

- d. This is the report you would give to the treasurer each time you tabulate and hand over checks and cash. For the time being, we just want to ensure it is posted in the budget in MORI.

**STEP 2 - CALCULATE CHECKBOOK BALANCE**

1. Click 'Financial' 'Calculate Checkbook'

**Calculate Checkbook Balance**

Use this form to calculate the current balance of the Treasurer's checkbook.

**Beginning Date:**

**Beginning Balance:**

- a. Enter the beginning of this year in format mm/dd/yyyy (see above).  
 b. Enter 0.00  
 c. Click 'calculate'

Penthesilea Lodge #0490 Checkbook Register From 01/01/2011 To 09/29/2011				
Date	Description	Debit	Credit	Balance
01/01/2011	Starting Balance		0.00	0.00
09/29/2011	Deposit (Dues/Payments)		600.00	600.00

- d. In the example above, we have 600.00 in the checking account in MORI.

**STEP 3 - Balance MORI to your bank checking account.**

We have to make an adjustment in MORI so the balance is correct with the checking account. This will require either a deposit, either positive or negative as an adjustment in the 'Financial' 'Non-Member Payments'.

**EXAMPLE 1:**

1. MORI shows 600.00 in the account.
2. Your Bank Checking Account shows 950.00.
  - a. You have one check for 100.00 to the MTA that has not cleared.

In order to balance in MORI we would.

1. Add a voucher for the 100.00 made out to the MTA into 'Financial' 'Vouchers'.
2. Add an adjustment payment for 350.00 into 'Financial' 'Non-Member Payments'.
  - a. Bank has 950.00 - 100.00 outstanding check = 850.00 ending balance.
  - b. MORI has 600.00 - 100.00 outstanding check = 500.00 + 350.00 adjustment = 850.00 to balance.

**EXAMPLE 2:**

1. MORI shows 600.00 in the account.

2. Your Bank Checking Account shows 750.00.
  - a. You have one **check** for 100.00 to the MTA that has not cleared.
  - b. You have one **deposit** for 200.00 that has not been deposited.

In order to balance we would.

1. Add a voucher for the 100.00 made out to the MTA into MORI.
2. Add an adjustment payment for 200.00 into 'Non-Member Payments'.
3. Add a second adjustment for 250.00 into 'Non-Member Payments'.
  - a. Bank has 750.00 – 100.00 outstanding + 200.00 outstanding deposit = 850.00 ending balance.
    - i.  $750.00 - 100.00 = 650.00$ .
    - ii.  $650.00 + 200.00 = 850.00$
  - b. MORI has 600.00 – 100.00 outstanding = 500.00 + 200.00 + 150.00 adjustment = 850.00
    - i.  $600.00 - 100.00 = 500.00$
    - ii.  $500.00 + 200.00 = 700.00$
    - iii.  $700.00 + 150.00 = 850.00$  to balance.

**Here are the steps for EXAMPLE 2 ABOVE:**

1. Create a voucher for each check that has not cleared. 'Financial' 'Vouchers'.

**Vouchers**

Period Ending:

a. Click 'add'

**Voucher**

Use the form below to edit the voucher. When done, you can click "save" to save your changes and "print" to print the voucher. If additional lines are needed for budget allocation, they will appear as the current screen is saved.

**Edit**

I choose to use the check number as the voucher number. No duplicates that way.

**Preview**

Voucher No 1121  
Voucher Date 09/012011  
Check No 1121  
The Treasurer of Penthesilea Lodge No. 0490 F. and A.M.  
will pay to the order of MTA  
100.00 Dollars  
for September MTA Assessment  
Master  
WILLIAM ABRAMS  
Secretary  
CHRIS M. GAETZ

**Budget Allocation**

Expense Item	Amount
Lodge Expenses/10. Rentals or Assessments:	100.00
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Grand Lodge of Michigan  
MORI  
FINANCIAL TRAINING BOOKLET

