



Financial Reporting System (FRS) Seminar

**2021 Grand Lodge Convention
Tampa, FL**



Financial Reporting System (FRS) Seminar

Seminar Agenda

- Introductions
- Deadlines
- Requirements
- Submission of Data
- Comparing Local Lodge Data to FRS Reports
- Using Reports



Financial Reporting System (FRS) Seminar

Introductions

- Frank Kerby, PDDGER; Blue Springs, MO 2509
- Bill Simonds, PDDGER; Kent Island, MD 2576
- Patrick Weber; FRS Help Desk, Grand Lodge
- Brian Rawding, PDDGER; Auburn, IN 1978
- Auditing and Accounting Committee Members in attendance
- Other guests in attendance



Financial Reporting System (FRS) Seminar

Deadlines

- Actual Data
 - April through February: must be successfully processed by FRS no later than the 3rd Friday of the following month
 - March:
 - PRELIMINARY submission must be successfully processed no later than the 3rd Friday of April
 - FINAL submission must be successfully processed no later than August 15



Financial Reporting System (FRS) Seminar

Deadlines

- Budget Data
 - Annualized budget information for income and expenses must be successfully processed by FRS no later than the 4th Friday of May



Financial Reporting System (FRS) Seminar

Deadlines

- Potential Penalties
 - Failure to submit data on time each month: \$100/occurrence
 - Subsequent fine of \$100/month for each calendar month thereafter if data is not submitted
 - Maximum annual fine is \$500
 - Continued refusal to submit data is considered Contumacy



Financial Reporting System (FRS) Seminar

Seminar Agenda:

- Introductions
- Deadlines
- **Requirements**
- Submission of Data
- Comparing Local Lodge Data to FRS Reports
- Using Reports



Financial Reporting System (FRS) Seminar

Requirements

- Start of year
 - New Budget
- Monthly
 - Monthly Actuals
- End of year
 - Preliminary March Actuals
 - March Actuals with end-of-year Adjustments
 - IRS 990/990T



Financial Reporting System (FRS) Seminar

Requirements – Monthly Actuals

- Data from all operations must be included
 - Lodge, Bar, Food Service, Bowling, Golf, Gaming, etc.
 - Special “Lodge number” will be assigned for separate corporations associated with the Lodge
- Successfully submitted by the 3rd Friday of the month



Financial Reporting System (FRS) Seminar

Requirements – Monthly Actuals

- Report period: Fiscal Year to End of Last Month
 - Ensures late entries and adjustments are sent to FRS
 - QuickBooks Desktop and Online support this format
 - If not available in accounting system, send individual months
 - In this case it is extremely important to reconcile FRS data with Lodge records



Financial Reporting System (FRS) Seminar

Requirements – End of Year

- “Preliminary” March data successfully submitted by 3rd Friday in April
 - Same as every other month



Financial Reporting System (FRS) Seminar

Requirements – End of Year

- “Final” March data successfully submitted by August 15, 2021 must include:
 - All bank reconciliations and adjustments
 - Inventory adjustments and depreciation amounts
 - Prepaid dues and fees correctly stated
 - Adjustments identified by accountant when completing IRS 990/990T submission
 - Year-end Restricted Accounts closed and updated



Financial Reporting System (FRS) Seminar

Requirements – End of Year

- IRS 990/990T submission and State Tax returns for all entities of the Lodge
 - Not strictly a FRS requirement but still a GL and Federal requirement (GLS 13.040(b))
 - Must be completed by a licensed Tax Professional independent of Lodge (GLS 13.040(i)3)
 - 990/990T MUST balance with information in FRS
 - File with the IRS AND upload a copy on the Auditing and Accounting webpage



Financial Reporting System (FRS) Seminar

Seminar Agenda:

- Introductions
- Deadlines
- Requirements
- **Submission of Data**
- Comparing Local Lodge Data to FRS Reports
- Using Reports



Financial Reporting System (FRS) Seminar

Submission of Data

- Go to www.elks.org
 - Point to “Members Only”; choose “Lodge Accounting”
 - Click “Financial Reporting” selection
 - Click “Training” selection
- Search “FRS Training Material”
 - Select link
<https://www.elks.org/grandlodge/auditing/documents.cfm>



Financial Reporting System (FRS) Seminar

Submission of Data

- Contains variety of helpful resources
- Due Date Calendar for FRS submissions
- FRS Error Message Reference Guide
- Template Files for headers
- Up-to-Date COA Revisions
- QuickBooks Training Videos



