



**Department of Pennsylvania  
Marine Corps League  
P.O. Box 6687  
Harrisburg, PA 17112-0687  
Report of the Paymaster/Compliance  
Officer**

**Reporting Period – FY 2026 2<sup>nd</sup> Quarter (7 Jan 2026 thru 10 March 2026)**

• **Transmittals –**

- One of the primary responsibilities of the Department Paymaster is the processing of Transmittals submitted by Detachments. Accurate and complete Transmittals are essential to ensure that member records are properly updated and that funds are transmitted to National in a timely manner.

• **Key Reminders –**

- A Transmittal is no longer required when submitting a Notice of Death (NOD). This policy change can be found in the National Member Library. Links to both the National and Department websites are available for reference.
- The processing time between the date a Transmittal is mailed and the return of the yellow copy from National may take approximately one month.
- If a Transmittal contains incorrect or incomplete information, processing may take longer. When a Transmittal includes multiple members and an issue arises with one member record, the entire Transmittal must be held until the issue is corrected. This ensures that the information submitted to National is accurate and complete before funds and records are processed.
- Your attention to accuracy before submission greatly assists in keeping the process moving efficiently for everyone.

• **Pre-Submission Review Checklist –**

• Before mailing a Transmittal, Detachments are encouraged to review the following:

- Has the Member been dropped? Review the Database Portal and confirm the current status of the Member.
- Do any renewals require an application? If a Member has been dropped, an application must be submitted to reinstate the Member.
- Are the check amounts and dates correct? Please verify all checks for accuracy before submission.
- Is the check legible? Due to recent policy changes at Morgan Stanley, checks that were previously accepted may now be rejected if they are difficult to read.
- Is the Transmittal number written in the memo line of the check? The Department records checks in QuickBooks using the Transmittal number as the identifier. Including the Transmittal number on the check helps ensure accurate tracking and saves processing time.
- Is the Transmittal being submitted on the newest version of the form? National has released updated forms for several administrative processes. Please ensure the most current versions are being used.



**Department of Pennsylvania  
 Marine Corps League  
 P.O. Box 6687  
 Harrisburg, PA 17112-0687  
 Report of the Paymaster/Compliance  
 Officer**

Here are the numbers concerning Transmittals –

**TRANSMITTALS RECEIVED AS OF 3/7/2026=348  
 TRANSMITTALS PROCESSED AS OF  
 3/7/2026=336  
 TRANSMITTALS UNABLE TO PROCESS DUE TO  
 ISSUES=10  
 TRANSMITTALS WAITING FOR RESPONSES=6  
 TRANSMITTAL PROBLEMS SOLVED=49  
 YELLOW COPIES RECEIVED=309**

Dues Category	Count	Breakdown per Category
N (New Members)	123	\$615
NAM (New Associate Members)	37	\$185
NDM (New Dual Member)	8	\$40
R (Renewal)	852	\$4,260
RAM (Renewal Associate Member)	260	\$1,300
RDM (Renewal Dual Member)	21	\$105
N* (New Member Mar 1 – Jun 30)	4	\$20
NAM* (New Associate Member Mar 1 – Jun 30)	0	\$0
NDM* (New Dual Member Mar 1 – Jun 30)	0	\$0
<b>TOTALS</b>	<b>1305</b>	<b>\$6,525</b>
Administrative Category	Count	
Life Member	9	
Transfer	40	
COA (Change of Address)	24	
R/I (Reinstatement)	0	
DEL (Deletion)	6	
NOD (Notice of Death)	43	
CON (Change of Name)	2	
CARDG	0	
CARDP	2	

● **Membership –**

- Membership remains the foundation of our financial stability and the strength of the League. At present, 293 members remain unpaid. Detachment Paymasters are directed to contact these members without delay. Timely collection of dues ensures accurate reporting, prevents compliance issues, and keeps our mission strong. *Care in the details is the mark of a true Paymaster.*



**Department of Pennsylvania  
 Marine Corps League  
 P.O. Box 6687  
 Harrisburg, PA 17112-0687  
 Report of the Paymaster/Compliance  
 Officer**

