



The
Benevolent and Protective
Order of Elks *of the United States of America*



Welcome
To
San Diego Mid-term Convention
November 2016
CHEA Accounting Consultant

Elks Care - *Elks* Share

Pre-Paid Dues

- What are Pre-Paid Dues?
 - Dues received prior to new fiscal year.
 - Elks fiscal year is
April 1 to March 31

Dues statements
are sent out no
later than mid
February

These funds are a
Liability until the new
fiscal year starts and
are recorded under
21800 Pre-Paid Dues

You can separate the different types of income as most lodges do. Below is an example:

OTHER CURRENT LIABILITY

- 21801 PRE-PAID DUES
- 21802 PRE-PAID LIFE DUES
- 21803 PRE-PAID ASSOC DUES
- 21804 PRE-PAID GRAND LODGE INSURANCE
- 21805 PRE-PAID GRAND LODGE PER CAPITA
- 21806 PRE-PAID STATE PER CAPITA

This money can not be used until the new fiscal year starts or if you have to pay an expense related to the new fiscal. These expenses are recorded under “10901 PRE-PAID EXPENSES”.

Dues are to be recorded in CLMS2 and deposited as they come in and not held until the new fiscal year.

Again, all income is recorded as Pre-Paid Dues if received prior to April 1.

April 1 record dues using a journal entry either doing #1 or #2 below

#1

1/12 Accrual Method

Once a month you take the figure in the Pre-Paid Income and do a journal each month until all the Pre-Paid Income is zero out.

Either one of these methods can ok.

#2

Cash Method

April 1

record all Pre-Paid Income as one entry.

Each Lodge can determine which one they would like to use.

Balance your Dues/Pre-Paid Dues

During the year you should balance your dues accounts with the report from CLMS you make sure you have recorded all income to the correct account. If missed recorded you can correct this.

At year end these accounts must match the CLMS2 reports.

CLMS2 REPORT

- Have the secretary get the report from CLMS2 which is under

“ACCOUNTING”

and print the

“TRANSACTION RECAP”

for the period you need to balance.

The screenshot shows the CLMS2Web Accounting interface. At the top, it says "Signed on as: DONALD HALL" and "Review Lodge By-Laws". The main navigation bar includes "Home", "Roster", "Reports", "Settings", "Officers/Committees", "Accounting", "Options", "Staff", "Messaging", "Support", and "Help". The "Accounting" section is active, and the "Transactions Recap" report is displayed. The report title is "Transactions Recap" and it shows "Payments Received During Lodge Year Starting 4/1/ 2016". A "Display Transaction Recap" button is visible. The report table has the following columns: Description, Type, Transactions, Payments received during Lodge Year, Code, Member Payment, Lodge Payment, and Total. The data rows include various transaction types such as Application Fee, Life - Current Dues, Regular - Current Dues, and Prepaid Dues, with a Grand Total of \$11,777.00 in Member Payment and \$479.00 in Lodge Payment, totaling \$12,256.00.

Description	Type	Transactions	Payments received during Lodge Year	Code	Member Payment	Lodge Payment	Total
Application Fee - Initiation 26 plus	ANM	2	2016/2017	3R	\$100.00	\$0.00	\$100.00
Application Fee - Transfer Dimit	ATD	1	2016/2017	06	\$15.00	\$0.00	\$15.00
Life - Current Dues	CLP	11	2016/2017	18	\$108.00	\$189.00	\$297.00
Life - Current GL Insurance	CLP	11	2016/2017	22	\$14.00	\$24.50	\$38.50
Life - Current GL Per Capita	CLP	11	2016/2017	23	\$26.00	\$45.50	\$71.50
Life - Current State Fees 1	CLP	12	2016/2017	24	\$26.00	\$51.50	\$77.50
Life - Current The Elks Magazine Per Capita	CLP	11	2016/2017	6B	\$22.00	\$38.50	\$60.50
Regular - Current Dues 12 Mos	CLP	79	2016/2017	5F	\$8,424.00	\$108.00	\$8,532.00
Regular - Current Dues 1st 6 Mos	CLP	7	2016/2017	5C	\$378.00	\$0.00	\$378.00
Regular - Current Dues 2nd 6 Mos	CLP	4	2016/2017	5E	\$216.00	\$0.00	\$216.00
Regular - Current GL Insurance	CLP	86	2016/2017	19	\$297.50	\$3.50	\$301.00
Regular - Current GL Per Capita	CLP	86	2016/2017	20	\$552.50	\$6.50	\$559.00
Regular - Current State Fees 1	CLP	86	2016/2017	21	\$552.50	\$6.50	\$559.00
Regular - Current The Elks Magazine Per Capita	CLP	86	2016/2017	5G	\$467.50	\$5.50	\$473.00
Regular - New Member Current Dues 12 Mos Prorated	CNM	2	2016/2017	27	\$144.00	\$0.00	\$144.00
State major project (Piggy Bank)	OD	14	2016/2017	51	\$336.00	\$0.00	\$336.00
Life - Prepaid Dues	PLP	2	2016/2017	02	\$54.00	\$0.00	\$54.00
Life - Prepaid GL Insurance	PLP	2	2016/2017	12	\$7.00	\$0.00	\$7.00
Life - Prepaid GL Per Capita	PLP	2	2016/2017	4M	\$13.00	\$0.00	\$13.00
Life - Prepaid State Fees 1	PLP	2	2016/2017	14	\$13.00	\$0.00	\$13.00
Life - Prepaid The Elks Magazine Per Capita	PLP	2	2016/2017	13	\$11.00	\$0.00	\$11.00
Grand Total:					\$11,777.00	\$479.00	\$12,256.00

ENF & Major Project

These funds represent money collected and held in trust to be sent in to ENF or Major Project and to be used for the sole purpose for which it was intended. This money should never be held and should be sent to the appropriate charity monthly.

Recording this money

The new book states to use the 90000 series numbers for income and expense.

If you do this method make sure at the end of the year you close the net to the appropriate Equity account.

We have found that this is not being done correctly and therefore, ENF and Major Project money is not being sent in. This is not done intentionally, it's just the way it see being recorded.

Remember QuickBooks closes all Income and Expenses to one Equity account and therefore you must make a journal entries to go to the proper Temporary Restricted Funds Equity account.

Suggestion

- Go back to using the “Other Current Liability” accounts. Handle it the way you do “Payroll Taxes” or “Sales Tax”.
- Then all donations go into their own liability account and the checks are written from this same account.
- You always know the balance which needs to be sent in.

Upcoming Seminar

- Saturday, February 25, 2017 from 9-3 at the San Jose Elks Lodge more information will be sent out soon.
- Let me know if there is any topics you would like to hear about.
- If you would like to have one of these seminars or a workshop or clinic at your lodge please let us know. This can be for one lodge, District, or multiple lodges together.

I hope this workshop has been informative.
This Presentation will be made available in
PowerPoint and PDF format on the CHEA
website under the

“Accounting Consultant Committee”.

Should you have any questions
please ask now or

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