

Shriners International
Summary of General Office Deadlines

Mail to: Shriners International
P. O. Box 31356
Tampa, FL 33631-3356
Attn: (Department noted in parenthesis)

Membership Reports: (Shriners International)

Membership records and monthly reports due by the 5th day of every month.
This includes 3 reports, Monthly membership report, PCM report and PC report.)
Annual Recapitulation Report due by January 15th.

Creation Reports: (Shriners International)

Send immediately following the ceremonial. Do not hold for monthly report.

Per Capita Tax & Hospitals Assessment: (Shriners International)

50% Postmarked not later than March 31st
35% Postmarked not later than June 1st
Remaining 15% Postmarked not later than October 1st

Annual Election Returns: (Shriners International)

Send immediately after the election. Do not hold for installation.

The following reports are to be sent directly to the Director of Temple Accounting:

Annual Operating Fund Budget and Comparison Report

Original budget not later than March 1st
Budget revisions within 30 days after adoption

Outside auditor's annual financial statements

Before May 1st following the end of year reported on.

U.S. Federal tax returns: Form 990 and 990-T

Before May 15th following the end of year reported on unless an extension has been granted by the Internal Revenue Service.

Temple's Annual Report of Hospital Patient Transportation Fund

Complete and submit by May 15th following the end of year reported on.

Shrine Charity Activity Fundraising Event Form (CAF)

Submit within 60 days following the end of the event along with a check distributing the net proceeds or a copy of check that was forwarded to Shriners Hospitals for Children to the attention of A.J. Pamas.

Request permission to hold a Shrine Charitable Fundraiser by sending a request to Jack Jones, Executive Vice President, Shriners International at least 30 days prior to the start of the event.