Financial Reporting System (FRS) Seminar

Submission of Data

- Email: FRSHelp@elks.org
- Phone Number: 773-755-4785
- Office Hours: 8:30am – 4:30pm CST Mon-Fri



Financial Reporting System (FRS) Seminar

Submission of Data

- Follow link in automated error email and fill out the form
- Form link can also be found by navigating through elks.org
 - Point to “Members Only”; choose “Lodge Accounting”
 - Click “Financial Reporting” selection
 - Click “Help” selection
 - <https://www.elks.org/grandlodge/auditing/helpTicket.cfm>



Financial Reporting System (FRS) Seminar

Submission of Data

- Send email to FRSHelp@elks.org
 - Include description of issue
 - File that was rejected
 - Lodge number
 - Type of file sent
 - Monthly Actuals
 - Yearly Budget
 - One-time-only Beginning Balance



Financial Reporting System (FRS) Seminar

Seminar Agenda:

- Introductions
- Deadlines
- Requirements
- Submission of Data
- **Comparing Local Lodge Data to FRS Reports**
- Using Reports



Financial Reporting System (FRS) Seminar

Comparing Local Lodge Data to FRS Reports

- This is a list of some FRS Reports:

 01 Balance Sheet

 02 P&L with MTD & YTD

 02 P&L with Series Monthly

 03 P&L Grouped by Department with MTD & YTD

 03 P&L Grouped by Department with Series Monthly

 File Submission Report

 Lodge Submission Status Monthly v2

 Lodge Submission Status YTD



Financial Reporting System (FRS) Seminar

#1

01 balance sheet

Quick Books

#2

FRS

	Year to date as of Jan-2021	Year to date as of Jan-2020
Assets		
Current Assets		
Bank		
10101 · Cash on Hand General	12,753	12,753
10104 · Cash Bank Bar	11,378	28,982
10201 · Checking Lodge General	43,830	85,378
10301 · Savings General Lodge	305,733	321,822
10302 · Savings Restricted Funds	270,778	278,843
Total Bank	644,270	707,779
Other Current Assets		
10802 · Bar Inventory	15,855	15,281
10901 · Prepaid expenses	1,800	1,800
11100 · Other Current Assets	2,388	2,388
Total Other Current Assets	19,643	19,268
Total Current Assets	663,912	727,047
Fixed Assets		
15001 · Land	2,577,344	2,575,094
15050 · Building Improvements	78,582	78,582
15200 · Accumulated Depreciation Bldg. and Improvements	-940,709	-885,788
15300 · Furniture/ Fixtures	38,374	38,374
Total Fixed Assets	1,753,570	1,826,261
Total Assets	2,417,483	2,553,309
Liabilities and Equities		

ASSETS

Current Assets

Checking/Savings

10101 · Cash on Hand General	11,232.93
1010101 · Cash Drawer Downstairs	1,520.50
10104 · Cash Bank Bar	8,688.02
1010401 · Elks Downstairs Bank Account	2,689.89
10201 · Checking Lodge General	41,583.95
1020101 · Community America- Savings	1,491.24
10301 · Savings General Lodge	113,434.19
1030101 · CD	54,222.39
1030102 · CD-2	43,215.86
1030103 · CD-3	21,566.46
1030104 · CD-4	42,963.98
1030105 · Money Market	31,097.30
10302 · Savings Restricted Funds	271,104.57

Total Checking/Savings 644,811.28

Other Current Assets

10802 · Bar Inventory	13,921.50
1080201 · Inventory-Downstairs	1,733.25
10901 · Prepaid Expense	1,600.00

