

## **Operations Anylist Checklist Released For Review**

The following document is a copy of the checklist used by the new Operations Anylists to determine if your lodge is doing all of the required tasks for running a lodge and social quarters. It is suggested that you print this list and use it as a guide for operations. As Regional Manager Rodney Hammond said, "If you can get a favorable rating on these checklists, you're probably doing a pretty good job operating your Moose Lodge".

# Moose International - Membership Department Operations Analyst Checklist

**Lodge Name** \_\_\_\_\_ **Lodge#** \_\_\_\_\_ **ST/Prov** \_\_\_\_\_

**Operations Analyst** Tom Burke **Date of Visit** \_\_\_\_\_

**Review at least 6 months of Minutes of Lodge, Officer, House Committee Meetings**

- Are meetings held according to by-laws scheduled dates and times. \_\_\_\_\_
- Were meetings conducted WITHOUT a quorum present? \_\_\_\_\_
- What was the AVERAGE total attendance in the past 6 months? \_\_\_\_\_
- Are there any officers with more than 3 absences? \_\_\_\_\_
- Total Endowment Fund collected during past 6 months. \_\_\_\_\_
- Is there any report of Sickness and Distress? \_\_\_\_\_
- Are any bills read for approval? \_\_\_\_\_
- Are Applicants listed by name for vote of membership? \_\_\_\_\_

**Membership & Retention Activities**

- Were unreported new-member applications found? \_\_\_\_\_
- If so, were they entered during this visit? \_\_\_\_\_
- Are blank applications available to members? \_\_\_\_\_
- Are current International Membership Campaigns displayed? \_\_\_\_\_
- Is a local membership campaign currently being promoted? \_\_\_\_\_
- Are Member Benefit Program brochures available to members? \_\_\_\_\_
- Does the lodge or chapter publish a newsletter? \_\_\_\_\_
- If yes, does it include Membership Promotional material? \_\_\_\_\_
- If yes, does it include Sponsor Recognition material? \_\_\_\_\_
- If yes, does it include Member Benefits Promotional material? \_\_\_\_\_

**Is State Incorporation Filing Current?** \_\_\_\_\_

**Employment and Payroll Filings & Payment Confirmation**

- Required employee signage present (minimum wage, others) \_\_\_\_\_
- Employee Files include: \_\_\_\_\_
- Employment Application? \_\_\_\_\_
- Form I-9 eligibility to work? \_\_\_\_\_
- Form W-4 withholding allowances? \_\_\_\_\_
- Form W-5 Earned Income Credit advanced payments? \_\_\_\_\_
- Forms W-2 issued by January 31 for prior year ended 12/31? \_\_\_\_\_
- Form W-3 issued by February 28 for prior year W-2 summary? \_\_\_\_\_
- Forms W-2G issued for qualified gaming payouts? \_\_\_\_\_
- Forms 1099 issued to contractors? \_\_\_\_\_
- Quarterly/Monthly Payroll Taxes Filed and Paid? (Form 941 and others) \_\_\_\_\_

**Are Other Taxes, Permits & Licenses (varies by municipalities) current?**

- Sales Tax \_\_\_\_\_
- Form ATF 5630.5 \_\_\_\_\_
- Liquor License \_\_\_\_\_
- Social Quarters Permit/Rules Posted \_\_\_\_\_
- Health Department / Food Service \_\_\_\_\_
- Retail Sales \_\_\_\_\_
- Gaming and/or Bingo \_\_\_\_\_
- Tobacco Sales \_\_\_\_\_
- Other Specialized Permits \_\_\_\_\_
  - Swimming Pool \_\_\_\_\_
  - Firearms Range \_\_\_\_\_
  - Golf Course Pesticide/Fertilizer \_\_\_\_\_
  - Other \_\_\_\_\_

**Is Indebtedness to the following current?**

- Moose International A/R Including Risk Pool (Liability/Dram Shop) \_\_\_\_\_
- If Gimme 5 funds are collected, they are remitted promptly. \_\_\_\_\_
- Utilities \_\_\_\_\_
  - Electric \_\_\_\_\_
  - Water/Sewer \_\_\_\_\_
  - Gas \_\_\_\_\_
  - Phone \_\_\_\_\_
  - Internet Provider \_\_\_\_\_
  - Cable/Satellite \_\_\_\_\_
- Vendors \_\_\_\_\_

**Bills are being paid by:**

- Credit Card** \_\_\_\_\_
  - If YES, Is it authorized by General Governor? \_\_\_\_\_
  - If YES, is the statement Paid in Full on a monthly basis? \_\_\_\_\_
- Cash** (only weekly reimbursement check allowed, discourage cash payments) \_\_\_\_\_
  - If YES, Are there receipts to support cash purchases? \_\_\_\_\_
- Checks** (verify random checks for past 3-6 months) \_\_\_\_\_
  - Are checks signed by two authorized signatures? \_\_\_\_\_
- Online Banking** (scrutinize random e-checks) \_\_\_\_\_
  - Is Treasurer signing off on printed monthly bank statement? \_\_\_\_\_