- As the Northeast Division Compliance Officer, I spearheaded a project to review the Northeast Division Roster for possible deceased Members. PA has 292 listed. If you have received a notice concerning the Division Membership Audit, please verify the Member/s are yours and let me know by April 1, 2026. Some Detachments with the removal of their deceased Members, will possibly drop to 15 Regular Members or less. A Detachment must maintain at least 15 Regular Members to remain in good standing. There are 2 active Detachments that will possibly drop to 15 Regular Members or below.
- There are currently 3 Detachments that are at 15 Regular Members or less.
- The current Memberships are shown below-

Q3FY26	MEMBER	PLM	PAID	TOTAL PAID	UNPAID	TOTAL P/UN	REN %
<b>CURRENT</b>	<b>REGULAR</b>	2,340	870	3,210	213	3,423	94%
<b>ROSTER</b>	<b>ASSOCIATE</b>	190	269	459	78	537	85%
<b>SUMMARY</b>	<b>DUAL</b>	87	15	102	2	104	98%
As of 3/10/2026	<b>TOTALS</b>	2,617	1,154	3,771	293	4,064	93%

- **Compliance**

- Detachments –
  - Active: 60 (95%)
  - Closing: 3 (5%)
- 990 Submissions –
  - 6 Detachments have properly submitted their 990 Notices to the Department.
  - Current: 42 (70%)
  - 1-year delinquent: 7 (12%)
  - Due to file by May 15, 2026: 10 (17%)
  - Revoked: 1 (2%)
- 501c Status – 4: 60 (100%)
- Group Code – 0955: 60 (100%)
- Deductibility Code – Deductibility of 1: 60 (100%)



**Department of Pennsylvania  
Marine Corps League  
P.O. Box 6687  
Harrisburg, PA 17112-0687  
Report of the Paymaster/Compliance  
Officer**

- Fiscal Year – National Bylaws require all Detachments and Departments to be 501c (4) exempt organizations and listed under Group 0955. As part of the group listing, each subordinate organization's fiscal year should match National's fiscal year of 1 July through 30 June.
  - Fiscal Year (6): 38 (63%)
  - Fiscal Year (12): 20 (33%)
  - Fiscal Year (5): 1 (2%)
  - Fiscal Year (9): 1 (2%)
- Dept of State Filing – As of January 6, 2026 are required annually.
  - 
  - FY26: 16 (27%)
  - 2025: 17 (28%)
  - 2024: 4 (7%)
  - 2023: 3 (5%)
  - 2022: 2 (3%)
  - 2021: 2 (3%)
  - 2020: 2 (3%)
  - 2019: 2 (3%)
  - 2018: 1 (2%)
  - 2017: 1 (2%)
  - 2014: 1 (2%)
  - 2013: 2 (3%)
  - 2007: 1 (2%)
  - 2006: 1 (2%)
  - 2005: 1 (2%)
  - 2003: 1 (2%)
  - 1753: 1 (2%)
- ROI – Elections are to be held from 1 September through 15 May. ROI submissions are required to be submitted within 15 days of election to the Department Adjutant. They must be submitted to National no later than 30 June. Please submit your **Detachment** Report of Installation (ROI) to the Department **Adjutant**.
  - FY26: 12 (20%)
  - 11 Detachments are listed as not having a FY 25 ROI submission on Atlas.

**If you have questions, please reach out — and whenever possible, do so before submitting your Transmittal or other paperwork so issues can be resolved quickly and correctly.**

If you have not received confirmation or follow-up from me regarding a submission, please reach back out so nothing falls through the cracks.

*Financial Reports are available upon request*



**Department of Pennsylvania  
Marine Corps League  
P.O. Box 6687  
Harrisburg, PA 17112-0687  
Report of the Paymaster/Compliance  
Officer**

Respectfully Submitted,  
Jacob A. Bertin  
Dept. Paymaster  
[paymaster.mclpa@gmail.com](mailto:paymaster.mclpa@gmail.com)  
(717) 489-2214