Total Other Current Assets 17,254.75

Total Current Assets 662,066.03

Fixed Assets

15001 · Land	27,000.00
1500101 · Equipment - Bar	2,709.97



Financial Reporting System (FRS) Seminar

#3 full version

02 P&L with MTD and YTD

	Jan-2021						Year to date as of Jan-2021					
	Actuals		Budget		Variance		Actuals		Budget		Variance	
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
Revenue	34,953	100.0	63,154	100.0	(28,201)	0.0	436,173	100.0	821,163	100.0	(384,989)	0.0
Lodge Income	2,726	7.8	23,679	37.5	(20,953)	(29.7)	161,418	37.0	241,565	29.4	(80,147)	7.6
30010 - Members Dues Regular	1,298	3.7	2,237	3.5	(939)	0.2	40,656	9.3	43,269	5.3	(2,613)	4.1
30011 - Members Dues Life	0	0.0	27	0.0	(27)	(0.0)	314	0.1	217	0.0	97	0.0
30013 - Members Dues Associate	40	0.1	20	0.0	20	0.1	220	0.1	100	0.0	120	0.0
30035 - Initiation Fees	180	0.5	447	0.7	(267)	(0.2)	2,220	0.5	3,855	0.5	(1,635)	0.0
30045 - Reinstatements	92	0.3	66	0.1	26	0.2	267	0.1	500	0.1	(233)	0.0
30130 - Interest	386	1.1	705	1.1	(319)	(0.0)	3,833	0.9	6,729	0.8	(2,896)	0.1
30150 - Miscellaneous	705	2.0	19,251	30.5	(18,546)	(28.5)	46,068	10.6	127,224	15.5	(81,156)	(4.9)
30155 - Golf Tournaments	0	0.0	0	0.0	0	0.0	26,902	6.2	23,025	2.8	3,877	3.4
30180 - Lodge Fund Raisers	25	0.1	926	1.5	(902)	(1.4)	40,938	9.4	36,647	4.5	4,292	4.9
Bar Income	27,387	78.4	32,142	50.9	(4,755)	27.5	218,193	50.0	454,798	55.4	(236,606)	(5.4)
40100 - Liquor Sales	12,296	35.2	25,381	40.2	(13,084)	(5.0)	98,225	22.5	383,103	46.7	(284,878)	(24.1)
40105 - Beer Sales	8,713	24.9	0	0.0	8,713	24.9	77,122	17.7	0	0.0	77,122	17.7
40106 - Wine Sales	1,102	3.2	0	0.0	1,102	3.2	7,538	1.7	0	0.0	7,538	1.7
40110 - Sundries Sales	214	0.6	111	0.2	102	0.4	2,569	0.6	1,040	0.1	1,529	0.5
40120 - Rental Income	5,062	14.5	4,824	7.6	238	6.8	28,468	6.5	57,914	7.1	(29,446)	(0.5)
40130 - Other Income	0	0.0	1,825	2.9	(1,825)	(2.9)	4,271	1.0	12,741	1.6	(8,471)	(0.6)
Food Service Income	3,736	10.7	4,848	7.7	(1,112)	3.0	27,540	6.3	84,397	10.3	(56,857)	(4.0)



Financial Reporting System (FRS) Seminar

#3.5 condensed

02 P&L with MTD and YTD

	Jan-2021						Year to date as of Jan-2021					
	Actuals		Budget		Variance		Actuals		Budget		Variance	
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
Revenue	34,953	100.0	63,154	100.0	(28,201)	0.0	436,173	100.0	821,163	100.0	(384,989)	0.0
Lodge Income	2,726	7.8	23,679	37.5	(20,953)	(29.7)	161,418	37.0	241,565	29.4	(80,147)	7.6
Bar Income	27,387	78.4	32,142	50.9	(4,755)	27.5	218,193	50.0	454,798	55.4	(236,606)	(5.4)
Food Service Income	3,736	10.7	4,848	7.7	(1,112)	3.0	27,540	6.3	84,397	10.3	(56,857)	(4.0)
RV Park Income	75	0.2	308	0.5	(233)	(0.3)	9,907	2.3	8,932	1.1	975	1.2
Commercial Property Income	995	2.8	898	1.4	97	1.4	4,739	1.1	7,804	1.0	(3,065)	0.1
Restricted Funds Income	35	0.1	1,280	2.0	(1,245)	(1.9)	14,377	3.3	23,667	2.9	(9,290)	0.4
Cost of Goods Sold	6,900	19.7	24,542	38.9	(17,642)	(19.1)	105,867	24.3	226,202	27.5	(120,335)	(3.3)
Bar Cost of Sales	7,165	20.5	19,769	31.3	(12,605)	(10.8)	90,902	20.8	187,780	22.9	(96,878)	(2.0)
Food Service Cost of Sales	(264)	(0.8)	4,773	7.6	(5,037)	(8.3)	14,965	3.4	38,422	4.7	(23,457)	(1.2)
Gross Profit	28,053	80.3	38,612	61.1	(10,560)	19.1	330,307	75.7	594,961	72.5	(264,654)	3.3
Expense	18,835	53.9	71,488	113.2	(52,653)	(59.3)	421,961	96.7	638,647	77.8	(216,685)	19.0
Lodge Expense	5,334	15.3	13,225	20.9	(7,891)	(5.7)	193,559	44.4	225,581	27.5	(32,022)	16.9
Bar Expenses	10,934	31.3	24,227	38.4	(13,293)	(7.1)	147,434	33.8	292,855	35.7	(145,421)	(1.9)
Commercial Property Expenses	11	0.0	0	0.0	11	0.0	5,230	1.2	2,500	0.3	2,730	0.9
Restricted Funds Expenses	2,556	7.3	34,036	53.9	(31,480)	(46.6)	75,738	17.4	117,711	14.3	(41,973)	3.0
Net Income	9,217	26.4	(32,876)	(52.1)	42,093	78.4	(91,654)	(21.0)	(43,685)	(5.3)	(47,969)	(15.7)



