# SCOPE:

The following outline is provided to help you properly follow the procedure for completing the Annual Financial Statement which is required by Section 52.02 of the Wisconsin Masonic Code.

# CODE DEFINATIONS

*Preamble of the WI Masonic Code*

Whereas, the Grand Lodge Free and Accepted Masons of Wisconsin is an absolute sovereign body with inherent power to form a Constitution as its fundamental law and to enact laws for its own government and that of its constituent lodges, subject to the Ancient Landmarks of Freemasonry;

Therefore, this Grand Lodge does hereby ordain, establish and promulgate this Constitution, and every Mason within this Grand Jurisdiction is obligated to obey and conform to the provisions thereof and the laws enacted pursuant thereto.

* 1. *Annual Reports.* Each lodge shall file its Annual Report by February 15th in each year. In case of its failure so to do it shall be charged two dollars for each day’s delay commencing on February 16th, unless such default is excused by the Grand Lodge. The Grand Secretary shall have this regulation printed on the report blanks furnished to the lodge Secretaries.
  2. *Affiliated Foundations* Each lodge shall attach and file with its Annual Report complete information relating to all affiliated foundations organized in connection with said lodge or by its members. Said information shall include detailed operating statements, balance sheet and copies of income tax returns.

Excel: Software developed and manufactured by Microsoft Corporation that allows users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and columns. Available for PC or MAC.

**FORM LOCATION:** The electronic (Excel) copy can be found on the Grand Lodge Website. Choose the Constituent (Blue) Lodge Administrative Resources link. Scroll down to Lodge Administrative Forms. There are two separate links, the first one is the EZ Form, for Gross Receipts less than $50K, & the second one is the Long form, for Gross Receipts greater than $50K. It is recommended that each lodge permanently save an electronic copy of completed file for future reference.

**Notes: 1)** Should you have a one-time influx of cash, for example the sale of a building, this may force the use of the Long Form for one year. 2) Line 5 includes interest, dividends, capital gain distributions & nondividend distributions per investment year end tax statement. Any expenses/taxes paid reflected on statement should be recorded in Misc Expense line.

# PROCEDURE:

**EZ FORM:** The EZ Format was developed for those lodges who have gross receipts under

$50,000 per year. The Annual Financial Statement is presented in an Excel format. Areas in

light gray can be filled in by the user, those areas enclosed with a

Heavy Outlined Box

calculating. The sheet is locked so that the user cannot change embedded formulas.

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The first sheet must be completed in full noting the year just finished. On page 2 complete the Statement of Activity and Statement of Financial Position as they pertain to your lodge. If there is a Foundation or Lodge Association connected with your Lodge then you must follow the Code requirements noted in 52.03. Complete the entire last page, including typing in names of the Worshipful Master and Secretary. Electronic Signatures are permitted or names can just be typed in. The completed file must be saved & remain an Excel file, not a PDF. Once the Worshipful Master has reviewed the file, the saved Excel file should then be e-mailed to [christina@wimasons.org](mailto:christina@wimasons.org) by February 15. In the e-mail subject line, state “Annual Financial Statement” followed by lodge name & #.

**LONG FORM:** The Long Format was developed for those lodges who have gross receipts over

$50,000 per year and need to be included in the Group 990 Grand Lodge Tax Return. The Annual Financial Statement is presented in an Excel format. Areas in light gray can be filled in by

the user, those areas enclosed with a

Heavy Outlined Box

locked so that the user cannot change embedded formulas.

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The first sheet must be completed in full noting the year just finished. Complete items as they pertain to your situation in the Statements of Activity and Financial Position. The fields marked with an asterisk \* will auto update when the detail is provided on the Schedules on the pages that follow. *(For example, #4 Contributions/Gifts will automatically fill in once you complete the Schedule for Line 4 that appears later in the file, approx. Excel row 114.)* If you have all the detail for a Schedule listed somehow in your own records & it is lengthy, you do not need to retype them all in here. Instead, you can simply type on the 1st line of the Schedule “See Attachment” and enter the total dollar to the right. This will then populate to the Line item further up at the beginning of the report. Be sure to separately attach any of these lodge maintained lists/schedules when you send completed Excel file so the detail can be referenced & tied to the data reported in the financial statement.

Please make sure the General Information Page, Sarbanes-Oxley Declaration and Authorization for inclusion in the Group 990 are completed and signed by the appropriate officers. Electronic Signatures are permitted or names can just be typed in. The completed file must be saved & remain an Excel file, not a PDF. Once the lodge Finance Committee has reviewed the file, the saved Excel file should then be e-mailed to [christina@wimasons.org](mailto:christina@wimasons.org) by February 15. In the e-mail subject line, state “Annual Financial Statement” followed by lodge name & #.

**IN SUMMARY:** Once again, completed EZ Form or Long Form approved by lodge Finance Committee should remain & be saved as an Excel file and **e-mailed** to [christina@wimasons.org](mailto:christina@wimasons.org) .

* In the e-mail subject line, state “Annual Financial Statement” followed by lodge name & #.
* Due date for e-mailing Excell file is February 15 of each year.
* Please DO NOT send paper version via US mail.
* Operating statements, balance sheet, etc mentioned in section 52.03 above can either be e-mailed or mailed to Grand Lodge, but ***do not*** include Annual Financial Statement if you mail these other documents.

DO NOT MAIL ANNUAL FINANCIAL STATEMENT.

END PROCEDURE