



ANNUAL STATISTICAL REPORT

FISCAL END MONTH / DATE / YEAR

SUBMIT REPORT & ALL LODGE FINANCIAL STATEMENTS INCLUDING GAMING

WITHIN 6 MONTHS OF FISCAL YEAR END TO ACCOUNTING@ELKSOFCANADA.CA

AS PER ARTICLE 3, LODGE BYLAWS, SECTION 2 OF THE GRAND LODGE CONSTITUTION, A PROPERLY COMPLETED SET OF FINANCIAL STATEMENTS, COVERING **ALL** ACTIVITIES OF THE LODGE, FOR THE FISCAL YEAR ENDING MUST ACCOMPANY THIS REPORT.

1. CHARITABLE WORK

A) **ALL FINANCIAL CONTRIBUTIONS (MADE DIRECTLY BY THE LODGE):**

- | | |
|---|----------|
| To - COMMUNITY PROJECTS | \$ _____ |
| To - ELKS & ROYAL PURPLE FUND FOR CHILDREN | \$ _____ |
| To - NEEDY INDIVIDUALS (I.E. WHEELCHAIRS, FIRES, ETC.) | \$ _____ |
| To - LOCAL SPONSORSHIPS (I.E. SCOUTS, MINOR SPORTS, ADULT SPORTS, ETC.) | \$ _____ |
| To - PROVINCIAL ELKS CHARITIES | \$ _____ |
| To - OTHER NATIONAL CHARITIES (I.E. HEART FUND, RED CROSS, ETC.) | \$ _____ |
| To - OTHER (PLEASE SPECIFY) _____ | \$ _____ |
| TOTAL | \$ _____ |

B) **VOLUNTEER TIME:** ESTIMATE THE TOTAL HOURS OF VOLUNTEER TIME BY ALL MEMBERS IN YOUR COMMUNITY AND CHARITABLE ACTIVITIES.

PLEASE CONSIDER ALL ACTIVITIES OF YOUR LODGE INCLUDING SUCH THINGS AS BINGOS, DANCES, WALK-A-THONS, ATTENDANCE AT CONFERENCES, CONVENTIONS, COMMITTEE AND LODGE MEETINGS, SPECIAL PROJECTS, ETC. (EXAMPLE: 10 TEAMS OF TWO PEOPLE SELLING TICKETS IN MALL FOR FOUR HOURS PER TEAM WOULD BE **80 HOURS.**)

TOTAL HOURS: _____

C) **DOES YOUR LODGE HAVE A COMPLETE SET OF GAMING AND LOTTERY REGULATIONS FOR YOUR PROVINCE?**

Yes No

ARE YOUR BINGOS AND NEVADA CHAIRMEN FULLY AWARE OF AND OPERATING WITHIN THE REGULATIONS?

Yes No

ARE GAMING FUNDS MAINTAINED IN SEPARATE ACCOUNTS FROM LODGE BUSINESS ACCOUNTS?

Yes No

2. FEES

- | | |
|--|----------|
| ANNUAL LODGE DUES (PER MEMBER) | \$ _____ |
| LODGE INITIATION FEE (PER MEMBER, IF ANY) | \$ _____ |
| LODGE REINSTATEMENT FEE (PER MEMBER, IF ANY) | \$ _____ |

3. **DOES YOUR LODGE SUBSIDIZE** THE ATTENDANCE OF ANY OF YOUR MEMBERS TO PROVINCIAL CONFERENCES OR THE NATIONAL CONVENTIONS? Yes No

YES? INDICATE DOLLAR AMOUNT PROVIDED IN YOUR FISCAL YEAR FOR:

<u>POSITION</u>	<u>PROVINCIAL</u>	<u>NATIONAL</u>
ER/PRES	\$ _____	\$ _____
OTHER	\$ _____	\$ _____
OTHER	\$ _____	\$ _____

4. **RECORD KEEPING**
 DOES YOUR LODGE CURRENTLY USE A COMPUTER TO ADMINISTER LODGE BUSINESS AND RECORD KEEPING? Yes No

IF YES, PLEASE INDICATE THE TYPE OF PROGRAM BEING USED (I.E. MICROSOFT OFFICE, EXCEL, SIMPLY ACCOUNTING ETC.)

5. **FINANCIAL REPORTS**
DOES THE FINANCE COMMITTEE PREPARE AND PRESENT, ANNUALLY TO THE MEMBERSHIP, A BUDGET COVERING **ALL** ACTIVITIES OF THE LODGE? Yes No

DOES THE TREASURER PRESENT TO A REGULAR LODGE MEETING, A COMPLETE FINANCIAL REPORT AT LEAST SEMI-ANNUALLY, COVERING **ALL** OPERATIONS OF THE LODGE, INCLUDING LOUNGE ACTIVITIES, FUNDRAISING PROJECTS, ETC? Yes No

DO ALL LODGE COMMITTEES SUBMIT AN ANNUAL BUDGET AND ANNUAL FINANCIAL REPORTS TO THE LODGE FINANCE COMMITTEE FOR CONSOLIDATION AND REPORT TO THE LODGE MEMBERSHIP? Yes No

HAVE YOU ENCLOSED ALL FINANCIAL STATEMENTS COVERING **ALL** ACTIVITIES OF THE LODGE, INCLUDING ALL ASSOCIATED SOCIETIES AND ORGANIZATIONS? Yes No

6. **AUDIT**
 ARE THE BOOKS OF THE LODGE AUDITED OR REVIEWED ANNUALLY AS PER ARTICLE 3 SECTION 2 (P 27) AND SECTION 5.4 (P 57) OF THE 2023 CONSTITUTION? Yes No

7. **MEMBERSHIP**
 WHAT TYPE OF MEMBERSHIP EVENT HAS YOUR LODGE HELD THIS YEAR? _____

DOES YOUR LODGE HAVE A BUDDY SYSTEM FOR NEW MEMBERS? Yes No

TO THE BEST OF OUR KNOWLEDGE, THE INFORMATION SUPPLIED ABOVE, ALONG WITH THE ATTACHED FINANCIAL STATEMENTS FOR **ALL** ACTIVITIES OF THE LODGE, REPRESENT A TRUE AND COMPLETE REPORT FOR OUR LODGE. WE HEREBY ATTEST TO THIS STATEMENT BY AFFIXING OUR SIGNATURES BELOW.

X _____ X _____ X _____ X _____
 E.R. / PRESIDENT SECRETARY / SEC-TREAS TREASURER FINANCE COMMITTEE CHAIR

PRIMARY CONTACT(S) EMAIL ADDRESS

REMINDER: PLEASE ATTACHED YOUR LODGE & GAMING FINANCIAL STATEMENTS & SUBMIT TO GRAND LODGE EMAIL ACCOUNTING@ELKSOFCANADA.CA

THANK YOU!