MEMBERSHIP DEPARTMENT

Financial Review Committee

https://www.mooseintl.org

The Financial Review...

WHO? WHAT? WHERE? WHEN? WHY? HOW?



Who Serves on the FRC?

- > President Appoints Committee
 - o 2 Non-board members including the Chairperson
- > Chaplain automatically serves on committee
 - o Chaplain is the only person who reviews the executive
 - session minutes

Documents Needed

- Income documents:
 - Weekly envelopes and matching deposit slips
 - Gaming
 - Bank Statements
 - Check Images if available
 - Credit card statements
 - P/L & Balance reports from QBO



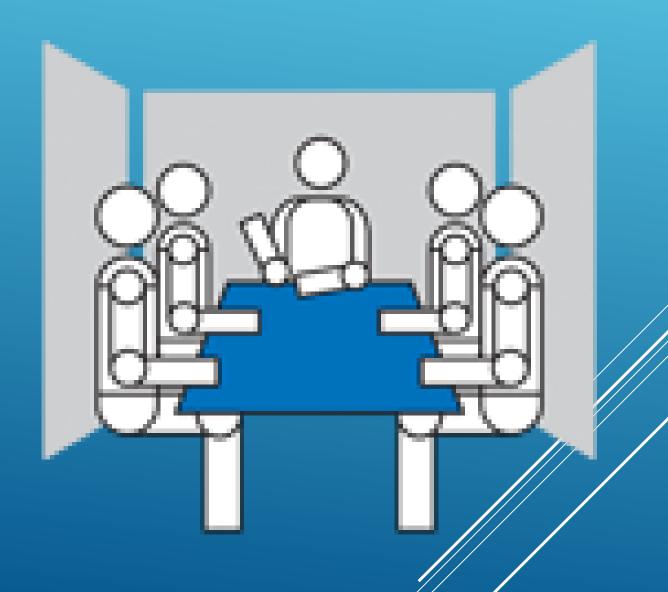
Documents Needed

- Licenses
- Taxes
- ***** 990
- Payroll
- Meeting Minutes
- PLA Criteria
- * ALL LODGE OPERATIONS-DUTIES OF OFFICERS



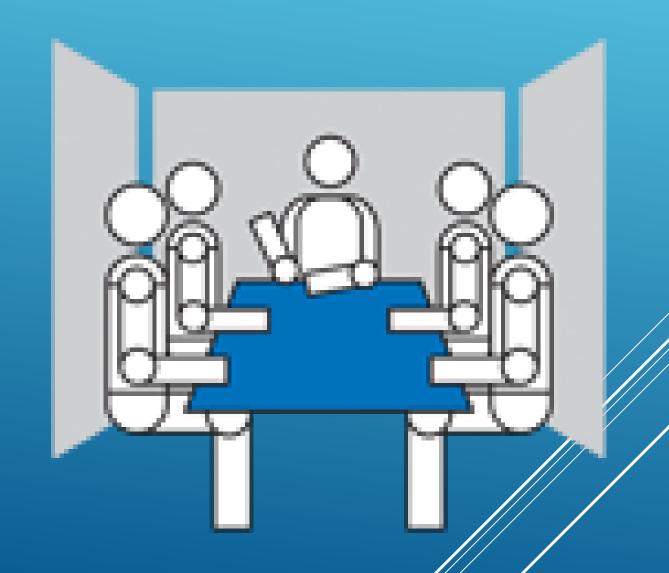
When & Where to Meet?

- ☐ Monthly after Admin reconciliation of QBO
- ☐ Secure area within the lodge
- ☐ Don't leave files unattended
- ☐ Do not share information beyond Committee members



When & Where to Meet?

- ☐ Allow sufficient time for review
- ☐ Upon completion of review, all items shall be returned to the Administrator
- ☐ Report should be given monthly at the General Membership Meeting following the review.



Why you NEED a FRC?

