



WYOMING CONTRACTORS ASSOCIATION

P. O. BOX 965, CHEYENNE, WYOMING 82003

TELEPHONE (307) 632-0573 FAX (307) 637-4429

QUARTERLY PROJECT DUES REPORT

XYZ Company
ATTN: ACCOUNTS PAYABLE
P.O. Box 1111
Cheyenne, WY 82003

Date Paid _____
Qtr. Ending March 31, 2002

ATTENTION: Assessment is fifteen one hundredths (0.15) of one percent of total volume of all work performed and on which payments have been received during the quarter covered by this report. It includes all BUILDING (other than residential), HIGHWAY & HEAVY ENGINEERING, and MUNICIPAL/UTILITY work in the State of Wyoming. It shall include all competitive or non-competitive work performed and remuneration from equipment rentals on an "everything furnished" basis, including loading and unloading of materials or commodities and any work requiring the use of the contractor's equipment or the facilities of member organization. A 2% discount may be taken if paid within 30 days. Add 1 1/2% if not paid after 60 days. If more than ninety (90) days delinquent, WCA membership is subject to termination. **Maximum dues per year are \$7,500.00. 8% of the dues are not tax deductible as an ordinary and necessary business expense as per IRC Section 6033(e)(1)(A)(ii) and IRC Section 162(e)(1)(c), 1993**

All work performed by your firm as Prime Contractor: \$ _____ (A)

All work performed by your firm as Subcontractor: (List Companies)

Use extra sheet if necessary TOTAL \$ _____ (B)

[Total all work performed (A) + (B) on line (1)] TOTAL _____ (1)

Subcontractors by your firm to WCA Contractor Members: (Name)

Use extra sheet if necessary TOTAL \$ _____ (C)

Total Amount Subcontracted to WCA member firms (C) \$ _____ (2)

Amount Subject to assessment (Line 1, less Line 2) \$ _____ (3)

Assessment (Line 3 x .0015) \$ _____

Less 2% discount if paid within 30 days \$ _____

Add 1.5% if paid after 60 days \$ _____

Payment Enclosed \$ _____

IMPORTANT: IF NO ASSESSMENT IS DUE, PLEASE INDICATE AND RETURN THIS FORM. This enables WCA to meet auditing requirements.

WHITE - WCA OFFICE COPY

YELLOW - CONTRACTOR'S COPY

Quarterly Dues Report

At the end of every quarter you will receive a Quarterly Dues Report and three months of the Training Apprentice Reports. The Quarterly Dues Report will be for the quarter just ended and the training reports will be for the three months to come. For example, if the first quarter just ended, you will receive a Report dated March 31, 2002 and the training reports will be for April, May and June (these are due monthly).

Explanation of the line items on the Quarterly Dues Report are as follows:

- (A) All work performed as a Prime Contractor: This would be the amount(s) performed to date. i.e. You have a \$5,000,000.00 job and you performed \$2,000,000.00 of that in the first quarter that amount would be entered (see enclosed sample).
- (B) All work performed as a Subcontractor. This would be the amount(s) performed to date as a Subcontractor (all companies you have worked for, not just WCA members). You would list all the companies and the amounts charged to them to date.
- (C) Subcontractors by your firm to WCA members (work you subcontracted out to WCA members). There will be a list of the WCA members enclosed with the Quarterly report. This will be updated every quarter to include new members and will delete any members who dropped membership during that quarter (see enclosed sample).
 - (1) This will be the total of Prime Contractor work and subcontracted work you did.
 - (2) This will be the total of work subcontracted by your firm.
 - (3) This will be the difference of (1) less (2) = the amount subject to assessment.
 - (4) You will take the amount subject to assessment and multiply it by .0015. This is the total assessment.
 - (5) If you pay this assessment within 30 days, you can take a 2% discount on the assessment due. If you pay after 60 days, you need to add 1.5% to the assessment.

Maximum Volume Dues for Provisional Members is 1,000.00

Training Dues Worksheets.

The training dues are \$.06 cents on all hours worked by all employees in your company for that month. This includes all supervisory personnel, all classifications of labor, including hourly office personnel.

If you have any questions regarding these forms, please call Vera in our accounting department at (307) 632-0573.

Maximum Training Dues for Provisional Members is \$1,500.00