

Reconciling Fiscal Year End Data

If the Lodge is advised that the Balance Sheet data in the FRS does not match the Form 990 data (or the “opening balance” data) the following steps should be followed.

For Lodges that submitted any data prior to March 31, 2019 the Lodge will need to fill out a support ticket form on the elks.org website requesting that all data up to and including March 31, 2019 be deleted. A direct link to that form can be found below.

<https://www.elks.org/grandlodge/auditing/helpTicket.cfm>

The Lodge should then submit an “opening balance” file for the March 31, 2019 Balance Sheet following the instructions located here

<https://www.elks.org/grandlodge/auditing/videos.cfm?videoID=5>

Before submitting this data, the Lodge should make sure that its local accounting system Balance Sheet for March 31, 2019 reconciles to the Annual Financial Report submitted for the 2018 - 2019 fiscal year. Copies of the AFR submitted can be found at

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

This link is available to the Lodge Exalted Ruler and Lodge Secretary. Use the year drop down box to select 2019. The link on the right side will bring up all documents filed for the 2018 – 2019 fiscal year.

After submitting the opening Balance Sheet, the Lodge should then submit the entire 2019 - 2020 fiscal year data. This can be accomplished in one csv file by changing the dates in the Transactions Detail by Account report (assuming QuickBooks desktop) to start with April 1, 2019 and end with March 31, 2020. If desired the Lodge at this point could use an end date of the most recently completed month. Before doing this submission, the Lodge should make sure that all adjusting entries received back for the Form 990 preparer have been properly recorded in the local accounting system.

This submission of the full year also has the advantage of correcting any account number mismatches that may have occurred as a result to the May 2020 revision to the COA and the elimination of the mapping files. It will also capture any adjustment made by the Lodge to a previously submitted month that were never reported into the FRS.

NOTE: The Lodge’s fiscal year data will be locked from additional changes two weeks after the Lodge receives the “Finalized” edition of the annual evaluation. After that period of time, if a lodge wishes to submit corrected fiscal year data they would need to reach out to their Auditing & Accounting Committee Member responsible for their Area and request permission to reopen the files. Patrick Weber at the FRS Help Desk should then be notified at FRSHelp@elks.org to reopen that desired fiscal year for the lodge to resubmit their data to the system.

Please note: The fiscal year will only be reopened for 24 hours and it is the responsibility of the Lodge to submit the data within this time frame. The Lodge can also submit the data file with the request to Patrick and he will handle submitting the file once they are reopened.