

## Grand Lodge Financial Reporting System

### What is it?

**The Elks Financial Reporting System or (FRS) is designed to both enhance and simplify local lodge financial reporting, and will replace the Annual Financial Report for all participating lodges. The new system - is to be employed by all lodges no later than April 1, 2020 but it will not replace 990 or 990T submissions to the IRS, nor will it replace an audit or review if required by your state based on other factors or circumstances. In addition, your Grand Lodge Sponsor may still require a review or audit if there are concerns raised by the data in the FRS.**

## Financial Reporting System

This PowerPoint presentation is designed to help Lodge's to better understand how to use the COA's (Chart of Accounts), Actuals, and Budgets and how to submit them to Adaptive. The Actuals and budgets have to be submitted to Adaptive in certain formats which will be explained further in this presentation.



## Financial Reporting System

### Grand Lodge Requirements

- There will be an annual charge from the Grand Lodge. It will be \$165 per year and will be billed to all the Lodges in March each year.
- Each individual Lodge's Chart of Accounts will be required to match the Grand Lodge's Chart of Accounts.
- Lodge can have any number of sub-accounts as long as the Chart of Accounts matches the Grand Lodge's Uniform Chart of Accounts and the sub-accounts have to have 7 characters. The preferred is 3001001 through 30310**99**.

## Financial Reporting System

### Grand Lodge Requirements (contd)

- Then Monthly updates of the full individual lodge's Chart of Accounts information will be provided directly to the Adaptive database each month. This will be done by creating a data file in an Excel file formatted in a Comma separated Value (CSV) worksheet and emailing it to [adaptive@elks.cloud](mailto:adaptive@elks.cloud) .
- The data file contains the Chart of Account information for the previous month.
- Adaptive Insights will be responsible for updating the new system with the Lodge info that was emailed to them.
- If a previous month needs to be changed, that update can be sent to Adaptive Insights at any time with the appropriate dating.

# Financial Reporting System

## Grand Lodge Requirements (contd)

- There will be a penalty assessed from the Grand Lodge for late updates.... Non-Compliance with FRS may result in a penalty of \$100 per month for each month late
- If Lodge's want to see the information in the new system, their District Deputy or FRS coordinator can produce the chosen report and can e-mail it to the Lodge as a PDF or Excel file (unless the Lodge has viewing privileges). Viewing privileges cost the Lodge \$380 a year for access. For viewer access you will need to contact the FRS Help Desk at [frshelp@elks.org](mailto:frshelp@elks.org) to request viewer access.
- The Grand Lodge is also requesting each Lodge's Budget information, which must be conform to the Uniform Chart of Accounts.
- If Lodge budgets are changed, those changes must be sent to Adaptive Insights via email.
- The Actuals must be sent by the 3rd Friday of each month. If you are reporting for April the Actuals have to be submitted by the 3<sup>rd</sup> Friday of May

## Financial Reporting System

### What Accounting System does Your Lodge have today?

**Please note the Elks FRS does not require anyone to change accounting systems, you can keep using the system you are using now.**

But all lodges are required use the official Elks Uniform Chart of Accounts, as documented in the May 2020 version of the Chart Of Accounts.

# Financial Reporting System

## Project Objectives

- Synchronize your Chart of Accounts for all accounting centers.
- Conform to the Grand Lodge's Uniform Chart of Accounts.
- Sub accounts can not be 5 digit code as they are reserved for GL Uniform Chart of accounts only
- Convert to a comma separated value, before submitting to Adaptive.
- Modify your current process to insure that you provide Grand Lodge updates by the third Friday each month.

# Financial Reporting System

## Chart of Accounts

- If using more than 1 accounting center, Review all Chart of accounts on each center to identify and document what differences currently exist. It is not necessary to combine checking accounts for this project if you are using more than 1 accounting center
- Convert all accounts to the Uniform Chart of Accounts by creating an integrated Chart of Accounts for your Lodge which conforms to the GL Uniform Chart of Accounts and works for all accounting centers.

# Actual Monthly Activity File

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- The Actual Monthly Activity file is used to transmit your monthly activity to Adaptive. It consists of 4 columns, with rows for every account with activity for the month:

Column	Header	Example	Description
1	LodgeNumber	2362	The numerical lodge number
2	LodgeGLAccount	30010	The local system account number
3	Date	1/31/2019	The period where the activity takes place. Use standard US date format mm/dd/yyyy
4	Amount	12587.50	Use debit – credit format, debits positive, credits negative.

