

**Chicago Lodge Membership System CLMS 1.0
Year End Procedure for 2010/2011 Lodge Year
Revised 2/21/2011**

Execute this procedure as soon as practical in April 2011 and observe the following precautions.

Fees and Dues pertaining to the 2010/2011 Lodge year should be posted on or before 3/31/2011 since payment entered after this date would be applied to the new Lodge year in any reconciliation reports. Any dues or fees received 4/1/2011 or after must be held until this entire procedure has been completed successfully.

Membership records should reflect the status of your membership at the end of business on 3/31/2011. Non financial data such as member info and status dates may be entered/updated after 3/31/2011 but should reflect the status of the member at close of business on 3/31/2011. Remember, that fees and dues collected on or before 3/31/2011 need to be entered before the close of business 3/31/2011. Dues and fees received 4/1/2011 or after must be held until this entire procedure has been completed successfully.

Failing to observe this precaution will likely distort the true membership counts reported to Grand Lodge and would affect the accuracy of any monetary reconciliation reports printed this year and the following year.

After you have successfully submitted the April 1, 2011 membership report to Grand Lodge, you may proceed with preparations to migrate to CLMS2:

Read the Getting Started with CLMS2 notice on the CLMS1 website

When ready to get into the waiting queue for conversion after April 1, register at:

<http://www.elks.org/chicagolms/migrationrequest.cfm>

Drop Delinquent Members
€ One year and over delinquent members must be DROPPED by the 2 nd meeting in March, prior to 3/31/2011.
Backup Your Database
€ Perform a local backup, save this in a safe place in case you need to refer back to this point in time. € Perform an Offsite backup, GL will retain this copy for 45 days.
Verify you are using the correct version of CLMS
€ The version number at the bottom of the screen should read 1.326.201 or higher. The update will be released in March.

Lodge Officers Maintenance

- € Print the “Officers Information report and review.
- € Find the member record of any officer that is no longer serving, blank out the officer title and uncheck the officer box (do this even if the position is vacant). (Alternately, using the Lodge Settings screen, click the OTHER SETTINGS tab. There you will find a button to deselect all officers – you can use this option instead to clear all the present officers)
- € Find the member records of the replacement officers check the officer box and select the position they are filling.
- € Rerun the “Officers Information” listing and verify it is correct. Make sure that the listing shows the new ER & Secretary.
- € Repeat until it is correct

Committee Maintenance

- € Print the “Committees Report” and review.
- € Find the member record of any committee person that is no longer serving, press COMMITTEES and unselect the title by changing the reference to “Select” (do this even if the position is vacant). (Alternately, using the Lodge Settings screen, click the OTHER SETTINGS tab. There you will find a button to deselect all committeemen – you can use this option instead to clear all the present assignments or to set them to PAST MEMBER)
- € Find the member records of the replacement officers press COMMITTEES and select the appropriate position of the committee the member is serving as.
- € Rerun the “Committees Report” and verify it is correct.
- € Repeat until it is correct

PER Maintenance

- € Print the “PER Report” and review.
- € Find the member record of any PER listed that is no longer serving, click the PER checkbox to deselect PER status.
- € Find the member records of any missing PERs and click the PER checkbox.
- € Make sure the 4 digit starting year for the year initially served as ER is listed in the year box next to the PER checkbox.
- € Rerun the “PER Report” and verify it is correct.
- € Repeat until it is correct

Lodge Settings screen changes

- € Do not change the system date at this time.
- € Change the Exalted Rulers and Secretary names if you have not done so already.
- € Press enter and save by clicking the SAVE button in the lower right hand corner.

REPORTS - There are several reports that should be printed for the purpose of verifying the counts reported to Grand Lodge and gathering the statistics needed to fill out Pages 10 & 11 of the Annual Audit report for verification of monies collected.

RAPID REPORTS

1. Click the selection filter for the designated filter names shown with the check boxes below. You will see a message (“No Members in that group” if there are no names to report – skip to next report group)
2. Click on the “RAPID REPORTS” button located upper tool bar of the member edits screen
3. Fill in the HEADING box and optionally change the sort to your liking
4. Click OK to print the report.
5. Repeat this for the remaining selection filters shown below.

