

HOW TO COMPLETE THE ANNUAL NATIONAL AFFILIATION FEE REPORT

GO TO <https://www.elksofcanada.ca/lodgematerials>; DOWNLOAD TO DESKTOP; Save changes & email as they occur to amosing@elksofcanada.ca

FOR FURTHER TIPS WATCH ONLINE TUTORIAL "HOW TO COMPLETE THE ANNUAL NATIONAL AFFILIATION FEE REPORT"

ENTER LODGE NAME

ENTER LODGE NUMBER

ELKS OF CANADA ANNUAL NATIONAL AFFILIATION FEE REPORT
JANUARY 1ST – DECEMBER 31ST 2024
PAYMENT DUE PRIOR TO APRIL 30, 2024

EXAMPLE ELKS LODGE # E123

MONTHLY CHANGES AS OF	ADD CHANGES BELOW												SUBTRACT CHANGES BELOW																	
	Initiate			Transfer In			Joined as Plural Member			Reinstate			Transfer Member type +/- (Reg to Fam/Fam to Reg)			Issued Resignation			Voluntary Resignation			Transfer Out			Deceased			Expelled		
	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE	REG	FAM	LIFE
JANUARY 31ST																														
FEBRUARY 28TH	1																													
MARCH 31TH																														
APRIL 30TH																														
MAY 31ST	1	1																												
JUNE 30TH																														
JULY 31ST																														
AUGUST 31ST																														
SEPTEMBER 30TH																														
OCTOBER 31ST																														
NOVEMBER 30TH																														
DECEMBER 31ST																														
SUBTOTALS	2	1	0	0	0	0	0	0	1	1	1	0	0	0	1	1	1	1	0	0	1	0	0	2	0	0	0	0	0	
YEAR PRIOR	SUBTOTALS ADDED ABOVE												SUBTOTALS SUBTRACTED ABOVE			TOTALS			MULTIPLE X ANNUAL RATE											
REG 50	(+ Add Total Regular 4 = 54			(-) Subtract Total Regular 5 = 49			X \$ 60/YR = 2,940.00																							
FAM 30	(+ Add Total Family 2 = 32			(-) Subtract Total Family 2 = 30			X \$ 48/YR = 1,440.00																							
LIFE 3	(+ Add Total Life 0 = 3			(-) Subtract Total Life 0 = 3			*SUBTOTAL DUES = 4,380.00																							
TOTAL 83	NEW INITIATE CREDITS: *Regular \$ 35.00 → *Family \$ 20.00			→ \$ 322.51 other deductions			→ TOTAL DUES = 4,002.49																							

BELOW IS FOR GRAND LODGE USE ONLY TO AUDIT DUES

TOTAL MEMBERS	DECEMBER 31 ST 2024 ESTIMATED ANNUAL DUES PAID	DECEMBER 31 ST 2024 ACTUAL ANNUAL DUES OWED	(-) UNDERPAID DUES	(+) OVERPAID CREDIT	Subtotal
REG		(-) REG 49	= -49	(2,940.00)	
FAM		(-) FAM 30	= -30	(1,440.00)	
LIFE		(-) LIFE 3	= -3	(4,380.00)	
					377.51
					(4,002.49)
					(Balance due) or Credit

SEC/TREAS EMAIL: T.STARK@STARKINDUSTRIES.MARVEL NAME TONY STARK DATE DEC 31, 2024

ENTER MONTHLY CHANGES IN THIS AREA

FIRST ENTER YEAR PRIOR FINAL TOTALS AS OF DEC 31ST IN THIS AREA

EMAIL CHANGES TO FOR GRAND LODGE AUDIT IN JANUARY

SUBTOTALS OF MEMBER CHANGES WILL CALCULATE FOR YOU

SUBTOTAL DUES & TOTAL DUES WILL CALCULATE FOR YOU

PAYMENT OPTIONS MAILING ADDRESS

ENTER EMAIL

ADDRESS OF CONTACT

ENTER CONTACT

ENTER DATE

NEW INITIATE CREDIT CALCULATOR
Effective January 1, 2021

Initiated In	Owner's dues	Initiated	Initiated	TOTALS / MTH
	Regular	Family	Family	
JANUARY	1 MTH @ \$5 / \$4			\$ 0
FEBRUARY	2 MTH @ \$5 / \$4			\$ 0
MARCH	3 MTH @ \$5 / \$4			\$ 0
APRIL	4 MTH @ \$5 / \$4			\$ 0
MAY	5 MTH @ \$5 / \$4			\$ 0
JUNE	6 MTH @ \$5 / \$4			\$ 0
JULY	7 MTH @ \$5 / \$4			\$ 0
AUGUST	8 MTH @ \$5 / \$4			\$ 0
SEPTEMBER	9 MTH @ \$5 / \$4			\$ 0
OCTOBER	10 MTH @ \$5 / \$4			\$ 0
NOVEMBER	11 MTH @ \$5 / \$4			\$ 0
DECEMBER	12 MTH @ \$5 / \$4			\$ 0
TOTAL	0	0	0	\$ 0
INITIATE CREDITS TO BE ENTERED ON ANNUAL REPORT	INITIAL REGULAR	INITIAL FAMILY	TOTAL CREDITS FOR YEAR	
	\$ 0	\$ 0	\$ 0	