# Financial Reporting System

## Actual Monthly Activity File

- The example to the right has GL account codes and also sub accounts
- You only need to submit Accounts with activity for the period submitted but you can submit accounts with a zero balance.
- You can submit either transactional data or summary changes. The only requirement is that all activity for the month be submitted in the file. Remember all actual files are in CSV format.
- For QuickBooks Desktop users you can submit the full [Account # · Account description] string. Otherwise just submit the Account #
- Account descriptions are not read only Account Numbers

LodgeNun	Date	LodgeGLA	Amount
9999	8/2/2019	10201	-119.58
9999	8/2/2019	20000	-137.34
9999	8/3/2019	3047001	137.34
9999	8/3/2019	10201	-407.7
9999	8/3/2019	30410	516
9999	8/3/2019	21600	-150.87
9999	8/3/2019	30425	42.57
9999	8/5/2019	21600	0
9999	8/5/2019	20000	-139.63
9999	8/5/2019	3038005	139.63
9999	8/5/2019	20000	-39.85
9999	8/5/2019	20900	39.85
9999	8/5/2019	20000	-105
9999	8/5/2019	40210	105
9999	8/5/2019	10201	-34.13
9999	8/5/2019	20000	34.13
9999	8/5/2019	10201	-409.93

# Financial Reporting System

## Sample of Actuals from Quick Books

LodgeNun	Date	LodgeGLA	Amount
9999	8/2/2019	10201	-119.58
9999	8/2/2019	20000	-137.34
9999	8/3/2019	3047001	137.34
9999	8/3/2019	10201	-407.7
9999	8/3/2019	30410	516
9999	8/3/2019	21600	-150.87
9999	8/3/2019	30425	42.57
9999	8/5/2019	21600	0
9999	8/5/2019	20000	-139.63
9999	8/5/2019	3038005	139.63
9999	8/25/2019	20000	-85.85
9999	8/25/2019	40210	85.85
9999	8/31/2019	10101	-1827
9999	8/31/2019	20000	-24.16
9999	8/31/2019	20000	-136.5
9999	7/31/2019	40205	136.5

## Annual Budget File

- The Actual Monthly Activity file is used to transmit your yearly budget activity to Adaptive. It consists of 5 columns, with a row for every account you plan for in the fiscal year:

Column	Header	Example	Description
1	LodgeNumber	2362	The numerical lodge number
2	LodgeGLAccount	30010	The local system account number
3	FYE	2020	The year that the budget ends in. For the FY2019-2020 budget use 2020 for example.
4	Version	Budget	Right now always use Budget
5	Annual	25000	The annual amount budgeted to the account. This amount will be allocated monthly based on prior year actuals. Use positive amounts for positive values, negative amounts for negative.

The Budget file must be saved as a csv file.

# Financial Reporting System

## Annual Budget File

- The example to the right has GL account codes and also sub accounts
- Submit the Budget file after April and May Actuals have been submitted uses the previously submitted
- If you need to adjust, you can resubmit your budget at any time. Please submit the entire budget when you do.
- If you need a copy of your Adaptive budget after you submit it please contact your State Coordinator.

LodgeNun	LodgeGLA	FYE	Version	Annual
9999	30010	2020	Budget	26086
9999	30011	2020	Budget	1024
9999	30012	2020	Budget	384
9999	30013	2020	Budget	30
9999	30020	2020	Budget	3825
9999	30021	2020	Budget	1350
9999	30035	2020	Budget	500
9999	30105	2020	Budget	1000
9999	30110	2020	Budget	15550
9999	30116	2020	Budget	33600
9999	3013501	2020	Budget	2500
9999	3013503	2020	Budget	300
9999	3013504	2020	Budget	800
9999	30145	2020	Budget	0
9999	3014501	2020	Budget	2500

# Financial Reporting System

## Sample of Budget from Quick Books

LodgeNum	LodgeGLAccount	FYE	Version	Annual
9999	30010 · Members Dues Regular	2020	Budget	26086
9999	30011 · Members Dues Life	2020	Budget	1024
9999	30012 · Members Dues Honorary	2020	Budget	384
9999	30013 · Members Dues Association	2020	Budget	30
9999	30020 · GL Per-Capita Fees	2020	Budget	3825
9999	30021 · State Association Per-Capita	2020	Budget	1350
9999	30035 · Initiation Fees	2020	Budget	500
9999	30105 · Bullitin Sponsors	2020	Budget	1000
9999	30110 · Raffles/Drawings - Other	2020	Budget	15550
9999	30116 · Rents Club	2020	Budget	33600
9999	3013501 · Building Maintenance	2020	Budget	2500
9999	3013502 · Sheepshead Players	2020	Budget	300
9999	3013504 · Miscellaneous-Unre	2020	Budget	800
9999	30145 · Machine/Game/Lottery	2020	Budget	0
9999	3014501 · Bar Room Games	2020	Budget	2500
9999	3014502 · Bull T-Box	2020	Budget	1000

