



## 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.

### Quarterly Report Due Dates

1 <sup>st</sup> quarter	April 30, 2019
2 <sup>nd</sup> quarter	July 31, 2019
3 <sup>rd</sup> quarter	October 31, 2019
4 <sup>th</sup> quarter	January 31, 2020

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 are paid 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 can include 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. **Please call if there is a dependent older than age 23. Family Plans do NOT include Junior members.**
8. Number of **Family Plans lost/dropped this quarter.**
9. **Total number of family plans to pay dues on this quarter** (line 7 minus line 8).
10. Number of **individual members** who are part of the family plans counted on line 9.
11. Number of **NEW Family Plans** initiated at \$10 each. List all names on information sheet.
12. Number of **individual members** included in the **NEW Family Plans** on line 11.

13. Total of all individual members who are part of a family plan.(add lines 10 & 12)
14. **TOTAL individual members** (line 6 + line 13)
15. **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.
16. **Pre-2001 Golden Sheaf members** – a member **recognized** for 50 years of continuous membership **prior to Jan. 1, 2001**. These members pay no National dues. (***Lifetime members ARE NOT included in this category.***)
17. **Lifetime members** - one who has paid a one-time fee to the PA State Grange in lieu of annual membership dues.
18. **Youth members** – members age 14-19 as of January 1, 2015 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.**
19. **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.)
20. **Officers' Bond** – add \$50 to purchase minimum coverage of \$5,000 or more if you choose a higher coverage. **Third Quarter (September)**. You can also purchase larger bonds as shown on line 20.
21. **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.
22. **Adjustments – credit or debit from the previous report** - corrections from the last quarterly report ONLY per notice from the PA State Grange Office.
23. **Total Enclosed** - Add or subtract all values to determine **TOTAL** amount of membership dues and fees due this quarter.
24. **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.
25. **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, PA State Secretary at 717.275.4469 or the State Grange Office at 717.737.8855.**