



Bryan R. Klatt
Grand Secretary

April 4, 2018

A Fraternal Organization

Lodge Secretaries:

Please inform your membership that the Grand Secretary's Office will **no longer be mailing** a hard copy of the Audit Report Form. The forms must be downloaded from the Elks.Org web site on the Auditing and Accounting Committee page: <http://www.elks.org/grandlodge/auditing/forms.cfm>

The forms have been revised and updated and only this year's revision (**04/2018**) will be accepted.

Also, this year we will be requiring that the complete package - including the applicable Federal Form 990 and 990-T - and any State returns - be **submitted electronically as PDF files** on the Auditing and Accounting Committees page at Elks.Org: <http://www.elks.org/grandlodge/auditing/submitAudit.cfm>

This procedure will eliminate the need for hard copies to be mailed and will automatically record the date and time of the submission. Instructions for filing can be found on the Auditing and Accounting Committee's web page: <http://www.elks.org/grandlodge/auditing/files/CompletionGuide2018.pdf>

Please remember that Lodges are required by Statute to have either an Audit or Review performed. If a Lodge feels the need to only have a Compilation performed, they must first obtain the permission of their PGER Sponsor and your Grand Lodge Area Committeeman on Auditing and Accounting.

Also, as a reminder to all Lodges, any requests for a one-month extension of time to file the report must be submitted with the reason for the request either by hard copy or by email to the Area Committeeman before June 30th. Any requests for an additional extension after the one-month period must be first submitted to the Past Grand Exalted Ruler Sponsor for your State.

Fraternally yours,

A handwritten signature in black ink that reads "Bryan R. Klatt". The signature is written in a cursive style and is positioned over a light gray, semi-transparent circular graphic element.

Bryan R. Klatt
Grand Secretary

Cc: Advisory Committee
Board of Grand Trustees
Special Deputy Grand Exalted Rulers
District Deputy Grand Exalted Rulers
GL Auditing and Accounting Committee