# File Format Guidelines

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- All files must be in an Excel file in a Comma Separated Values (CSV) format. This is a standard format that has universal support.
- All files must have a header row with the exact headers described here. Please use the sample files for reference.
- All file formats begin with the lodge number in the first column. It should be the simple numeric value assigned to the lodge.
- Fields with actual or budget dollar amounts in them should be formatted as numbers. No \$ or commas should be included. Periods for decimals are allowed.
- Dates should be formatted as MM/DD/YYYY – 07/25/2019

# Financial Reporting System

## Example Data Files

Actual Monthly Activity

	A	B	C	D
1	LodgeNum	Date	LodgeGLA	Amount
2	9999	8/2/2019	10201	-119.58
3	9999	8/2/2019	20000	-137.34
4	9999	8/3/2019	3047001	137.34
5	9999	8/3/2019	10201	-407.7
6	9999	8/3/2019	30410	516
7	9999	8/3/2019	21600	-150.87
8	9999	8/3/2019	30425	42.57
9	9999	8/5/2019	21600	0
10	9999	8/5/2019	20000	-139.63
11	9999	8/5/2019	3038005	139.63
12	9999	8/25/2019	20000	-85.85
13	9999	8/25/2019	40210	85.85
14	9999	8/31/2019	10101	-1827
15	9999	8/31/2019	20000	-24.16
16	9999	8/31/2019	20000	-136.5
17	9999	7/31/2019	40205	136.5

Budget - Annual

	A	B	C	D	E
1	LodgeNum	LodgeGLAccount	FYE	Version	Annual
2	9999	30010 · Members Dues Regular	2020	Budget	26086
3	9999	30011 · Members Dues Life	2020	Budget	1024
4	9999	30012 · Members Dues Honorary	2020	Budget	384
5	9999	30013 · Members Dues Association	2020	Budget	30
6	9999	30020 · GL Per-Capita Fees	2020	Budget	3825
7	9999	30021 · State Association Per-Capita	2020	Budget	1350
8	9999	30035 · Initiation Fees	2020	Budget	500
9	9999	30105 · Bullitin Sponsors	2020	Budget	1000
10	9999	30110 · Raffles/Drawings - Other	2020	Budget	15550
11	9999	30116 · Rents Club	2020	Budget	33600
12	9999	3013501 · Building Maintenance	2020	Budget	2500
13	9999	3013502 · Sheepshead Players	2020	Budget	300
14	9999	3013504 · Miscellaneous-Unrestricted	2020	Budget	800
15	9999	30145 · Machine/Game/Lottery	2020	Budget	0
16	9999	3014501 · Bar Room Games	2020	Budget	2500
17	9999	3014502 · Pull Tab Income	2020	Budget	1000