- · General Laws Require It
 - >G.L. Sec. 35.7
- To protect the assets of the lodge and lodge officers
 - Lodge Officers can be held financially accountable for lodge indebtedness
 - >Identify misappropriation/transcribing

mistakes

How to Conduct the Review?

- ✓ Committee should use "trust but verify"
- ✓ Chairman should be filling out the report
- ✓ Everyone signs off on the report
- ✓ Confidentiality should be kept at all times
- ✓ No review is to take place with less than 2 members of the FRC present.
- ✓ Use your TM as a resource

Moose Lodge Financial Review FOR MONTH:				
Lodge Name:		Review FC		
Lodge Name:	Lodge#:		Date:	
	Financial Accounts and documents maintain			
	Review blank checks and/or checkbook stubs. No signed blank checks.			tty Cash
	bank reconciliation. Do checks & bank statement	s match?	Cash on-hand	
	o authorized signatures on each check?		banks out +	
	he checks and bills match.		Payout Receipts +	
	celed checks & stubs that no checks are to cash.		Wkly Sales -	
	ts are issued for all transactions.		Total Petty Cash	U
	kpenses are current. (Petty Cash) sits made weekly. Recorded properly and verified v	v/Transurare initial	.	
	Check procedure is in place and enforced.	w/ rreasurers militars	5	
	ESR forms being filled out?			
	permit on file?	Editor's Name		
	•	Editor's Name		
	ip applications filled out correctly?	O 10		
	ncial Reports prepared by the Administrative Offic			
<u> </u>	nvestment documents, Securities, and notes rec, if	-		Summary Report
	d Board Of Officers meetings were held this mont		Total Income	
	s were signed by the Administrator and Pres	sident	Total Expenses	
	rds & files maintained?		Net Profit/Loss	
	Quick Books			t Summary Report
	is balanced monthly and accurately maintained?		Total Assets	
	xpenses for proper account classification.		Total Liabilities	
	roper dispensation for required purchases.		Net Equity	
<u> </u>	n accounts payable in Quick Books.		Membership Status	
	chart of accounts updated monthly?		Active	
Any mone	y taken from Savings, CDs, investments?		Expired	
C.	LCL		Dropped	
Is the fina	ncial report sent to MI by the 10 th ?		Application	Status Report
Ensure all ap	oplicants are entered and transmitted.		Accepted	
	changes are current.		Rejected	
JiViembership	\mathbf{c}			
-	ased members have been reported.		In Transmit	

D. Payment of bills and debts	Date	Check#	Total Amount			
MI Statement of Account current?						
MI Loan Current?						
Endowment remitted?						
Association Dues/Per Capita paid?						
Utilities paid?]		
E. Tax reports and payments:	•					
Are 1099's used for contract work?						
941 Employee Fed Tax form for prev Qtr o	n file?					
Quarterly taxes remitted timely (SS, withholding,	real estate,	sales or other taxes	s).			
F. License/Permits:						
MI Social Quarters permit displayed?						
Social Quarters rules displayed?	Where:					
Liquor License current and displayed?	Exp date:					
Sales Tax permit current?	Exp date:					
Bingo Permit current?	Exp date:					
Servers TIPS/ABC training current & on file	Servers TIPS/ABC training current & on file?					
	Monthly Audit page 2					
G. Social Quarters						
Preferred Member Chart current?	Sponsored		Quota:			
Campaign Poster posted? (International, S	State, Lodge	e, etc)		_		
Is Social Quarters Analysis performed Qua	Is Social Quarters Analysis performed Quarterly? Date:					
Is monthly financial report to Lodge on file	Is monthly financial report to Lodge on file? Date:					
Is monthly inventory of merchandise on fi	Is monthly inventory of merchandise on file? Date:					
Is merchandise properly priced?	Is merchandise properly priced?					
Are weekly envelopes used?						
Guest Book properly used?						
Additional Financial Review Committee Respon	nsibilities					
Annual new officers list is sent to Moose Interna	Annual new officers list is sent to Moose International. (as needed)					
Verify physical inventory of all lodge assets. (yearly)						
A budget is prepared by the administrator and reviewed by the board. (yearly)						
Proper check signature cards on file with the bank for both checking and savings accounts. (as needed)						

