

## **Instructions for Monthly Per Capita and Membership Report**

Start the report by entering your Local Lodge number and month for this report. Please note that dues received via dues check off for a given month should be reported on the corresponding District report (i.e. January DCOs should be reported on January report). All other collections should be reported in the same month as they were for the Grand Lodge report.

### **District 141 Affiliated Membership Count:**

The total District 141 membership counts should be reported for the purpose stated and can be obtained through your membership system after completing the Grand Lodge report. Please note that this count includes all dues paying, out-of-work, retired, exempt and life members.

### **Per Capita Recapitulation:**

Retained By District For This Month's Dues Check Offs:

This per capita recapitulation section begins with a summary of the counts and District Lodge (DL) per capita tax amounts that were retained by District 141. Use the DCO recap sheets you received from DL141 for this month. Add all regular counts and all regular DL per capita (PC) taxes retained by DL141 and put the totals in line 2. Do the same for all dispensation counts and amounts retained and put the totals on line 3. Initiations counts and amount retained go to line 4.

Add lines 2, 3 and 4 to calculate the total PC taxes retained by DL141 for this month and fill the amount into line 5. This line will always equal the total amount of District Lodge 141 PC taxes that were retained for the month and will also be reported on line 23.

Dues Objector Reductions For Payments From Dues Check Off:

Use this section to claim credit for the PC tax reductions due to objectors that had their dues deducted through dues check off. Enter the counts of dues objectors that were included on this month's DCOs. On line 7 enter the count of regular objectors and on line 8 enter the count of dispensated objectors. Calculate the total reductions for both line 7 and 8 and enter as negative amounts.

Refund/Reverse of Dues Check Off Deductions:

Use this section to claim a credit of retained PC taxes when the dues/fees deducted through DCO are refunded to an employee. Use page two to detail the DCO refunds your Lodge disbursed during this month. Complete all the information for each refund. Calculate the total credit due from refunds on lines 10, 11 and 12 and enter as negative amounts.

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### **Per Capita Recapitulation Continued:**

Collected Directly By Local Lodge (Cash Payers):

Use this section to report any dues, fees and initiations/reinstatements received directly by your Local Lodge during this month. Enter the count of each type that your Lodge received on lines 14 through 18. Calculate the total PC tax due District Lodge 141 for each type on lines 14 through 18.

Other Fees And Adjustments:

Use lines 20 and 21 to report any other fees or adjustments that are not covered by the above lines. Past year dues with different PC tax rates should be reported on these lines. Please explain as clearly as possible. Use an attachment if needed.

Calculate the total PC and fees due District 141 by summarizing lines 5 through 21. Enter the total on line 22. Enter the total amount retained from Line 5 on Line 23. Calculate the remaining balance due or (credit) by subtracting line 23 from line 22.

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### **Dues Paying Membership Recap:**

Use this section to report the number of dues paying members per employer, including DCO payers, cash payers and those on unemployment dues or receiving strike stamps.

### **Refund of Dues Check Off Deductions – Detailed Listing:**

Detail the DCO refunds your Lodge disbursed during this calendar month. Complete all information for each refund. The total counts carry forward to page one line 10, 11 and 12.

### **Explanation and Notes:**

Use this section to provide further explanation or notes that we would need to understand this report. Use an attachment if needed.

### **Signature, Date, Seal and Mailing:**

Once the report is completed, it needs to be signed and dated by your Local Lodge Secretary-Treasurer or President and imprinted with the Local Lodge Seal. **Forward the completed report to the District 141 Financial Office along with a check for any amount due.**

**Note:** We strongly urge you to utilize the “Membership Information Update” sheets to update our mail system with any changes to the members’ information. Send in the sheet along with the monthly report.