## File Submission

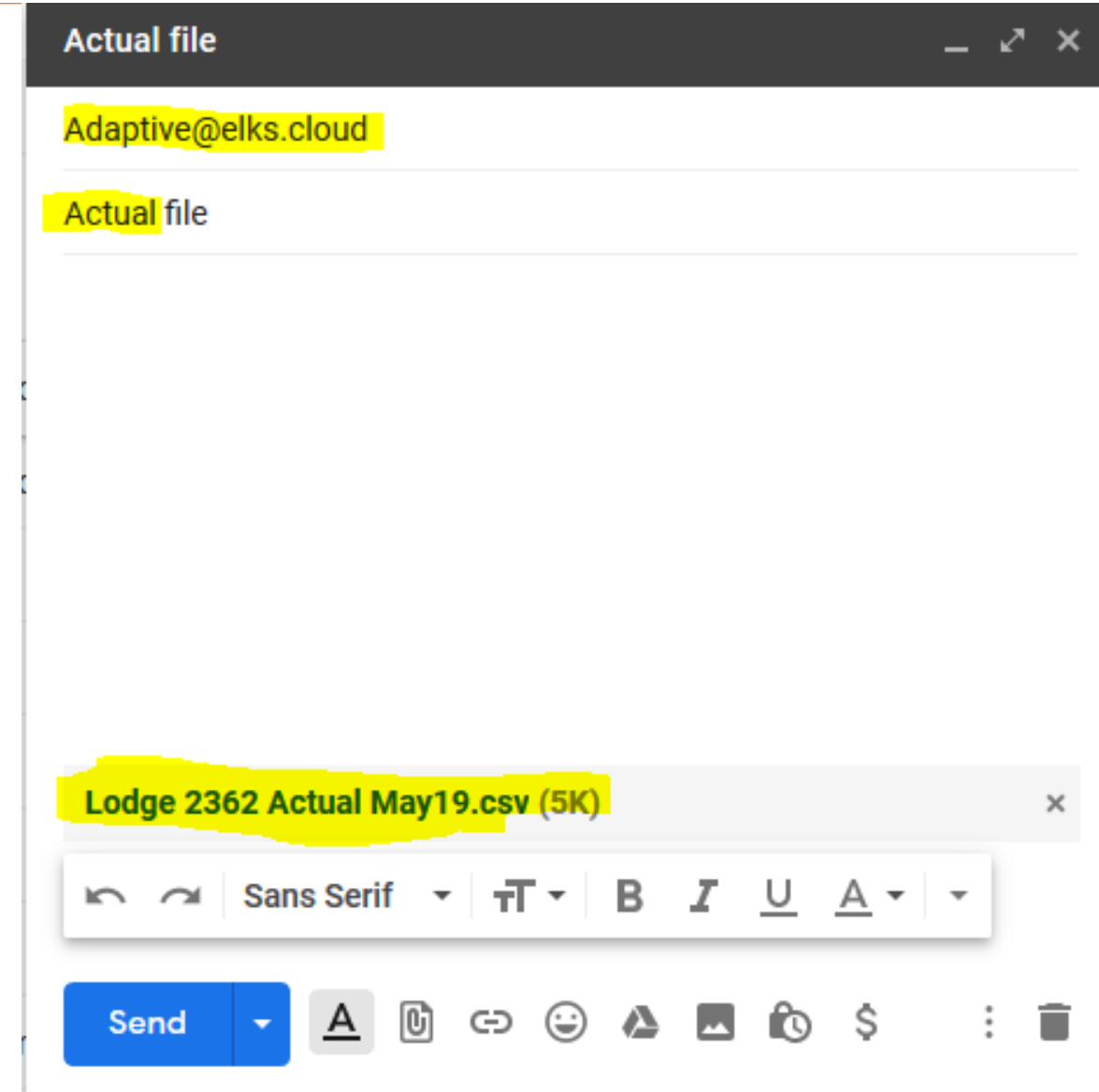
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- After you have formatted and saved your files, the next step is submitting them for processing to Adaptive. This is done by emailing the CSV files to the [Adaptive@Elks.Cloud](mailto:Adaptive@Elks.Cloud) email address.
- Use your preferred email client to draft a new email. Attach the file. The type of file you are submitting is determined by the Email Subject. Include the following in the subject based on the file type:
  - **Actual Monthly Activity File** – Include the word **Actual**
  - **Annual Budget File** – Include the word **Budget**

