

## Information for every Lodge Officer

990 must be filed. Lottery requires that 990-T also is filed

Liability insurance for officers and volunteers. Should by all means be in place.

Liability insurance for building and property can be up-dated for free by calling the insurance provider. They will send a person to do the job. Needs attention every 5 yrs.

Open to Public. Causes charter to be removed. This can happen because of complaint to National IRS and /or OLCC.

Cannot sell to anyone not member.

IRS (fire arms, liquor, & tobacco division) requires a liquor license.

If legal ruling declares your unit a public accommodation Your charter will be pulled.

ASCAP & BMI Fraternal are exempt. Except if you have a phone line of music. The tax is \$176.00 per year per line.

Advertising in bulletin by local firms for travel, financing, and insurance voids special postal rates. They can go back two years. Postal fines are by line of advertising.

Oregon Dept. of Justice is in charge of a new form to file for all new employees hired After Jan 1 '99. This is separate and in addition to the immigration form I 9.

Labor Dept will eyeball all firms to be sure they provide a list of preexisting health conditions of departing employees. Fine \$100.00 per day.

IRS has a ruling on 990 reports. They must be provided to anyone asking for them.

Management should inspect all OLCC server permits to be sure they are current.

Wise to have an active "take you home" program for those who could have had an extra drink. This supports servers as well as patrons and OLCC.

Job description and sexual harassment programs are vital and need regular update

For every hour the bar is open OLCC requires food.

Need public relations in every unit so that our successful charity activity can be heard and understood. It is vital to our maintaining the privileges we now have, including property tax exemption.