On the members edit screen use the selection Filter drop down to change the filter to each of the following filters below repeat steps 1 through 5 for each of these reports.

- € Initiated (Inits+)
 - € Affiliated (Affil+)
 - € Reinstatements (Reins+)
 - € Drops (Drops-)
 - € Transferred Out (TransOut-)
 - € Absolute Demits (Absolute-)
 - € Deceased (MbDied-)
 - € Expelled (Exp-)
 - € Active Members (Active) use the NUMBER sort “order” for member number
 - € Active Members (Active) use the LAST sort “order” for last name
 - € Life Members (Life)
 - € Honorary Members (Honor)
 - € Candidates (Cand)
 - € Delinquents 6 month (6Mo) *6mo Lodges only*
 - € Delinquents 12 month (12Mo)
 - € Delinquents 18 month (18Mo)
 - € Paid thru October (Oct\$) – this will include most of your 6 month delinquents on **4/1/2011** *6mo Lodges only*
 - € Paid thru April (Apr\$) – this will include most of your 12 month delinquents on **4/1/2011**
- Optional:**
- € Run the 5505 report twice, once with ACTIVE only checked and then unchecked. Use the Export to PDF button to save an electronic copy of the report to your hard drive so you don’t waste a lot of paper. This may be an invaluable tool down the road since it gives you snapshot of member records on the date you run the report.

Rapid Reports continued IN SUMMARY

- Verify that each list is complete and accurate.
- Make corrections to the database as needed to insure these lists are accurate and reprint. (dates may need to be adjusted)
- Make sure a member is not counted on multiple add or drop lists unless you can prove this to be legitimate. Ex: Typically, a member comes into a Lodge as a new member and a reinstatement.
- Also, DECEASED should include all members deceased this year and any that were overlooked in past years (maybe the family was late reporting this to you – you will have to use the **April 1, 2010** starting date temporarily as the deceased date and insert the correct date after the Annual Report filing has been completed to force the death to be recognized during the current lodge year).

Additional reports needed for reference (Print and keep for reference)

To print these reports:

1. Click on REPORTS
2. Check DUES AND FEES
3. Select the required reports one at a time.
4. Click REPORT near bottom of the screen (“No records match that logical expression” will display if there are no names to report – skip to next report)
5. Press Printer Icon to print report.
6. Repeat this for the remaining lists provided that they contain data.

Reports to print:

- € Absolute Dimit Fees other Lodge
- € Absolute Dimit Fees this Lodge
- € Certificate of Release Fees
- € Daily Dues Payment Register
- € Dues Paid by New Members
- € Initiation Fees by Months
- € Ledger Transactions Summary by Types/Date
- € Reinstatement Fees
- € Transfer Dimit Fees

Report filing needed for Grand Lodge – must be performed by the Secretary

- € Click REPORTS
- € Check GRAND LODGE

The current Lodge Secretary will need to log on to the CLMS/elks.org website during the report submission process. Make sure you have your elks.org username and password available. This security provides assurance that the Lodge Secretary filed the report as required by Statutes.

Select one at a time:

€ **Grand Lodge Annual Reports Page 1**

- **Review:** Click the REPORT button to preview and print membership counts worksheet for section A&B (for internal review only – use this to verify your membership counts and ending total. Note any messages pertaining to the ending member count not agreeing with your active member count. Correct your database before proceeding to the next step. If you determine that your beginning membership count for the year was off, you can accept the adjustment proposed by Grand Lodge which involves Grand Lodge making adjustment to the reinstated member count if your ending membership count is understated or to the dropped member count if your ending membership is overstated. These adjustments will be applied after you file the annual report.)
- **Submit final report:** Type the top recruiter name and number of members recruited, then use the GREEN “click to submit” button to link to elks.org website to submit and print the final report. You can print the report and save it to PDF if you desire to save an electronic copy or have it available for emailing purposes.
- You should see a confirmation screen and receive an email when the report has been successfully been submitted.
- It is not necessary to send Grand Lodge hardcopy of the Annual Report Page 1, just the check based on the new ending membership count and a copy of the confirmation screen or email.
- If using the elks.org website to file the report, it is not necessary to send carbon copies to the traditional list of recipients since they will be able to retrieve the information from the website unless you have been specifically instructed to send hardcopy.