# Financial Reporting System

## File Submission - Email

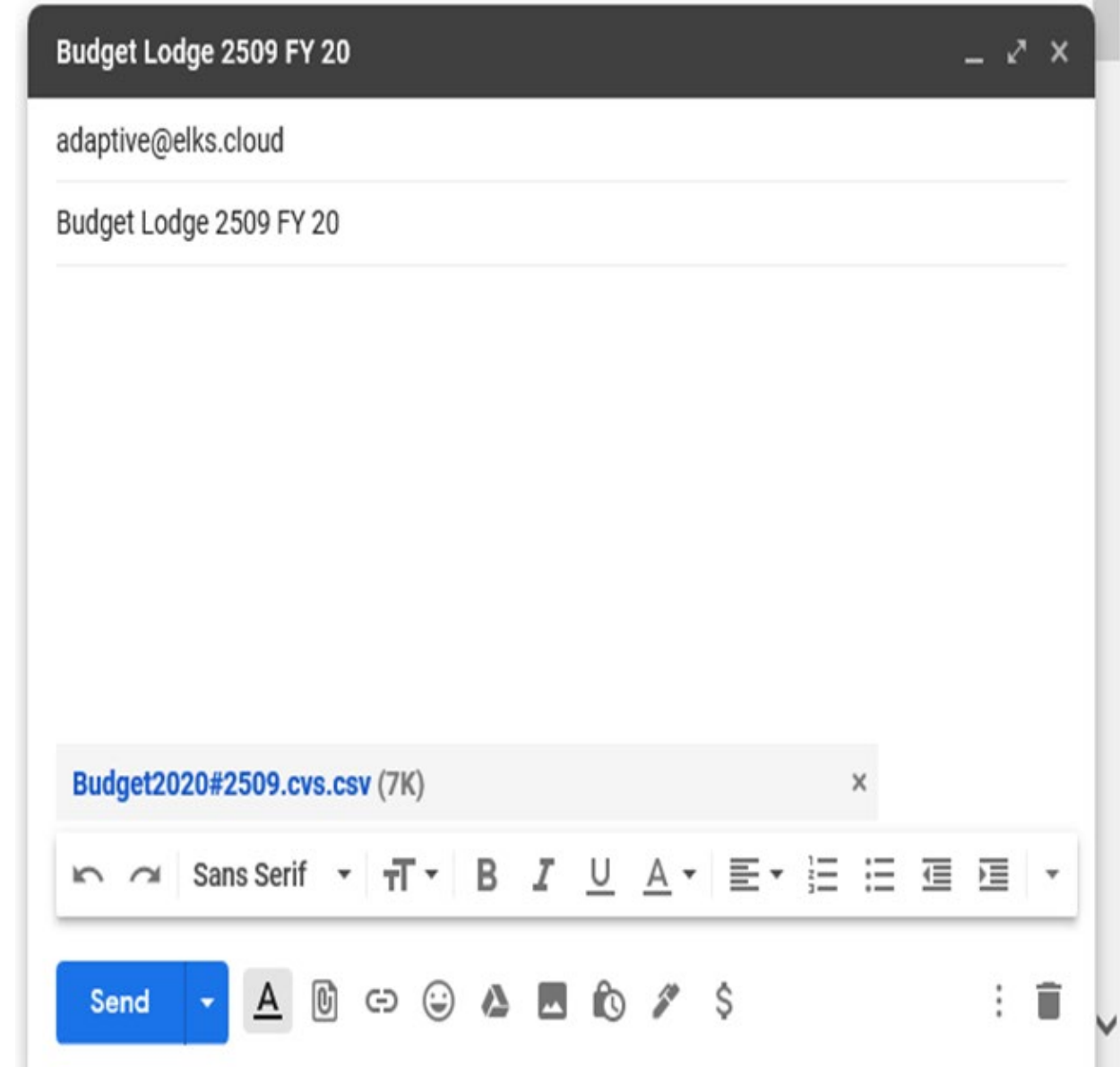
- In this example we'll submit an Actual file using Gmail.
- The To address is: [Adaptive@elks.cloud](mailto:Adaptive@elks.cloud)
- The Subject contains the word **Actual** – signaling an Actual file. You can after the word Actual put your Lodge # and month of actual but Actual has to be first.
- The file **Lodge 2363 Actual May19.csv** is attached. Don't forget to include your file! The file name is not critical to the import process however we recommend something that includes the lodge number, file type and date for your reference.
- When you're ready Send the file. Within **5 minutes** you'll receive a reply with a success message or a detailed description of issues that need to be corrected



# Financial Reporting System

In this example we'll submit a Budget file using Gmail.

- The To address is: [Adaptive@elks.cloud](mailto:Adaptive@elks.cloud)
- The Subject contains the word **Budget** and your Lodge # signaling a Budget file.
- The file **Budget 2020 #NNNN.csv** is attached. Don't forget to include your file! The file name is not critical to the import process however we recommend something that includes the lodge number, file type and date for your reference.
- When you're ready Send the file. Within **5 minutes** you'll receive a reply with a success message or a detailed description of issues that need to be corrected



## File Submission - Results

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- Ideally if your data is valid, you'll receive a success message:

Actuals File Lodge 2581 Actuals -March 19.csv Successfully Processed Inbox x



**Adaptive**

to me ▾

We have successfully processed your file. Thank you!



Reply



Forward

## File Submission - Error

- If there was an issue with the data, you'll receive a detailed message:

Error Importing Actual File Lodge 2581 Actuals -March 19 - mismatch.csv Inbox x



**Adaptive**

to me ▾

There was a problem with the file submitted to Adaptive.

Error message: Error processing Actual File - Invalid Elks GL Accounts # 30100zz

Please check your data and resubmit a corrected .csv file.

If you need assistance do not reply to this email. Instead please contact us at [Elkshelp@mormorr.com](mailto:Elkshelp@mormorr.com). We'll be happy to help.

Thanks

The error in this instance is the file contained an unknown Lodge GL Account. Correct the account number with a valid Grand Lodge Account Number and re-submit that before re-submitting your Actuals again.

## Financial Reporting System

### Support

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Call your State FRS Coordinator for help

Email support at [FRShelp@elks.org](mailto:FRShelp@elks.org)

Remember all Actuals/Budgets are sent to

[Adaptive@Elks.Cloud](mailto:Adaptive@Elks.Cloud) in CSV file format