

INSTRUCTIONS FOR PREPARING REPORT

1. All information on this form complies with the Internal Revenue Service requirements and must be **TYPEWRITTEN** in duplicate. The original should be mailed to the Temple Office sponsoring the Club or Unit by February 10th. Keep the duplicate for your records.
2. The financial statements should be prepared on a modified accrual basis. See "Temple Financial Manual" (B.A.T.S.), Section 2, Pages 38-41, for additional instructions.
3. Check the following items:
 - a) Be sure additions and subtractions are correct and are in agreement with the underlying records.
 - b) The amount entered for "Balance, beginning of year" in Members' Equity section, **must agree** with the amount reported for "Balance, end of year" in the prior year's Financial Statements.
 - c) When the surplus (deficit) in the Statement of Activities is added to or deducted from the Members' Equity "Balance, beginning of year," the result represents the Members' Equity, end of year. Total Assets must equal Total Liabilities & Members Equity.
4. Revenue accounts:
 - a) There are two types of Shrine fundraisers: Charitable and Fraternal. Fundraising gross revenues must be identified by type. Include on the line "Fundraising (Gross) – Charitable (Code J)" the total of all revenues reported on the Shrine Charity Activity Forms completed during the year. Total revenues from fundraisers for the benefit of the club or unit should be reported on the line "Fundraising (Gross) – Fraternal (Code I)." The associated expenditures to sponsor the fundraiser are to be reported on the appropriate lines in the EXPENDITURES section (Codes 8 and 9).
 - b) Social activities and visitation (Codes E and F) reimbursements include the gross receipts from sale of tickets for trips, dances, etc., not held for fundraising purposes.
 - c) Investment income (Code H) should include dividends and interest actually received during the year plus the amount of interest credited to the account as of December 31. Should there be any interest received on monies held for the benefit of Shriners Hospitals, the interest income must be reported separately from interest income earned on fraternal invested funds.
5. Expense accounts:
 - a) Fundraising (Codes 8 and 9) expenses include the cost of holding activities listed under 4 (a).
 - b) Social activities and visitation (Codes 3 and 4) expenses include all costs of entertainment, transportation, lodging, meals, etc., incurred in connection with the activities listed under 4 (b).
 - c) Member's relations (Code 10) includes gifts to Nobles such as flowers.
 - d) Transfer to temple (Code 11) represents donations to Temple's operating and designated funds.
6. An itemized list of amounts should be attached for the accounts requested. For each checking and saving accounts, attach a copy of December 31 year end and following January 31 bank statements. Any other unusual amounts should be supported by detailed list or explanation.
7. General Order No. 1 does not allow net proceeds from charitable fundraisers to be held by a club or unit. General Order No. 1 states that up to ½ net proceeds may be requested to be held by a temple to be used exclusively for hospital patient transportation expenditures. The results of the charitable fundraising activity must be reported to the Temple Potentate on the Charity Activity Form and submitted to the Executive Vice President – Imperial Council within sixty days of the activity. A club is not permitted to maintain a separate hospital patient transportation fund.
8. Underlying accounting records, bank statements, receipt books and invoices should be kept available for inspection and audit for at least seven (7) years.

I hereby declare under the penalties of perjury that this authorization (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete and made in good faith.

Sign

Here:

Signature of Officer Preparing Form

Date

Title

Phone Number

Chairman of Audit Committee

Date

Phone Number