

Date

Dear Worthy Master:

This letter will inform you that I will make my annual spring visit on _____ to your Grange. During my spring visit I will need to examine the following records for my required report to the NH State Grange.

1. Audited Secretary ,Treasurer and all other financial books such as Committee funds
2. Executive Committee report book
3. 2009 Internal Revenue Service report confirmation- Report was due February 15, 2010
 - A. 990-N E-mail confirmation receipt **OR**
 - B. 990-EZ paper form photocopy
4. Renewal of non-profit incorporation for 2010 with the NH Secretary of State's Office confirmation- Renewal was due December 31, 2010

Your Grange will be expected to exemplify the opening and closing of the Grange in the 4th Degree for Deputy Instructions.

If you have any questions please feel free to contact me.

Fraternally,

Deputy State Master