Financial Reporting System (FRS) Seminar

#4.5 full version

02 P&L with series Monthly

	Actuals						Budget					
	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021
Revenue	54,346	75,035	51,890	60,958	20,884	34,953	95,901	76,506	65,196	72,995	80,651	63,154
Lodge Income	16,109	42,656	15,222	29,263	4,216	2,726	32,362	13,461	17,973	22,873	22,062	23,679
30010 - Members Dues Regular	2,190	4,501	1,683	1,274	453	1,298	1,885	1,375	1,407	685	1,047	2,237
30011 - Members Dues Life	0	0	0	0	0	0	24	23	0	0	0	27
30013 - Members Dues Associate	40	0	0	0	0	40	10	0	0	0	0	20
30035 - Initiation Fees	300	360	240	480	120	180	600	447	347	397	397	447
30045 - Reinstatements	0	0	0	24	31	92	0	1	1	86	26	66
30130 - Interest	507	0	493	501	491	386	974	667	668	669	687	705
30150 - Miscellaneous	5,035	19,064	891	8,573	1,010	705	25,491	6,319	5,060	19,246	18,224	19,251
30155 - Golf Tournaments	5,900	13,377	2,000	0	0	0	0	0	0	0	0	0
30180 - Lodge Fund Raisers	2,136	5,355	9,915	18,411	2,111	25	3,379	4,629	10,490	1,790	1,681	926
Bar Income	27,754	26,816	29,087	25,289	13,604	27,387	51,562	57,499	31,135	34,375	41,136	32,142
40100 - Liquor Sales	11,237	12,733	13,745	12,893	5,953	12,296	45,154	50,026	24,835	28,963	28,925	25,381
40105 - Beer Sales	8,999	10,516	10,762	9,621	4,757	8,713	0	0	0	0	0	0
40106 - Wine Sales	741	920	1,090	1,235	588	1,102	0	0	0	0	0	0
40110 - Sundries Sales	214	386	315	290	113	214	45	49	150	462	135	111
40120 - Rental Income	4,760	1,876	3,175	1,250	1,000	5,062	5,829	5,620	5,519	1,960	10,513	4,824
40130 - Other Income	1,804	385	0	0	1,193	0	534	1,804	631	2,990	1,562	1,825
Food Service Income	5,472	2,069	4,897	2,298	1,494	3,736	8,601	2,437	12,081	12,840	9,915	4,848
50100 - Food Service Sales	5,472	2,069	4,897	2,298	1,494	3,736	8,601	2,437	12,081	12,840	9,915	4,848
RV Park Income	755	400	1,615	1,515	125	75	1,096	971	1,744	642	0	308
66100 - RV Park Lodge Member Rental/Lease	755	400	1,615	1,515	125	75	1,096	971	1,744	642	0	308
Commercial Property Income	0	0	0	935	995	995	912	898	898	898	797	898
70100 - Commercial Property Lease/Rental	0	0	0	935	995	995	912	898	898	898	797	898
Restricted Funds Income	4,256	3,094	1,069	1,658	450	35	1,367	1,241	1,367	1,367	6,742	1,280



