Capita taxes and assessments from the Divisions within the County to the State Board.
11. County Reports include 3 tabs. The first tab requires the listing of the County Officers. The second tab is the Approval page. It requests a listing of the Divisions within the County and the Divisions' number of Members and has the Certification. The third Tab is the "Data Sheet". It is the listing of the Divisions in the County with their 2020 membership numbers.
12. **BEFORE SUBMITTING THE COUNTY REPORT AND ALL DIVISION REPORTS IN THE COUNTY, REVIEW AND CONFIRM THAT ALL OF THE INFORMATION PROVIDED IS CORRECT AND COMPLETE. THERE SHOULD BE NO BLANK FIELDS. THE REPORT SHOULD NOT BE SUBMITTED INCOMPLETE OR INCORRECT TO THE NEXT LEVEL OR THEY WILL BE REJECTED AND FINES MAY BE CONSIDERED. PRIOR TO SUBMITTING THE REPORTS PLEASE CONFIRM THAT ALL EMAILS ARE UPDATED AND ACCURATE TO AVOID HAVING THE REPORT REJECTED FOR CORRECTIONS.**
13. State Secretaries are required to collect the membership reports from the Divisions/Counties within the State. Complete the State Membership Report. The State Membership Report, All Division and County Reports should be submitted to the National Secretary electronically by March 31, 2021.
14. The State Report has 3 tabs. The first tab requires the listing of the State Officers. The second tab is the Approval page. It requests total number of Divisions and Members and has the Certification. The third Tab is the "Data Sheet". It is the listing of the Divisions in the State with their 2020 membership numbers.
15. **BEFORE SUBMITTING THE STATE REPORT, COUNTY AND DIVISION REPORTS, THE STATE SECRETARY IS TO REVIEW ALL REPORTS TO CONFIRM ALL INFORMATION IS COMPLETE AND CORRECTLY PROVIDED. THERE SHOULD BE NO BLANK FIELDS. THE REPORTS SHOULD NOT BE SUBMITTED INCOMPLETE OR INCORRECT TO THE NATIONAL LEVEL OR THEY WILL BE REJECTED AND FINES MAY BE ASSESSED TO THE STATE. PRIOR TO SUBMITTING THE REPORTS PLEASE CONFIRM THAT ALL EMAILS ARE UPDATED AND ACCURATE TO AVOID HAVING THE REPORT REJECTED FOR CORRECTIONS.**