INSTRUCTIONS FOR SUBORDINATE QUARTERLY REPORT

Note: Numbers for block #9, #10, #13 and #16 computer generated and any information entered manually into these fields will remove the formulas hidden within.

1. Fill in the Grange name and Grange Number.
2. Enter the total number of members at the end of previous quarter in block #1.
3. Enter total losses (Dropped and Death) for this quarter in block #2 and record the names in the Gains and Losses.
4. Enter the total number of Family Plans in block #3.
5. Enter the number of free members in the Family Plans in block #4.
6. Enter the number of Gold Sheaf Exempt members (50 year members prior to 2001) in block # 5.
7. Enter the number of Gold Sheaf non-exempt members (50 year members after 2000) that pay dues in block #6
8. Enter the number of Associate members (Non-voting dues paying) In block #7.
9. Enter the number of Affiliate members (members that also belong to another Grange) in block #8.
10. Total number of members paying dues @ $7.00 computer generated. Numbers in block #3, #4, and #5 are subtracted from block #1 and entered in block #9.
11. Total dues paid computer generated (total members from block #9 times $7.00) entered in block #10.
12. Total fees from members initiated and/or reinstatement and enter in block #11.
13. Total cost of supplies and/or corrections and enter in block #12.
14. Total Dues and Fees (Total amount from block #10 + #11 + #12) amount to be paid to the State Grange computer generated and entered in block #13.
15. Total gains of paying members block #14.
16. Total gains of new family members (non-paying) block #15.
17. Total members at the end of Quarter (Block #1 - #2 + #14 + #15) computer generated and entered in block #16.