Revised: 10/17/2011

Penthesilea	Lodge No: 490	Printed: Oct 10, 2011	
<b>INCOME STATEMENT</b>		<b>BALANCE SHEET</b>	
<u>Receipts</u>		<u>Assets</u>	
1. Total Dues Received	\$ 3,765.00	26. Cash on Hand in Checking	\$ 3,156.00
2. Fees Earned	\$ 400.00	27. Cash in Savings Account	\$ 4,816.72
3. Interest & Dividends from Investments (Earned during the year)	\$ 412.00	28. Investments Stocks-Bonds-CD's (Show Cost plus Interest and Dividends Accumulated)	\$ 55,807.44
4. Entertainment/Meal Receipts	\$ 5,132.72	29. Inventory and Furniture (Less Depreciation)	\$ 5,661.21
5. Contributions, Gifts Received	\$ 1,084.00	30. Total Assets (Line# 30 Must Equal Line# 33)	\$ 69,441.37
6. Other (Include Sale of Investments and/or Inventory Adjustments)	\$ 1,378.50		
7. Total Receipts	\$ 12,172.22		
<u>Disbursements</u>		<u>Net Worth Recap</u>	
8. To Grand Lodge per Capita	\$ 0.00	31. Net Worth Ending Balance	\$ 67,288.53
9. To Grand Lodge Assessments	\$ 0.00	32. Changes to Net Worth (Line# 25 + or - )	\$ 2,152.84
10. Rentals or Assessments	\$ 5,600.00	33. Net Worth Current Balance (Line# 33 = #31 +/- #32) (Line# 33 Must equal Line# 30)	\$ 69,441.37
11. Salaries and Wages	\$ 0.00		
12. Payroll Taxes (FICA, FUTA, WI)	\$ 0.00		
13. Printing, Postage, Office Supplies	\$ 322.14		
14. Bulletins, Notices	\$ 103.16		
15. Entertainment/Meals	\$ 2,607.35		
16. Flowers, Funerals	\$ 76.28		
17. Charity and Relief	\$ 465.00		
18. Returned Dues and Fees	\$ 25.00		
19. Professional Services, Tiler, Organist, etc.	\$ 88.91		
20. Jewels and Regalia	\$ 486.79		
21. Maintenance	\$ 244.75		
22. Audit and Insurance	\$ 0.00		
23. Other (Include Investment Purchases	\$ 0.00		
23a. and/or Inventory Adjustments)	\$ 0.00		
24. Total Disbursements	\$ 10,019.38		
25. Gain or Loss from Operations (Line# 24 from Line# 7)	\$ 2,152.84		
<b>This is your I.R.S. Report</b>		<p>I hereby declare under penalties of perjury that the undersigned lodge authorizes the Grand Lodge F &amp; AM of Michigan to file a Group Federal Income Tax Return of it, and that the foregoing schedules and statements (along with attached schedules and statements, if any) have been examined by me and to the best of my knowledge and belief are true, correct and made in good faith for the taxable year stated.</p> <p>Date: _____ Title: _____</p> <p>Signed by: _____ <span style="float: right;"><b>Print Report</b></span></p>	

**CLOSING THE BUDGET**

1. Make sure you allow enough time for any deposits you entered into MORI, are deposited in the bank. Don't hold a deposit you entered into MORI and did not deposit. Doing so will cause issues with your budget. In MORI it will show up on the closing year. In your bank it will show up on the new budget.
2. Try to ensure all checks have cleared before you close your books. This will ensure the account balances between your MORI account and your bank account are in balance.
  - a. Did the treasurer make the deposits?
  - b. Did the deposits show up if you look on line or if you call the bank?
  - c. Did you account for any monthly bank fees?
3. MORI is built on cash basis accounting. Your dues are applied to the accounting year. In other word, if you are still working on 2011, ALL Payments will be applied to the 2011 budget year. Once you close your budget year, ALL Payments will be applied to your new year.
4. Likewise, you cannot apply any payments, vouchers or adjustments to 2011 once you close it.
5. Click 'Financial' 'Budget'
6. Click 'print' 'print' to print a final copy of the budget.
7. Review it; make sure you have no new changes or additions.
8. On the bottom of the page click 'close budget period'