

Instructions for Monthly Per Capita Adjustment and Membership Report

To simplify the report we are asking you to report only the adjustments to what have been withheld from the Dues Check Off (DCO). 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 District 141 members.

Cash Payers, Per Capita Refund/Adjustment Reporting:

Cash Payers - Report how many regular dues/objector fees and/or initiation/reinstatement fees you collected for this report period, lines 3 – 5.

Refunds From Dues Check Off - Report any refund you paid out during this report period and fill in the corresponding lines, 7 – 9. Make sure you provide detail information on page 2 to receive refund from District 141.

Dues Objector PC Tax Adjustment 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, use Line 11.

Adjustment of Dues Check Off Deductions: - Use this section to adjust the retained PC taxes when the dues/fees deducted through DCO are used differently than what shows on DCO, use lines 13 – 14. Use page two to detail the adjustments.

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.**

Refund of Dues Check Off Deductions – Detailed Listing (Page 2):

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 lines 7 – 9.

Explanation and Notes (Page 2):

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