Financial Reporting System (FRS) Seminar

#4 condensed version

02 P&L with series Monthly

#4.5 full version

	Actuals						Budget					
	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021
Revenue	54,346	75,035	51,890	60,958	20,884	34,953	95,901	76,506	65,196	72,995	80,651	63,154
Lodge Income	16,109	42,656	15,222	29,263	4,216	2,726	32,362	13,461	17,973	22,873	22,062	23,679
Bar Income	27,754	26,816	29,087	25,289	13,604	27,387	51,562	57,499	31,135	34,375	41,136	32,142
Food Service Income	5,472	2,069	4,897	2,298	1,494	3,736	8,601	2,437	12,081	12,840	9,915	4,848
RV Park Income	755	400	1,615	1,515	125	75	1,096	971	1,744	642	0	308
Commercial Property Income	0	0	0	935	995	995	912	898	898	898	797	898
Restricted Funds Income	4,256	3,094	1,069	1,658	450	35	1,367	1,241	1,367	1,367	6,742	1,280
Cost of Goods Sold	17,398	11,223	15,733	17,065	11,290	6,900	14,472	23,038	24,971	19,735	26,962	24,542
Bar Cost of Sales	11,065	10,339	12,788	15,355	9,327	7,165	11,857	19,641	19,998	17,455	21,143	19,769
Food Service Cost of Sales	6,332	884	2,945	1,710	1,962	(264)	2,615	3,397	4,974	2,280	5,818	4,773
Gross Profit	36,948	63,812	36,157	43,894	9,594	28,053	81,429	53,469	40,225	53,260	53,690	38,612
Expense	45,100	67,479	64,161	56,632	41,127	18,835	59,107	40,559	37,187	76,265	57,055	71,488
Lodge Expense	15,350	35,056	39,239	7,282	22,838	5,334	22,144	15,966	10,673	9,214	12,455	13,225
Bar Expenses	19,542	17,836	19,170	17,823	12,563	10,934	24,668	19,940	21,504	32,481	42,929	24,227
Commercial Property Expense	400	3,722	793	280	0	11	0	0	909	0	0	0
Restricted Funds Expenses	9,808	10,865	4,959	31,247	5,725	2,556	12,295	4,653	4,101	34,570	1,670	34,036
Net Income	-8,152	-3,667	-28,004	-12,739	-31,533	9,217	22,322	12,909	3,038	-23,006	-3,365	-32,876



Financial Reporting System (FRS) Seminar

03_P&L_Grouped_by_Department_with_MTD_YTD

#5 full version

	Jan-2021						Year to date as of Jan-2021					
	Actuals		Budget		Variance		Actuals		Budget		Variance	
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
Lodge Income	2,726	7.8	23,679	37.5	(20,953)	(29.7)	161,418	37.0	241,565	29.4	(80,147)	7.1
30010 - Members Dues Regular	1,298	3.7	2,237	3.5	(939)	0.2	40,656	9.3	43,269	5.3	(2,613)	4.1
30011 - Members Dues Life	0	0.0	27	0.0	(27)	(0.0)	314	0.1	217	0.0	97	0.1
30013 - Members Dues Associate	40	0.1	20	0.0	20	0.1	220	0.1	100	0.0	120	0.1
30035 - Initiation Fees	180	0.5	447	0.7	(267)	(0.2)	2,220	0.5	3,855	0.5	(1,635)	0.1
30045 - Reinstatements	92	0.3	66	0.1	26	0.2	267	0.1	500	0.1	(233)	0.1
30130 - Interest	386	1.1	705	1.1	(319)	(0.0)	3,833	0.9	6,729	0.8	(2,896)	0.1
30150 - Miscellaneous	705	2.0	19,251	30.5	(18,546)	(28.5)	46,068	10.6	127,224	15.5	(81,156)	(4.1)
30155 - Golf Tournaments	0	0.0	0	0.0	0	0.0	26,902	6.2	23,025	2.8	3,877	3.4
30180 - Lodge Fund Raisers	25	0.1	926	1.5	(902)	(1.4)	40,938	9.4	36,647	4.5	4,292	4.1
Lodge Gross Profit	2,726	7.8	23,679	37.5	(20,953)	(29.7)	161,418	37.0	241,565	29.4	(80,147)	7.1
Lodge Expense	5,334	15.3	13,225	20.9	(7,891)	(5.7)	193,559	44.4	225,581	27.5	(32,022)	16.1
30205 - Accounting	0	0.0	0	0.0	0	0.0	1,250	0.3	2,755	0.3	(1,505)	(0.1)
30215 - Badges & Pins	0	0.0	0	0.0	0	0.0	265	0.1	0	0.0	265	0.1
30220 - Bulletin	427	1.2	1,508	2.4	(1,081)	(1.2)	5,595	1.3	5,957	0.7	(362)	0.1
30225 - Key Card	240	0.7	374	0.6	(134)	0.1	665	0.2	1,519	0.2	(854)	(0.1)
30235 - Convention G/L	0	0.0	0	0.0	0	0.0	0	0.0	3,000	0.4	(3,000)	(0.1)
30240 - Convention State	0	0.0	0	0.0	0	0.0	375	0.1	1,874	0.2	(1,499)	(0.1)
30250 - DD Clinics	0	0.0	50	0.1	(50)	(0.1)	300	0.1	500	0.1	(200)	0.1
30260 - VIP Visits	0	0.0	750	1.2	(750)	(1.2)	113	0.0	750	0.1	(637)	(0.1)
30270 - Insurance G. L. Property Plus	0	0.0	0	0.0	0	0.0	8,557	2.0	10,500	1.3	(1,943)	0.1



