

# Ladies Ancient Order of Hibernians, Inc

## IMPORTANT==

**ALL Recording & Financial Secretaries,  
MUST READ this Report**



Organized in 1894

## YEAREND REPORTS

### NATIONAL CHAPLAIN

Reverend John Ahern  
401 Lockwood Rd  
Syracuse, NY 13214

### DEPUTY NATIONAL CHAPLAIN

Sr. Phylis O'Dowd, OP  
614 Route 25A  
Rocky Point, NY 11778

### NATIONAL PRESIDENT

Mrs. Margaret Hennessy  
301 Old Country Road  
Deer Park, NY 11729-2024

### NATIONAL VICE PRESIDENT

Maureen Shelton  
14156 S. Dixie Hwy  
Monroe, MI 48161

### NATIONAL SECRETARY

Mary Hogan  
64 Nautilus Street  
Staten Island, NY 10305-3104

### NATIONAL TREASURER

Theresa O'Connell  
19 Elmwood Place  
Elizabeth, NJ 07208-3211

### NATIONAL IRISH HISTORIAN

Patricia O'Connell  
407 E. Lyndale Road  
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### NATIONAL OFFICE OF MISSIONS & CHARITIES

Sarah Mains  
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### NATIONAL OFFICE OF CATHOLIC ACTION

Carol Sheyer  
121 South B St.  
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### IMMEDIATE PAST NATIONAL PRESIDENT/ Nat'l ORGANIZER

Mrs. Mary Ryan  
73 Ashley Lane  
Marlboro, MA 0101752-4323

### WEBSITE:

[WWW.LadiesAOH.com](http://WWW.LadiesAOH.com)

Last year we requested all our division, county and state reports be filed electronically. This worked out well for the most part, but we still have some work to do. We know everyone is not computer savvy, if this is the case then you need to ask for assistance in filing your report electronically. The officer will do the report longhand and then another sister can input the data. This is a great way to teach some of the newer or less active members about the workings of our Order. It allows them to get familiar with our reports so in the future they will be more comfortable with taking an office.

Our constitution clearly gives the responsibility of the membership report to the Recording/Financial Secretary. The yearend report is in two sections **1-the officers & membership section will go to the Secretary ( Financial Secy on the Division level & Recording Secretary on the County, State & Nat'l Level), and 2- the financial & banking info will go to the Treasurer.** Each officer will receive her portion of the report sent directly to her.

The secretary will complete the membership list and determine what amount of national per capita tax is due (\$5.00 per TAXABLE member) and send the information to her treasurer for a check to be submitted with the secretaries report. All **State Boards and One Division States** are to make their checks payable to "Ladies Ancient Order of Hibernians Inc". Division and County treasurers will make your checks payable per the instructions received from your State/County Board.

**ALL State must submit their reports electronically to National Board along with one paper copy. The paper copy is being used as a backup until everyone is familiar with the electronic reporting.**

### SECRETARY:

**MUST use the format on the attached forms and submit their entire membership list electronically.** Each county and state secretary should combine their division reports and submit one combined report & membership list for your ENTIRE State.

EX.- **Division Financial Secretaries (working with the Div Rec. Secy) complete their report & membership list and send it to the County Secy with your per capita tax payment.**

**County Rec. Secy combines all of her division reports & membership and OFFICERS lists** and sends one combined report to the State Secy. COUNTY SECY- please include a separate column for each division on your "Division Membership" page. See attached.

**State Rec. Secy combines all of her County/Division reports & membership and OFFICERS lists** and sends one combined report to the National Secy. STATE SECY- please include a separate column for each division on your "Division Membership" page. See attached.

**Per Capita Tax-** Secretary will send report plus the "Per Capita Tax" payment to the National Secy. It is your responsibility to advise your Treasurer of the amount due for the Per Capita Tax since you will have the membership part of the report which determines the amount of Per Capita Tax owed by your division.

