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Roger R. True
Past National President

A Fraternal Organization

May 11, 2020

TO: FRS State Coordinators

Subj: Path Forward for FRS Implementation

After several days of reviewing the status of the Financial Reporting System, the FRS Team and members of the Grand Lodge Auditing and Accounting Committee have recommended adjusting the timeline of the final implementation of the FRS program originally, set for March 31, 2020. These changes have been brought about by the COVID-19 restrictions, and the Lodges inability to perform necessary mapping. We cannot wait any longer for Lodges to catch up with those who have fully implemented FRS. Therefore, we are making the following changes in the timeline with the hope we can get every Lodge in the program by June 1, 2020.

Effective immediately:

1. A hold is being placed on all file submissions for the 2020-2021 Lodge year until June 1st, to allow for system maintenance to occur. If your Lodge has already submitted a 2020-2021 budget, or April 2020 actual data, it will be returned if there were Chart of Account numbers no longer valid based on the May 8, 2020 Chart of Accounts release (available at this link: <https://www.elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfID=128>).
2. File submissions for the 2020-2021 Lodge year for actual and budget data will resume on June 1st. If your data was returned as noted in step 1, you can resubmit the data on or after June 1st.
3. Lodges will have until May 29, 2020 to submit their 2019-2020 beginning balance and any remaining actual data not previously accepted.
 - If the Lodge has already submitted a mapping file, it can submit the 2019-2020 data using the Chart of Accounts version from December 2019 (and make changes to the mapping file if necessary)
 - If the Lodge has **NOT** submitted a mapping file thus far, it must submit 2019-2020 data using the Chart of Accounts version released on May 8, 2020
4. Lodges with no data in FRS will need to create the Beginning Balance file (information to create this file can be found at: <http://www.morrmorr.com/ELKS/ELKS-Beginning-Balance-File-from-Quickbooks.pdf>), and create the Actual data file (information can be found at: <http://www.morrmorr.com/ELKS/ELKS-Exporting-GL-Activity-File-from-Quickbooks.pdf>). For the Actual data file, the report from QuickBooks can set for 4/1/2019 to 3/31/2020 and sent as one large file to cover the entire year (see page 6 of the instructions).
5. All Lodges must update their Chart of Accounts to the new Chart of Accounts values (from the May 8, 2020 release) prior to sending any files to FRS on or after June 1st when the 2020-2021

Lodge year submissions will resume. Attached is a document to assist with adopting the recent Chart of Account revisions:

NOTE: May 29, 2020 will be the last extension for a Lodge to fully implement FRS without a penalty. Lodges not implemented on FRS by May 29, 2020 will be subject to a \$100.00 per month fine, up to \$500.00 and **be required** to have a full Audit or Review performed as directed by the State Sponsor.

Fraternally,

A handwritten signature in cursive script that reads "Roger R. True".

Roger R, True, PGER
FRS Project

Cc: Grand Lodge Advisory Committee (PGERs)
Bryan Klatt, Grand Secretary
Auditing & Accounting Committee Members