

Greetings to the Imperial Estates, Your Imperial Majesties and Populace of the Empire.

It has been a busy time in the Imperial Stewards Office over these past three months.

A great deal of time has been spent with the IRS regarding tax filings that had been made but were not showing in their computer system. I was verbally advised during my last phone call that all filings are now current. Still a little bit of confusion between their three computer systems, but we are good.

Another task was to confirm all other tax filings were up to date. There were a couple obscure filings that were missed, which have been resolved. There was an issue with the California FTB and Attorney General, but all forms have been completed and submitted. We are just waiting for responses. I was advised this may take up to 7 months. At this time, ALL tax filings are up to date. A calendar of due dates for each has been compiled. There are several state filings that are due by mid April. They will be done as soon as the BoD officers have been seated and elected. Other filings may need to be amended at that same time with the new BoD information.

Visits to Chase Bank to clear up some old signatories on accounts, open a new account and get information regarding bank fees and various cards available for our Stewards.

1. There is a monthly bank fee of \$95 which will be charged to our main account if our combined account balances fall below \$100,000. Simple way to avoid the fee, don't fall below that amount.
2. Account cards - there is an agenda item with regard to debit/atm cards. I have discovered that there are two types of cards available - The first would be strictly an ATM card. This allows deposits and withdrawals at Chase ATMs and branch offices. The second is the debit card. The debit card will function as an ATM card as well as a type of credit card for purchases. The card is issued to the individual signer of the account it relates to. There is no ability to limit where they may be used. We are able to put a daily withdrawal/purchase limit on the card.

The Steward portion of the website is up and running. Memberships may be completed either on line or by paper. We have multiple options for payment – either PayPal on line, Credit Card/debit card through the PayPal site for those without a PayPal account as well as verbal virtual teller processing (requires a telephone call to the Imperial Steward). Of course other options include cash or check provided to your local Steward or mailed to the Imperial Steward at the PO Box in Hollywood, FL.

Memberships have begun trickling in. The lapse date is March 31, with a grace period of 30 days. A spread sheet is being provided to the Imperial Crowns on a weekly basis of renewals/new members. I believe They are sharing this information with Chapter Crowns.

Local chapter Stewards have been mostly great about monthly reporting. I have had to reach out to a few that have been MIA. I will have an update prior to the IEM. At this point, there are 3 chapters which have not been in contact with me for 3 or more months.

Included in the update that will post prior to the IEM -

- A total of all money on hand for the Empire;
- Budgeted items and actuals to date.

In Service
Dame Katelyn
Imperial Steward
Adrian Empire, Inc.