**== The deadlines have not changed. The Secretary AND Treasurers reports are still due :**

**January 15th for division reports; February 15th for County reports; March 15th for State reports.**

**== Everyone will be filing electronically and printing their completed reports from the electronic version.**

**== It is our hope in the next two years to establish a nationwide officers and membership EMAIL list. So please make sure to update your members and officers email addresses. If we get this list up and running it will allow us to communicate a great deal of our information electronically which in turn will save an enormous amount of time and money. I know everyone doesn't have email and some will still require a hard copy but for those that do have email it will save all of us time and money.**

We know this process is a little different from what we were used to in the past but ladies change is good. We need to work together particularly the Treasurers, the Recording & Financial Secretaries. If you are having difficulty please don't wait until the deadline, reach out now to your sisters and ask you help, I'm sure you will get your needed assistance.

If I can help please don't hesitate to ask; you may reach me at:  
Natl Secretary Mary Hogan [LAOHBKLYN@AOL.COM](mailto:LAOHBKLYN@AOL.COM) 718 815-7255

Yours in Friendship, Unity, and Christian Charity

Mary Hogan

National Secretary, Ladies Ancient Order of Hibernians, Inc

# Ladies Ancient Order of Hibernians, Inc



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## **ANNUAL SECRETARY REPORT INSTRUCTIONS - 2011** **Please read the instructions prior to filling out your report.**

### **First PAGE - DIV/CNTY/STATE INFORMATION & TAX ID#.**

All reports **MUST** list your Division number, County, and State. Even if your State doesn't have an official LAOH County Board structure this information is still necessary; this is how I will be able to differentiate which division you are since many divisions have the same names ex. St Brigid or OL Knock.

If your division has a name please include it, but you **must** list your Div#, County, State- this is how you are identified by the National Board and the IRS.

**Website** – if you have a website please list your website address.

All Divisions, County and State Boards must have a different FED TAX ID# for each division, county, and state board.

There is NO sharing Federal Tax ID #'s.

**All Divisions, County Boards, State Boards must have their own Federal TAX ID number.**

**Federal Tax Identification Number (EIN - Employer I.D. # & Federal I.D. # are one and the same)**

**Multiple divisions/counties/state MAY NOT use the same number.** If your division/county/state doesn't have their own number they may apply for one by contacting the LAOH National Treasurer.

**We are a 501c3 organization.**

**Our official name "Ladies Ancient Order of Hibernians Inc. [then your Div#, County, State]**

### **OFFICERS:**

The officers who served in the previous year are responsible for filling out the report; HOWEVER the officers listed on the report must have the names of the officers that will serve in the upcoming year.

***Please note that only several officers are requested on the Treasurers report but the Secretaries report must list all the officers and members.***

***The name of the officers is placed on PAGE 2 (Officers tab).***

***Many div/cnty/state advised me they didn't include the div & cnty officers in last year's report because there was not a tab on the report so I have added a officers tab. The officers tab (pg2) is in a format that is easy to copy & paste to make one combined report. The div/cnty/state do not have to list the officers on both the 1st & 2nd page = they **MUST include all the officers info on the 2nd page** since that is the page the higher levels will be using to combine the reports.***

Area codes must be included with each telephone number- many cities now have multiple area codes, don't assume they are the same for everyone. Must include zip codes- zip codes are necessary to ensure mail delivery.

Email Addresses must be included when available.

**MEMBERSHIP List-** I have included last year's members list- Please note the new columns before the names

If a member has been dropped or added please insert the number 1 (one) or 0 (zero) DONOT put Y or N ; by inputting a one or zero will allow the higher levels to tally the column (we cannot tally Y or N).

**NEW COLUMNS- MILITARY** – there are two new columns asking if any of our members are serving or have served in the military. This came about from a discussion at the National Board meeting when it was suggested that we have a new appointment for "Veterans Affairs". We need to have some idea of how many members are in or who have served in the military to determine if this appointment will be needed.

When filling electronically use format provided on EXCEL spreadsheet, **do not change format.** [Once I receive the reports from across the country a master database is compiled, if you change the format your officers contact information will not be correct. It takes extra time to reformat your report to fit on the master database.]

**Division reports are due to the next level Secretary by January 15, 2011**

**County reports are due to the next level Secretary by February 15, 2011**

**State reports are due to the National Secretary by March 15, 2011**

Failure to report within the prescribed time will cause the National Treasurer to levy a fine and possible suspensions as per our National Constitution- Article V "Divisions".