Financial Reporting System (FRS) Seminar

03_P&L_Grouped_by_Department_with_MTD_YTD

#5.5 condensed version

	Jan-2021						Year to date as of Jan-2021					
	Actuals		Budget		Variance		Actuals		Budget		Variance	
	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income	Value	% of Income
Lodge Income	2,726	7.8	23,679	37.5	(20,953)	(29.7)	161,418	37.0	241,565	29.4	(80,147)	7.6
Lodge Gross Profit	2,726	7.8	23,679	37.5	(20,953)	(29.7)	161,418	37.0	241,565	29.4	(80,147)	7.6
Lodge Expense	5,334	15.3	13,225	20.9	(7,891)	(5.7)	193,559	44.4	225,581	27.5	(32,022)	16.9
Lodge Net Income	(2,609)	(7.5)	10,454	16.6	(13,063)	(24.0)	(32,141)	(7.4)	15,984	1.9	(48,126)	(9.3)
Bar Income	27,387	78.4	32,142	50.9	(4,755)	27.5	218,193	50.0	454,798	55.4	(236,606)	(5.4)
Bar Cost of Sales	7,165	20.5	19,769	31.3	(12,605)	(10.8)	90,902	20.8	187,780	22.9	(96,878)	(2.0)
Bar Gross Profit	20,222	57.9	12,372	19.6	7,850	38.3	127,291	29.2	267,018	32.5	(139,728)	(3.3)
Bar Expenses	10,934	31.3	24,227	38.4	(13,293)	(7.1)	147,434	33.8	292,855	35.7	(145,421)	(1.9)
Bar Net Income	9,288	26.6	(11,855)	(18.8)	21,144	45.3	(20,144)	(4.6)	(25,837)	(3.1)	5,693	(1.5)
Food Service Income	3,736	10.7	4,848	7.7	(1,112)	3.0	27,540	6.3	84,397	10.3	(56,857)	(4.0)
Food Service Cost of Sales	(264)	(0.8)	4,773	7.6	(5,037)	(8.3)	14,965	3.4	38,422	4.7	(23,457)	(1.2)
Food Service Gross Profit	4,000	11.4	75	0.1	3,925	11.3	12,575	2.9	45,975	5.6	(33,399)	(2.7)
Food Service Net Income	4,000	11.4	75	0.1	3,925	11.3	12,575	2.9	45,975	5.6	(33,399)	(2.7)
RV Park Gross Profit	75	0.2	308	0.5	(233)	(0.3)	9,907	2.3	8,932	1.1	975	1.2
RV Park Net Income	75	0.2	308	0.5	(233)	(0.3)	9,907	2.3	8,932	1.1	975	1.2
Commercial Property Income	995	2.8	898	1.4	97	1.4	4,739	1.1	7,804	1.0	(3,065)	0.1
Commercial Property Gross Profit	995	2.8	898	1.4	97	1.4	4,739	1.1	7,804	1.0	(3,065)	0.1
Commercial Property Expenses	11	0.0	0	0.0	11	0.0	5,230	1.2	2,500	0.3	2,730	0.9
Commercial Property Net Income	984	2.8	898	1.4	86	1.4	(491)	(0.1)	5,304	0.6	(5,795)	(0.8)
Restricted Funds Income	35	0.1	1,280	2.0	(1,245)	(1.9)	14,377	3.3	23,667	2.9	(9,290)	0.4
Restricted Gross Profit	35	0.1	1,280	2.0	(1,245)	(1.9)	14,377	3.3	23,667	2.9	(9,290)	0.4
Restricted Funds Expenses	2,556	7.3	34,036	53.9	(31,480)	(46.6)	75,738	17.4	117,711	14.3	(41,973)	3.0
Restricted Net Income	(2,521)	(7.2)	(32,755)	(51.9)	30,234	44.7	(61,361)	(14.1)	(94,044)	(11.5)	32,683	(2.6)