- Was any unreported or excessive amount of cash found? \_\_\_\_\_
- Does it appear receipts are being utilized properly? \_\_\_\_\_
- Have invoices been initialed by trustees? \_\_\_\_\_
- Do bank balances match lodge records? \_\_\_\_\_

**LCL.Net and Communication with Moose International**

Is mooseunits.org e-mailbox checked regularly? \_\_\_\_\_  
Is read e-mail removed from e-mailbox? \_\_\_\_\_  
Are transmissions from LCL.Net to Moose International occurring  
at least twice each week? \_\_\_\_\_

**SQ Inventory and Profitability**

Do beginning/ending numbers of monthly inventory change? \_\_\_\_\_  
Pricing (draft beer, bottled beer, well drink, call drink) > 3 times cost? \_\_\_\_\_  
Measured pouring observed \_\_\_\_\_

**Safety**

Lodge Safety Checklist Completed and Reviewed with Lodge Officer(s)? \_\_\_\_\_  
Are TIPS certifications on file for ALL alcohol servers? \_\_\_\_\_  
Required OSHA signage is present \_\_\_\_\_  
Required Material Safety Data Sheets (MSDS) are on file? \_\_\_\_\_

**Atmosphere/Attitudes**

Greeters are being utilized? \_\_\_\_\_  
Received a Timely and Appropriate greeting from bartender/wait staff? \_\_\_\_\_  
Overall, do you feel Service Rendered to members is acceptable? \_\_\_\_\_

**Fraternal Reports and Nominations**

Family Activities Reports are submitted in a timely manner? \_\_\_\_\_  
Community Service Reports are submitted in a timely manner? \_\_\_\_\_  
Moose/Coworker of the Year submitted in a timely manner? \_\_\_\_\_

**Review findings and recommendations with available officers and/or mamnagement.**

Governor \_\_\_\_\_ Trustee1 \_\_\_\_\_  
Jr. Governor \_\_\_\_\_ Trustee2 \_\_\_\_\_  
Jr. Past Governor \_\_\_\_\_ Trustee3 \_\_\_\_\_  
Treasurer \_\_\_\_\_ Administrator \_\_\_\_\_  
Prelate \_\_\_\_\_ SQ Manager \_\_\_\_\_  
Number of other members present, if any? \_\_\_\_\_  
Other significant persons present: \_\_\_\_\_

**Report findings to Moose International and copied to Regional Manager.**

# Moose International - Membership Department

## Operations Analyst Details

**Lodge Name** 0 **Lodge#** 0 **ST/Prov** 0

**Operations Analyst** Tom Burke **Date of Visit** 0

### Payroll Taxes

Form 941 Quarterly Federal Tax Return last filed

Form 8109 Federal Tax Deposit remitted            for \$            Check#           

State Payroll Tax Return last filed

State Payroll Tax Deposit remitted on            for \$            Check#           

Local Payroll Tax Return last filed

Local Payroll Tax Deposit remitted on            for \$            Check#           

### Real Estate Taxes (including schools and other taxing authorities)

           State Property Tax remitted on            for \$            Check#           

           Local Property Tax remitted on            for \$            Check#           

Property Taxes are

**Mortgage or Rent last paid on**            for \$            Check#           

Mortgage or rent is

### Insurance (explain different types and verify coverage in place)

Property (Fire) Insurance Company             
Policy ID            Paid Through            Check#           

Flood Insurance (if applicable) Company             
Policy ID            Paid Through            Check#           

Subsidence Insurance (if applicable) Company             
Policy ID            Paid Through            Check#           

Earthquake Insurance (if applicable) Company             
Policy ID            Paid Through            Check#           

Hurricane Insurance (if applicable) Company             
Policy ID            Paid Through            Check#

**Insurance (continued)**

Sinkhole Insurance (if applicable)      Company \_\_\_\_\_  
 Policy ID \_\_\_\_\_ Paid Through \_\_\_\_\_ Check# \_\_\_\_\_

Wind Damage Insurance (if applicable) Company \_\_\_\_\_  
 Policy ID \_\_\_\_\_ Paid Through \_\_\_\_\_ Check# \_\_\_\_\_

Directors & Officers Insurance      Company \_\_\_\_\_  
 Policy ID \_\_\_\_\_ Paid Through \_\_\_\_\_ Check# \_\_\_\_\_

Surety/Fidelity Bond      Company \_\_\_\_\_  
 Policy ID \_\_\_\_\_ Paid Through \_\_\_\_\_ Check# \_\_\_\_\_

Worker's Compensation Insurance      Company \_\_\_\_\_  
 Policy ID \_\_\_\_\_ Paid Through \_\_\_\_\_ Check# \_\_\_\_\_

**Current Officers**

<u>Title</u>	<u>MID#</u>	<u>Name</u>	<u>Start Date</u>
Governor	_____	_____	_____
Jr. Governor	_____	_____	_____
Jr. Past Governor	_____	_____	_____
Treasurer	_____	_____	_____
Prelate	_____	_____	_____
Trustee1	_____	_____	_____
Trustee2	_____	_____	_____
Trustee3	_____	_____	_____
Administrator	_____	_____	_____
Is Administrator also the SQ Manager?		_____	
SQ Manager	_____	_____	_____