Risk Pool, Officers Bond Premium, a	nd other insurance pa	id. (yearly)		
	Ins Com	ıp Name	Date Expires	Paid
Fidelity Bond current?				
Property Insurance current?				
Workmans Comp current?				
990 for previous year on file?	Year:		Date Filed	
199 Incorporation form on file?	ID#:		Renewal Date	
940 for previous year on file?	Date Paid		Check #	
Verify tax reports filed properly (940	,941,944,1096,1099, V	V-2, I-9, W-4). (yearly)	
All non-compliant issues shou	uld be explained be	alow & broug	sht to the ROO's At	tention:
	nd be explained be			CCITCIOII.
Social Quarters Profit & Loss suggesti	ons:			
300101 Q001 10111 0 2000 0 0 0 0 0 0 0 0 0 0 0 0	0113.			
Submitted by:	Printed	d Name	Sig	nature
inancial Review Committee Chair				
inancial Review Committee Member				
Chaplin				
•	ree members, and filed	with a copy of	the Financial Reports.	
his report should be prinited, signed by all th	ree members, and filed	with a copy of	the Financial Reports.	
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Lodge Financial Review Committee's Monthly Summary Report					
THIS FORM IS TO REMAIN ON FILE FOR NOT LESS THAN 7 YEARS					
Lodge Name, State/Prov	Lodge#	Report for Month Ended			
Membership Status Report		Application Status Report			
Active Membership		Applications In Accepted Status			
Expired Membership		Applications In Rejected Status			
Dropped Membership		Are there any applications to enter?			
Profit and Loss Summary Report		Meetings Summary Report			
Total Income	Warra all reserving described bald derving the second by				
Total Expense		Were all required meetings held during the month?			
COGS					
Net Profit or (Loss)	rofit or (Loss) Are minutes properly recorded to reflect the acti				
Balance Sheet Summary Report		adopted at all meetings?			
Total Assets		Was Endowment collected at each meeting?			
Total Liabilities		Are minutes signed by the President, or Presiding Officer,			
Net Equity		and Administrator?			
Did the Lodge withdraw any Savings, CDs, or Investments during the month?					
Did the Lodge enter into a new mortgage or other loan agreement during the month?					

Moose Intl & Charities	Date(s)	Check Number(s)	Total Amount	
Endowment Remitted (Before the 15th)				
MOOSE INTL. A/R REMITTED				
MONTHLY (Before the 15th)				
ASSOCIATION A/R-REMITTED				
QUARTERLY				
QBO Accounts reconciled?				
Taxes Paid Through	Date(s)	Check Number(s)	Total Amount	
Real Estate (If acceptable)				
Federal Payroll Tax				
State Payroll Tax				
Local Payroll Tax				
Sales Tax				
IRS Form 990 Filed On (US Only)		For Tax Year		
Insurance Paid Through	Date(s)	Check Number(s)	Total Amount	
Building/Property Ins.				
Surety/Fidelity Bond Ins.				
Worker's Comp. Ins.				
FRC Committee	Printed Name	Signature	Moose ID#	
FRC Committee Chairman				
FRC Committee Member				
FRC Committee Member (Chaplain)				Rev. 2/20/25

Consider What ifs:

- > Lodge could go broke
- Lodge could lose not-for profit status
- > Licenses could lapse
- > Officers could be removed
- Board could be held liable
- > Social Quarters Permit is suspended



Need Help?

If your lodge is needing help with their FRC, please reach out to your TM as your first step.

Additional information can be found on the Moose International Website under Forms/Documents and in your Lodge Leadership Handbooks.