Financial Reporting System (FRS) Seminar

03 P&L Grouped by Department with MTD-YTD

#6 condensed version

Actuals only

#6.5 full version

	Actuals						
	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021
Lodge Income	3,579	16,109	42,656	15,222	29,263	4,216	2,726
Lodge Gross Profit	3,579	16,109	42,656	15,222	29,263	4,216	2,726
Lodge Expense	12,547	15,350	35,056	39,239	7,282	22,838	5,334
Lodge Net Income	(8,969)	758	7,601	(24,017)	21,981	(18,623)	(2,609)
Bar Income	29,009	27,754	26,816	29,087	25,289	13,604	27,387
Bar Cost of Sales	9,261	11,065	10,339	12,788	15,355	9,327	7,165
Bar Gross Profit	19,748	16,689	16,477	16,299	9,934	4,277	20,222
Bar Expenses	14,563	19,542	17,836	19,170	17,823	12,563	10,934
Bar Net Income	5,185	(2,853)	(1,358)	(2,871)	(7,889)	(8,286)	9,288
Food Service Income	3,919	5,472	2,069	4,897	2,298	1,494	3,736
Food Service Cost of Sales	1,195	6,332	884	2,945	1,710	1,962	(264)
Food Service Gross Profit	2,724	(860)	1,185	1,952	588	(468)	4,000
Food Service Net Income	2,724	(860)	1,185	1,952	588	(468)	4,000
RV Park Gross Profit	2,350	755	400	1,615	1,515	125	75
RV Park Net Income	2,350	755	400	1,615	1,515	125	75
Commercial Property Income	0	0	0	0	935	995	995
Commercial Property Gross Profit	0	0	0	0	935	995	995
Commercial Property Expenses	0	400	3,722	793	280	0	11
Commercial Property Net Income	0	(400)	(3,722)	(793)	655	995	984
Restricted Funds Income	144	4,256	3,094	1,069	1,658	450	35
Restricted Gross Profit	144	4,256	3,094	1,069	1,658	450	35
Restricted Funds Expenses	3,454	9,808	10,865	4,959	31,247	5,725	2,556
Restricted Net Income	(3,310)	(5,552)	(7,772)	(3,890)	(29,589)	(5,275)	(2,521)

	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021
	Lodge Income	3,579	16,109	42,656	15,222	29,263	4,216
30010 - Members Dues Regular	889	2,190	4,501	1,683	1,274	453	1,298
30011 - Members Dues Life	0	0	0	0	0	0	0
30013 - Members Dues Associate	20	40	0	0	0	0	40
30035 - Initiation Fees	180	300	360	240	480	120	180
30045 - Reinstatements	0	0	0	0	24	31	92
30130 - Interest	0	507	0	493	501	491	386
30150 - Miscellaneous	20	5,035	19,064	891	8,573	1,010	705
30155 - Golf Tournaments	2,075	5,900	13,377	2,000	0	0	0
30180 - Lodge Fund Raisers	395	2,136	5,355	9,915	18,411	2,111	25
Lodge Gross Profit	3,579	16,109	42,656	15,222	29,263	4,216	2,726
Lodge Expense	12,547	15,350	35,056	39,239	7,282	22,838	5,334
30205 - Accounting	0	0	0	0	0	0	0
30215 - Badges & Pins	0	265	0	0	0	0	0
30220 - Bulletin	0	423	423	1,023	423	425	427
30225 - Key Card	0	0	425	0	0	0	240
30235 - Convention G/L	0	0	0	0	0	0	0
30240 - Convention State	0	0	0	0	0	0	0
30250 - DD Clinics	0	0	0	0	0	0	0
30260 - VIP Visits	0	113	0	0	0	0	0
30270 - Insurance G. L. Property Plus	0	0	0	0	0	0	0
30280 - Insurance Other	0	0	0	0	0	1,223	0
30300 - Legal	0	0	0	311	0	0	0
30310 - Credit Card Fees and Exp.	0	0	0	0	0	0	0
30311 - Bank Fees and Returned Checks Expenses	158	235	(827)	232	177	177	205
30320 - Office - Expenses	573	956	430	458	424	513	1,415



