

**THE GRAND LODGE OF ALBERTA**  
ANCIENT, FREE AND ACCEPTED MASONS

**FINANCIAL STATEMENT SUMMARY**

..... Lodge No. ....

**For the year ending December 31, .....**

**GENERAL FUND**

Total Receipts	(from page 2)	\$ .....	
Total Disbursements	(from page 2)	.....	
<b>Excess Receipts over Disbursements (Deficit)</b>	(from page 2)		\$ .....
Total Assets	(from page 3)	\$ .....	
Total Liabilities	(from page 3)	.....	
<b>General Fund Net Worth</b>	(from page 3)		\$ .....

**BENEVOLENCE FUND**

Total Receipts	(from page 4)	\$ .....	
Total Disbursements	(from page 4)	.....	
<b>Excess Receipts over Disbursements (Deficit)</b>	(from page 4)		\$ .....
<b>Benevolence Net Worth</b>	(from page 4)		\$ .....

We certify that we have examined the books and accounts and have inspected the investments of this Lodge and prepared statements to exhibit a true and correct view of its affairs, according to the information given us and as shown by the books of the Lodge. The above figures have been taken from the audited statements.

....., Auditor ..... , Auditor

The Lodge regalia and furniture, and where applicable, its building, are adequately insured Yes  No

The annual Lodge dues are (For regular members) \$ .....  
(exclude all Grand Lodge assessments)

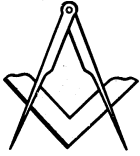
The Lodge Initiation fee is \$ .....

The Lodge Affiliation fee is \$ .....

....., Secretary (Sec.-Treas.) ..... , Treasurer

....., Worshipful Master

**This set of forms shall be completed, signed by the officers named to confirm the audit, and then one copy of Page 1 ONLY shall be submitted to the Grand Secretary and one full set to the DDGM by March 15 of each year.**



# THE GRAND LODGE OF ALBERTA

ANCIENT, FREE AND ACCEPTED MASONS

## FINANCIAL STATEMENTS FOR

..... LODGE No. .... For the year ending December 31, .....

*Each Lodge shall keep a detailed record of its receipts and expenditures. Suggested headings are shown below. At year-end, a financial report shall be prepared by the Treasurer or Secretary-Treasurer for presentation to the Auditors (R3.4.2). This report shall show totals for all appropriate areas on this sheet, together with two (2) balance sheets, one (Page 3) for general funds and one (Page 4) for benevolence. When accounts are approved by the Auditors, **Page 1** shall be completed, signed to confirm the audit, and submitted to the Grand Secretary (R1.4.8.3) **and** one full set submitted to the DDGM (R3.4.3), both by March 15, of each year.*

*NB. Financial records may be kept by any acceptable method and presented to the Lodge in any format as long as the method adopted is approved by the WM, the Auditors and the members of the Lodge.*

### STATEMENT OF RECEIPTS AND DISBURSEMENTS for the year ending December 31, .....

**RECEIPTS**

Membership fees	Current	\$ .....			
	Arrears	.....			
	Advances	<u>.....</u>	\$ .....		
.					
Affiliation fees		\$ .....			
Life membership fees		.....			
Initiation fees		.....			
Sundry fees		<u>.....</u>	<u>.....</u>		
.					
<b>Total fees</b>			\$ .....		
.					
Bank Interest income		\$ .....			
Bond & other invest. income		.....			
Festive Board collection		.....			
GL Bulletin					
(if separately billed)		.....			
Installation income		.....			
Rental income		.....			
Other income		<u>.....</u>			
<b>Total income, other than fees</b>			<u>.....</u>		
.					
<b>‡TOTAL RECEIPTS</b>			\$ <u>.....</u>		
<b>‡EXCESS RECEIPTS OVER</b>					
<b>DISBURSEMENTS (DEFICIT)</b>			\$ <u>.....</u>		

**DISBURSEMENTS**

Auditor's fee	\$ .....
Bank charges and interest	.....
Bulletin	.....
Committee expenses/meeting	.....
Computer operation	.....
District meetings [per-capita fee]	.....
Festive Board expenses	.....
Goods and services tax	.....
GL per-capita fee*	.....
GL Special Assessment fee *	.....
GL Benevolence Assessment fee *	.....
Honorariums	.....
Installation expenses	.....
Insurance	.....
Library development	.....
Printing	.....
Maintenance & security	.....
Regalia repairs/replacement	.....
Rent	.....
Special celebration	.....
Supplies	.....
Postage	.....
Sundry expense	.....
Taxes	.....
Telephone	.....
Other	.....

