

CALIFORNIA-HAWAII ELKS ASSOCIATION

Business Practice Committee

Saturday, September 17, 2016

Riverside Lodge # 643

NEW CHART OF ACCOUNTS

STATUTES ANNOTATED

2015

Section 4.330. The Committee on Auditing and Accounting after competitive bidding shall employ certified public accountants to examine the books, records and accounts of the Officers, Commissions and other agencies of the Order, and it shall report the result of audits to the Grand Lodge and file the reports with the Grand Secretary.

The Committee shall prepare and distribute a Uniform Chart of Accounts for Lodges. Each Lodge shall adopt and use the Uniform Chart of Accounts.

... Paragraph three.

Statutes (continued)

Section 13.040. The Auditing & Accounting

Committee shall:

Paragraphs a through e

(f) Require the use of the Uniform Chart of Accounts provided in Section 4.330.

Paragraphs g through k

AUDITING and ACCOUNTING MANUAL

February 2016

Manual Revisions, February 2016

Review that page for Chart of Account revisions
(Inside cover page)

Forward:

Each Local Lodge enjoys local autonomy and freedom of action in managing its financial affairs, limited only by the Laws of the Order. It must be remembered that the Lodge enjoys the privilege of its existence only because it is chartered as an integral part of Grand Lodge, the parent organization. Every Officer and Member is obligated to obey the Statutes, rules and regulations of the Order.

Chapter 1 Section 1-104. Chart of Accounts:

Account numbers must be used to identify each receipt and disbursement for entry into the accounting system. As mandated by Sections 4.330 and 13.040 of the Statutes, the UNIFORM CHART OF ACCOUNTS set forth in the Appendix, Exhibit A, is to be used. Each Lodge must select from this listing the account numbers it will use.

OLD CHART OF ACCOUNTS: (Basic Outline)

100-00	Assets
200-00	Liabilities and Equity
300-00	Lodge Income and Expense
400-00	Bar or Social Quarters Income and Expense
500-00	Dining Room Income and Expense
600-00	
700-00	As necessary to record income
800-00	and expenses for golf course
900-00	

NEW CHART OF ACCOUNTS: (Basic Outline)

10000	Assets
20000	Liabilities and Equity
30000	Lodge Income and Expense
40000	Bar or Social Quarters Income and Expense
50000	Food Service Inc. and Exp.
60000	
70000	
80000	
90000	Permanent & Temporary Restricted Charities, Grants and Bequests and Lodge Designated Lodge Restricted Funds

Sub-Accounts may be necessary for some activities. The chart of accounts is mandatory.

Go to CHEA website for step by step Chart of Accounts Change Over