Financial Reporting System (FRS) Seminar

#7 full version

P&L from Quick Books

	<u>Apr '20 - Mar 21</u>
Ordinary Income/Expense	
Income	
30010 - Dues From Existing Membership	89,352.50
30010.1 - Dues From New Membership	2,930.00
30011 - Dues from Life Membership	1,568.10
30013 - Members Dues Associate	380.00
30035 - Initiation Fees	3,125.00
30045 - Reinstatements	124.00
30045.1 - Reinstatement/Affiliation Fees	293.00
30130 - Interest	5,995.38
30150 - Miscellaneous	25,440.16
30150.1 - Club Room Income(House Committee)	15,000.00
30150.2 - Elks Charities Income	10,100.00
30150.3 - Key Card Sales	135.00
30150.4 - Elks Attire	748.00
30150.6 - Scholarship Fundraising	2,115.00
30155 - Golf Tournament	30,372.00
30180 - Lodge Fund Raisers	17.00
30180.1 - Car Show	4,510.00
30180.3 - Xmas Basket Misc Donations	27,833.19
30180.4 - Christmas Basket/Wi Game Feast	8,935.00
30180.6 - Breakfast Income	2,905.11
30180.7 - Elk's National Service (Veteran)	1,705.00
40100 - Liquor Sales	126,320.71
40105 - Beer Sales	98,895.64
40106 - Wine Sales	10,129.39
40110 - Sundries	4,244.41
40120 - Room Rentals	31,498.50
40120.5 - Security Deposits	1,200.00
40120.6 - Linen Rental	918.00
40130.1 - Gift Certificates	100.00
40130.2 - Coin Machine Income	4,382.75
40130.4 - Cleaning Fee	535.00
50100 - Food Service Sales	14,305.00
50100.1 - Additional Kitchen Income	21,325.00
66100 - Rv Park Member Rental/Lease	10,007.00
70100 - Rental Income	8,731.24

93110.1 - Youth Activities	7,650.00
93116 - Law Enforcement Recognition	1,675.56
93120 - Elk's National Serv.(Veterans)	8,161.18
93123 - State Major Project Expenses	2,819.00
93215 - ENF Member Donations Disbursed	5,453.00
95010 - Permanent Fund Disbursements	1,707.31
95020 - Temporary Fund Disbursements	8,265.58
95020.1 - Scholarship Awards(Grd Lodge CT)	14,027.50
Total Expense	616,419.92
Net Ordinary Income	-34,314.14
Other Income/Expense	
Other Expense	
30500 - Depreciation Lodge	57,238.00
30500.1 - New Deck Additions	732.00
30500.2 - Wains Coating Depreciation	542.00
30500.3 - Farm Building	1,728.00
30500.4 - Farm Improvements	236.00
30500.5 - Tractor Depreciation	964.00
30500.6 - RV Park Additions	279.00
30500.7 - New Parking Lot Pavement	1,573.00
30500.8 - Heating & Air	1,757.00
30500.9 - Lodge Kitchen New	2,734.00
40490.1 - Funds to Lodge1	25,000.00
Total Other Expense	92,783.00
Net Other Income	-92,783.00
Net Income	-127,097.14



Financial Reporting System (FRS) Seminar

#9

Lodge submission status YTD

This report is done by District but can be done by State, District, or Area and also from 3-31-19 to current date

Levels	<u>Actuals</u>			<u>3/19 Beg Ba</u>	<u>Actuals</u>		
	<u>Apr-2019</u>	<u>Apr-2020</u>	<u>Apr-2021</u>		<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Sub</u>	<u>Sub</u>	<u>Sub</u>	<u>Sub</u>
0026 - Kansas City, MO	1	1	1	1	12	12	0
0673 - Warrensburg, MO	1	1	0	1	12	11	1
0749 - Lexington, MO	1	1	0	1	12	12	0
2088 - Grandview-Hickman Mills, MO	1	1	1	1	12	12	1
2376 - Kansas City (Northland), MO	1	1	1	1	12	12	0
2509 - Blue Springs, MO	1	1	1	1	12	12	1
2791 - Cass County, MO	0	1	0	1	12	12	0



Financial Reporting System (FRS) Seminar

Seminar Agenda:

- Introductions
- Deadlines
- Requirements
- Submission of Data
- Comparing Local Lodge Data to FRS Reports
- **Using Reports**



Financial Reporting System (FRS) Seminar

Using Reports

- Things to Look For...
 - Balance Sheet Report
 - Any negative bank account balances (including cash on hand, petty cash, or cash drawers)?
 - Have the inventory numbers changed since last year?
 - Payables, such as Sales Tax, Payroll Taxes, Accounts Payable
 - Mortgage amount (if applicable)



Financial Reporting System (FRS) Seminar

Using Reports

- Things to Look For...
 - Profit and Loss Report
 - All “entities” should be break even to profitable
 - Cost of Goods Sold and Labor ratios
 - Total of Cost of Goods accounts divided by Sales
 - Total of Wages and Employer Payroll Taxes divided by Sales
 - Actual to Budget variances
 - Expenses should be charged appropriately



Financial Reporting System (FRS) Seminar

Using Reports

- What should I do?
 - Review data monthly
 - Verify data and accuracy
 - Act now – don't kick the can down the road
 - Ask for help – District or State Business Practices Committee; DDGER; State FRS Coordinator; Lodge Auditing and Accounting Committee



Financial Reporting System (FRS) Seminar





Financial Reporting System (FRS) Seminar

