

## Reconciling the Lodge Accounting Data

***For Lodges that **modified or changed** any Balance Sheet account number after having submitted an opening balances file for March 31, 2019 and having received approval of the opening Balance Sheet in the FRS from the Area Committee members it will be necessary to follow steps 5 through 8 immediately below to resubmit the opening balances file.***

FRS Data to the March 31, 2019 Annual Financial Report Balance Sheet.

1. Print a Balance Sheet report as of March 31, 2019 from the Lodge Accounting System
2. Compare this report to the Balance Sheet from Page 2 of the Annual Financial Report (AFR) submitted to Grand Lodge. If the Lodge does not have a copy of the AFR, the ER or Lodge Secretary can download a copy from <https://www.elks.org/grandlodge/reports/AAFinancialEvaluationReports.cfm> by setting the Report End Date to 2019. The link with the Lodge name is a copy of the Evaluation issued previously and the link on the right will display all the files uploaded for that year. The AFR will be one of those links.
3. For any discrepancy by category (Total Cash, inventories, Prepaid Expenses, Investments, Fixed Assets, Accounts Payable, etc.) the Lodge should first make sure that any and all adjusting journal entries provided by the Lodge's accountant have been entered into the correct fiscal year. This is usually the primary cause of reconciliation problems.
4. If the Lodge is still unable to reconcile the data, it will be necessary for the Lodge to have its accountant provide assistance. The accountant should have work papers that will have the final balances that were used to prepare the AFR. The accountant should be able to prepare any additional adjusting entries necessary to adjust the Lodge accounting system
5. Once the Lodge accounting system has been reconciled to the AFR the Lodge should then submit a request to [frshelp@elks.org](mailto:frshelp@elks.org) and request that any and all data from March 31, 2019 and earlier be deleted from the system. This can also be accomplished by submitting a support ticket found here <https://www.elks.org/grandlodge/auditing/helpTicket.cfm>
6. When confirmation is received that the data has been deleted, the Lodge should then submit an opening balances file following the instructions provided here:  
<https://www.elks.org/grandlodge/auditing/documents/beginningBalanceFileFromQuickBooks.pdf>

There is also a video available by navigating to Members Only/Lodge Accounting/Financial Reporting/Training. There are numerous other training documents available here. The opening balances submission is a "one time" submission. If the submission is processed and subsequently a Lodge must resubmit an opening balances file it must first go back to step 5 and have the existing data deleted. Failure to follow these steps will result in the data being duplicated.

7. Upon successful submission of the opening balances file, contact your Area Committee member of the Grand Lodge Auditing and Accounting Committee and advise them of the submission. This is the only way the Committee Member will know that the Lodge has submitted revised data. The Committee Member will confirm to the Lodge if the data reconciles.
8. Upon a favorable confirmation, the Lodge should use the Set Closing Date Password feature of QuickBooks to prevent changes being made to any closed fiscal year. Any changes then required (voiding of checks, deletion of duplicate invoices, etc.) must be made in the current fiscal year by journal entry. The Lodge should consult with its accountant for specific instructions.
9. When confirmed that the data reconciles, proceed to the Section FRS Data to the March 31, 2020 Form 990/Form 990-EZ Balance Sheet.

FRS Data to the March 31, 2020 Form 990/Form 990-EZ Balance Sheet.

1. Print a Balance Sheet report as of March 31, 2020 from the Lodge Accounting System
2. Compare this report to the Balance Sheet from Page 11 of the Form 990 or Page 2 of the Form 990-EZ submitted to Grand Lodge. If the Lodge does not have a copy of the Form 990/990-EZ, the ER or Lodge Secretary can download a copy from:

<https://www.elks.org/grandlodge/reports/AAFinancialEvaluationReports.cfm>

by setting the Report End Date to 2020. The link with the Lodge name is a copy of the Evaluation issued previously and the link on the right will display all the files uploaded for that year. The Form 990/990-EZ will be one of those files.

3. For any discrepancy by category (Total Cash, inventories, Prepaid Expenses, Investments, Fixed Assets, Accounts Payable, etc.) the Lodge should first make sure that any and all adjusting journal entries provided by the Lodge's accountant have been entered into the correct fiscal year. This is usually the primary cause of reconciliation problems.
4. If the Lodge is still unable to reconcile the data, it will be necessary for the Lodge to have its accountant provide assistance. The accountant should have work papers that will have the final balances that were used to prepare the Form 990/990-EZ. The accountant should be able to prepare any additional adjusting entries necessary to adjust the Lodge accounting system
5. Once the Lodge accounting system has been reconciled to the Form 990/990-EZ the Lodge should then submit/resubmit its Actuals following the instructions provided here

<https://www.elks.org/grandlodge/auditing/documents/fileSubmissionInstructions.pdf>

The Lodge can submit multiple months in one submission and the system will parse the data into the correct months. The actual data should begin with April 1, 2019 and can end with either March 31, 2020 or the month end date of the last month that the Lodge has completed entering its accounting data.

6. Upon successful submission of the Actuals, contact your Area Committee member of the Grand Lodge Auditing and Accounting Committee and advise them of the submission. This is the only way the Committee Member will know that the Lodge has submitted revised data. The Committee Member will confirm to the Lodge if the data reconciles to the Form 990/990-EZ.
7. If confirmed favorable then the Lodge should receive its evaluation shortly thereafter. The Lodge should also use the Set Closing Date Password feature of QuickBooks to prevent changes being made to any closed fiscal year. Any changes then required (voiding of checks, deletion of duplicate invoices, etc.) must be made in the current fiscal year by journal entry. The Lodge should consult with its accountant for specific instructions.