

*From the Office of the Secretary of the New Hampshire State Grange*

December 26, 2011

Dear Worthy Secretary,

**Happy Holidays to You and Yours & May the New Year Bring Joy & Peace!**

Let's review what I have included in the attached packet. Your packet should contain the following:

December 2011 Quarterly Report  
Return Mailing Envelope  
Key to the Annual Word (2012)  
Subordinate Report to the Pomona Secretary (**NOT** in Pomona Secretaries packet)  
2011 Journal of Proceedings Information (in this letter)  
990-N Information (in this letter)

**QUARTERLY REPORT -**

Please note that I have included the number of members in your Grange as of September 30, 2011 (only for Granges that have filed their reports with me) and I have also given you the number of **exempt** Golden Sheaf, total number of Affiliate and **non-exempt** Golden Sheaf members according to my records. If any of these numbers are incorrect, please let me know when you return your quarterly report. Please remember to give me full names of any new members, along with their home addresses. Also when a member moves to another residence, please send me any address changes so that these members will continue to receive the Granite State Granger.

**KEY TO THE ANNUAL WORD -**

Please hold onto the Key to the 2012 Annual Password that I have enclosed. Just as soon as your December 2011 quarterly dues are paid I will be sending the Master of your Grange the cipher. The Master will need the key to go along with the cipher in order for him/her to figure out what the 2012 Annual Word is. **Please do not give your Master the key to the password if his/her 2012 dues have not been paid in full. Remember according to our By-Laws all dues must be paid before any member may receive the 2012 annual word.**

**SUBORDINATE REPORT TO THE POMONA SECRETARY -**

Your Pomona Secretary really needs this report, as they will not know who needs to be removed from their Pomona membership rolls. Remember to include dates and reasons why a member has been deleted from your membership before sending your report out to your Pomona Secretary.

**MEMBERSHIP CERTIFICATES AND SEALS -**

If you are in need of any certificates or seals, please make sure you give me enough time to get them back to you before you want to present them. I need to order 50, 75 year certificates and 80-year letters from The National Grange and the 25-year Silver Star certificates and 55 through 70 year seals will come from my office. The charge for the Golden Sheaf Certificate is \$10.00 each; for the 75-Year Diamond Certificate and folder, \$5.00 each; for special letters of membership recognition, there is NO charge. Make checks payable to: The National Grange for all certificates that come from the National Office. **I have been informed by the National Office that the price charged for 25 through 45 and 55 to 70 certificates/seals has increased from \$1.50 to \$2.00 as of October 1, 2011.** When you order a 25 year Silver Star certificate or membership seals, please do not send the money with your order. I will bill your Grange and include a charge for Shipping and Handling.

## **2011 JOURNAL OF PROCEEDINGS –**

The 2011 Journal has been completed and is now available on-line through the State Grange Website. To download or print a copy of the *Journal of Proceedings*, go to the Home page of the NH State Grange website by going to [www.nhgrange.org](http://www.nhgrange.org). In the right column there is a line that states “**Journal of Proceedings [click here to open/download](#)**”, click on the words “**[click here](#)**” and this will take you to the portion of the Annual Convention webpage that lists the links to *Journal of Proceedings* for 2008 through 2011. Click on the appropriate year and the Journal will open (this may take a few minutes to download) in Adobe Reader (if you do not have Adobe Reader installed on your computer, click on the box at the bottom of the webpage and follow the instructions to install Adobe Reader). Once the file has downloaded and opened, move your cursor to the bottom center of the document and a black bar will appear, on the left end of the bar is a floppy disk symbol (to save the file to your computer) and next to that a printer symbol (which will allow you to print the file), click on the appropriate symbol. If the black bar does not appear, press the “ctrl” button on your computer at the same time as the “P” button on your computer and your print dialogue box will open and print the document from there.

Per a Resolution that was passed at our October 2011 Annual State Grange Session in Gorham, “the NH State Grange Secretary will provide one printed copy of the Journal of Proceedings to each Subordinate and Pomona Grange each year, **if requested**.”

Thank you to State Treasurer, Gail Turcotte for all of the work she did compiling the 2011 Journal. Because of Gail’s efforts the Journal is ready NOW which is way ahead of the deadline of May 1<sup>st</sup> that the delegates voted on at State Session.

As always I am looking forward to working with you and if you have any questions or concerns, please do not hesitate to contact me. I will do my best to get back to you as soon as I possibly can.

Fraternally,  
Carolyn J. Ross, Secretary  
NH State Grange

603-642-5932 (home phone)

[cross@nhgrange.org](mailto:cross@nhgrange.org)

## **A MESSAGE FROM STATE TREASURER, GAIL TURCOTTE:**

### Time to File Your Grange’s Annual IRS Tax Return

This is a reminder to all Granges in NH that your fiscal year ended September 30, 2011 and now you have until February 15, 2012 to file your annual 990-N electronic tax return with the IRS. Failure to file for three consecutive years can result in a loss of your non-profit status.

The website address to file at is <http://epostcard.form990.org> and complete filing instructions were mailed to every Grange in May of 2008. If you have lost your instructions or just need help please contact NH State Grange Treasurer, Gail Turcotte, 107 Oak Hill Road, Barrington, NH 03825-3823, telephone (603)664-5584, cell (603)978-3846 or E-mail [gturcotte@nhgrange.org](mailto:gturcotte@nhgrange.org). One change to the 990-N report this year is the amount of money earned. It has been raised from \$25,000 to \$50,000. So if your Grange has less than \$50,000 income you may file the 990-N report on line. The receipt you print upon completion of filing has also changed slightly.

If your Grange is unable to file on line then you may contact Gail for a paper copy of the 2010 990-EZ form, and she will mail one to you. The paper version changes every year so you must use the 2010 form this year. The paper version is also due to the IRS by February 15, 2012.