INITIATE CREDITS WILL CALCULATE FOR YOU AFTER ENTRY IS MADE IN MONTH OR USE CALCULATOR ATTACHED

ENTRY OF OTHER DEDUCTIONS WILL BE ADDED HERE IF THERE ARE CREDITS TO CARRY FORWARD

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LODGE NAME & NUMBER WILL AUTOMATICALLY FILL IN FROM FRONT ENTRY

EXAMPLE ELKS LODGE # E123

PLEASE REPORT CODE BELOW: Initiated (IN), Transferred In (TI), Reinstated (RI), Joined as Plural Member (PM), Voluntary Resignation (VR), Issued Resignation - Non Payment of Dues (IR), Transferred Out (TO), Deceased (D), Expelled (EX), Honorary Member (HM), Honorary Life Member (HL), Grand Lodge Life Member (GL), Male (M) Female (F) Unspecified (X), Address Change (AC)

CODES TO CHOOSE

REMEMBER TO PROVIDE MASTER & LOCAL MEMBER NUMBERS

Master Member Number	Local Member Number	NOTE: IF INITIATE IS / WAS A MEMBER OF THE ROYAL PURPLE, PLEASE INDICATE YEARS OF SERVICE PRIOR TO JOINING THE ELKS. IE: 2 YEARS, 3 MONTHS NAME / ADDRESS/ POSTAL CODE / PHONE / EMAIL ADDRESS / PROPOSER'S NAME <i>USE ADDITIONAL LINES BELOW / COPY IF MORE SPACE IS REQUIRED</i>	INITIATE'S BIRTHDATE MTH/DAY/YR	C O D E	TYPE R=REG F=FAM L=LIFE	EFFECTIVE DATE MTH/DAY/YR
			M- MALE / F - FEMALE X - UNSPECIFIED			
EXAMPLE: 12345	EXAMPLE: 789	GAINER THE GOPHER - 1700 ELPHINSTONE ST. REGINA SK S4P 2Z6 (306)555-1111 GAINER@RIDERVILLE.COM	CHARLIE THE ELK	07/20/1977 - X	IN R	11/24/2024
1234	222	LEX LUTHER 123 ALERT ST., REGINA SK S4P 2Z2 (306)555-2222 lexyboy@hotmail.com (IRONMAN)		07/17/1968 - X	IN R	02/25/2024
1111	97	THE JOKER, MOVED AWAY			VR R	03/19/2024
1124	103	CAPTAIN AMERICA - DIED			D R	04/16/2024
1235	223	LOIS LANE 123 BROAD ST., REGINA SK S4P 9D2 (306)555-3333; l.lane@yahoo.com (SPIDERMAN)		01/14/1984 - F	IN R	05/01/2024
1236	224	SUPERMAN 123 BROAD ST., REGINA SK S4P 9D2 (306)555-3333; superman@yahoo.com (SPIDERMAN)		08/09/1980 - M	IN F	05/01/2024
442	55	THE HULK - TRANSFER OUT (BELOW DETAILS)			TO R	07/01/2024
906	82	OSCAR THE GROUCH, NON PAYMENT			IR R	08/16/2024
905	81	ELMO, NON PAYMENT			IR F	08/16/2024
906	82	OSCAR THE GROUCH, REINSTATED, SAME ADDRESS AS PRIOR			RI R	11/03/2024
905	81	ELMO, REINSTATED, SAME ADDRESS AS PRIOR			RI F	11/03/2024
1000	90	IRONMAN, DIED			D R	12/02/2024
1001	91	PEPPER POTTS, TRANSFER OF MEMBER TYPE FROM FAMILY TO REGULAR AFTER DEATH OF IRONMAN				12/02/2024
EXAMPLE ONLY						
WORKSHEET FOR ENTIRE YEAR						
Master Member Number	NAME	NAME & NUMBER OF LODGE MEMBER IS TRANSFERRING TO OR FROM		REASON FOR LEAVING		
442	THE HULK	TRANSFERRING FROM EXAMPLE LODGE E123 TO LODGE E987 - RETIRED / MOVED TO WARMER WEATHER				

ENTER INITIATES BIRTHDATE, CODE, MEMBER TYPE & EFFECTIVE DATE OF CHANGE

ENTER DETAILED MEMBER CHANGES IN THIS AREA

ENTER ADDITIONAL TRANSFER DETAILS HERE