

SHRINE UNIT & COMMITTEE INSTRUCTIONS FOR COMPLETING FINANCIAL REPORTS

**Report Deadline is February 28, 2017**

STEP 1

**REPORT OF COMMITTEES AND TEMPLE UNITS (Form 1 for Units & Committees)**

**Statement of Financial Position** (right side of Form)

- 1) Assemble and copy ALL bank statements for December 2016 & January 2017
- 2) Enter the closing balance amount from your bank statements as of December 31, 2016 in the appropriate asset headings (checking, savings, CD's, etc.)
- 3) Total the checks you have written that have not cleared the bank as of the December 2016 statement.
- 4) Enter the total of the outstanding checks as "Other Liabilities"
- 5) Total the ASSETS (Line a) and the LIABILITIES (Line b)
- 6) Subtract the Total Liabilities (Line b) from the Total Assets (Line a) and enter that amount on Balance, end of year (Line c) under NET ASSETS.
- 7) Subtract the "Balance, beginning of the year" from the "Balance, end of year" and enter that amount (positive or negative as the case may be) on the line marked "Surplus (Deficit) (that should equal Line 14 on the left)"

**NOTE:**

**You may not change** the amount shown as the Balance, beginning of the year as that is what you reported last year as your ending balance and what was reported to the Internal Revenue Service on your behalf. *If you feel that is incorrect, please call the Medinah office for instructions.* You have now arrived at the amount that represents the change in the assets of your group as a result of doing business during the year.

STEP 2

**Statement of Activities** (left side of Form 1 for Units & Committees)

**REVENUES**

**Line D** Total all that was given to your Unit or Committee.

**Line E** Include the gross receipts from sales of tickets for trips, dances, dinners, etc. not held for fundraising purposes.

**Line F** Total any monies cleared on your meetings (like 50/50 drawings, etc) and/or OVs.

**Line G** Total all that your Unit or Committee received from its members.

**Line H** Investment income should include dividends & interest actually received during the year plus the amount of interest credited to the account as of December 31 for all accounts.

**Line I** Any "Official" Fraternal fundraiser gross receipts for the year go here

**Line J** Any "Official" Charitable fundraiser gross receipts for the year go here

**Line K** If you collected any sales tax (most Units & Committees will not) put total here.

**Line L** Monies that you made during the year that you can't fit into the above categories go here.

**TOTAL REVENUES** (add Lines D through L)

**EXPENSES**

**Line 1a** Most Units & Committees don't have this expense but list it if you do

**Line 1b** This includes mailings, stationary, copying, postage, etc.

**Line 1c** This applies to licenses for parade vehicles, association fees, etc.

**Line 1d** List all interest on loans to the Unit or Committee (You probably don't have a loan or indebtedness)

**Line 2** If this applies to your Unit or Committee, list Depreciation separately on Line 13

**Line 3** Total all expenses from your trips, dances, dinners, etc. not held for fundraising purposes.

**Line 4** Total all expenses from meetings and OVs.

**Line 5** If your Unit or Committee paid dues to belong to an organization fill in amount.

**Line 6** If you printed posters for events or incurred cost of photos to give to newspapers, etc put total here.

**Line 7** Contributions made to a charity like the First Lady's project, Transportation Fund or Hospital or to any other charitable cause where the funds come from your Unit or Committee activities, instead of an Official Hospital Fundraiser.

**Line 8** Any "Official" Fraternal fundraiser gross expenses for the year go here

**Line 9** Any "Official" Charitable fundraiser gross expenses for the year go here

**Line 10** If you sent flowers, cards, candy to a member as good wishes that expense goes here.

**Line 11** Transfer to temple represents donations to Temple's operating and designated funds.

**Line 12** Other expenses during the year that you can't fit into the above categories go here.

**TOTAL EXPENSES** (add Lines 1 through 12)

**Excess of Revenues/(Expenses): Subtract TOTAL EXPENSES from TOTAL REVENUES**

**Any questions regarding this form or other matters regarding the audit please do not hesitate contact me at the office.**

**Fred S. Kaufman**

**Recorder Office: 630-889-1400 Email: fred@medinah.org**