Note: Add opening bank balance to this figure to confirm closing bank balance.

#### AUDITORS' CERTIFICATE

We certify that we have examined the books and accounts and have inspected the investments of this Lodge and find the statements and respective balance sheets to be properly drawn up so as to reflect a true and correct view of its affairs, according to the information given us and as shown by the books of the Lodge.

....., Auditors  
 ..... Sec/Sec-Treas ..... Treas  
 ..... W Master

**‡TOTAL DISBURSEMENTS** \$ .....

\*may be a single entry

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**GENERAL FUNDS BALANCE SHEET**

**ASSETS**

	<b>This year</b>	<b>Last year</b>
<b>Current</b>		
Cash in the bank (and Savings Account)	\$.....	\$.....
Accounts receivable [Dues & other]	.....	.....
Inventory	.....	.....
Other	.....	.....
Prepaid expenses	<u>.....</u>	<u>.....</u>
<b>Total Current Assets</b>	\$.....	\$.....
<b>Investments</b>		
Investments	\$.....	\$.....
Bonds	<u>.....</u>	<u>.....</u>
<b>Total Investments</b>	.....	.....
<b>Buildings and contents</b>		
Furniture, Fixtures, equipment and regalia	\$.....	\$.....
Less: Depreciation	<u>.....</u>	<u>.....</u>
<b>Total buildings and contents</b>	.....	.....
<b>less depreciation</b>	_____	_____
<b>‡TOTAL ASSETS</b>	\$ <u>=====</u>	\$ <u>=====</u>

**LIABILITIES and NET WORTH**

<b>Current</b>		
Bank indebtedness	\$.....	\$.....
Accounts payable & accrued liabilities	.....	.....
Due to Benevolent Fund	.....	.....
Due to Bursary fund	<u>.....</u>	<u>.....</u>
<b>Total Current Liabilities</b>	\$.....	\$.....
Long Term Debt/Mortgage	<u>.....</u>	<u>.....</u>
<b>‡TOTAL LIABILITIES</b>	_____	_____
<b>Net Worth</b>		
Retained earnings	\$.....	\$.....
Reserves	<u>.....</u>	<u>.....</u>
<b>‡NET WORTH</b>	_____	_____
<b>LIABILITIES AND NET WORTH</b>	\$ <u>=====</u>	\$ <u>=====</u>

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**STATEMENT OF BENEVOLENCE RECEIPTS AND DISBURSEMENTS**  
For the year ending December 31, .....

**RECEIPTS**

Donations	\$.....
Bond/investment income	.....
Sundry fees	.....
	_____

‡**TOTAL RECEIPTS** \$ \_\_\_\_\_

**DISBURSEMENTS**

<b>Grants</b>	
Benevolent Relief	\$.....
<b>Total Grants</b>	\$.....
<b>Administration/Office</b>	
Auditor's fee	\$.....
Bank charges/interest	.....
Honorariums	.....
Supplies	.....
Postage	.....
Sundry expenses	.....
<b>Total Admin/Office</b>	_____

**TOTAL DISBURSEMENTS** \_\_\_\_\_

‡**EXCESS RECEIPTS OVER DISBURSEMENTS (DEFICIT)** \$ \_\_\_\_\_

*Note: Add opening bank balance to this figure to confirm closing bank balance.*

**BENEVOLENCE BALANCE SHEET**

**ASSETS**

	<b>This year</b>	<b>Last year</b>
<b>Current</b>		
Cash in the bank	\$.....	\$.....
Accounts receivable	.....	.....
Other	.....	.....
Prepaid expenses	.....	.....
<b>Total Current Assets</b>	\$.....	\$.....
<b>Investments</b>		
Investments	\$.....	\$.....
Bonds	.....	.....
<b>Total Investments</b>	.....	.....
<b>‡TOTAL ASSETS</b>	\$ _____	\$ _____

**LIABILITIES and NET WORTH**

<b>Current Liabilities</b>		
Accounts payable	\$.....	\$.....
Due to Benevolent Fund	.....	.....
<b>‡TOTAL LIABILITIES</b>	\$.....	\$.....
<b>Net Worth</b>		
Retained earnings	\$.....	\$.....
Reserves	.....	.....
<b>‡NET WORTH</b>	.....	.....
<b>TOTAL LIABILITIES AND NET WORTH</b>	\$ _____	\$ _____

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