€ **Grand Lodge Annual Reports Page 2**

- Use the GREEN “click to enter/submit” button in the reporting section to link to the elks.org website for data-entry and submission to Grand Lodge web pages.

€ **Grand Lodge Statutory Committees Report, typically prepared in February**

- You may want to retain a copy as a permanent hard copy report along with the Officers report and Committeemen report.

Active members do not match ending members

CLMS will check to insure the Active Member count matches the Grand Lodge ending membership count based on this formula: Grand Lodge reported April 1 membership count, less all drops plus all additions for the Lodge year should match the CLMS active count.

Should the numbers get out of sync, it generally means that a record was improperly deleted or a date had been modified causing a member record to be interpreted by the program improperly. The goal is to locate the record or records that are causing the problem and make corrections to restore balance between the active count and the Grand Lodge reported ending member count.

CLMS will report one of 2 messages when out of balance:

Example: Offsite backup-Calculated ending count: 962 does not agree with number of ACTIVE members: 950. See knowledgebase article 154 at <http://ChicagoLMS.net/kb.cfm?ID=154> for instructions.

From the example you see that the ending count is greater than the calculated count. This implies that you have fewer active members in your database than you are reporting to Grand Lodge. Refer to knowledgebase article 154 for the latest instructions to deal with this issue. You will want to audit your database and provide proof to Grand Lodge (by US Mail) that the ACTIVE count is indeed correct after you file the annual report electronically to lower the ending count effective March 31, 2011.

Example: Offsite backup-Added 1 to reinstatement count to balance with ACTIVE members: 604

From the example you see that CLMS is adding one to the reinstatement count to bring the number reported to Grand Lodge up to the same level as the ACTIVE member count. Grand Lodge will automatically adjust for this when you file the annual report. You may however audit your database if you disagree with this determination or wish to verify that it is correct or incorrect.

Typical causes for count being out of balance:

30 day reinstatement rule in April – proper handling is as follows: Prior to filing of the annual report, just remove the dropped date. After the annual report is filed, you must enter the reinstatement date even though the member is not being charged a fee to keep the count in balance.

Active members do not match ending members – how to perform the audit

CLMS is date sensitive and will check to insure the Active Member count matches the Grand Lodge ending membership count based on this formula: Grand Lodge reported April 1 membership count less all drops plus all additions for the Lodge year.

Perform a backup before starting this process in case you want to revert a point prior to making corrections.

Should the numbers get out of sync, review of the most recent database changes may reveal something that went wrong. Try using the Lastchg descending sort and look at each record paying close attention to dates that were entered incorrectly. Pay attention also to the + / - indicator and the

active / inactive status shown on the screen as you go through the file. Problems that you encounter should be fixed

The idea is to find discrepancies and then fix them.

If this does not enlighten, then a full audit is needed where you compare the active members in the database to the list from March 31, 2010 and verify that the March 31, 2010 count agrees with the count reported to Grand Lodge for the March 31, 2010 Annual Membership Report. Locate your active member list from 3-31-2010 plus the paper record of the adds and drops from the audit year 4-1-2010 to 3-31-2011.

Comparing CLMS1 members to elks.org roster is not an accurate comparison to arrive at the active member count. While the elks.org data comes from CLMS1 offsite backups within a few hours of submission, name mismatches and other issues handled manually by Circulation Dept would delay inclusion of some CLMS1 data for days or weeks due to correction backlogs. Database comparison should always involve comparing to a known point-in-time active member listing when the record count was known to be good, generally the start of the audit year.

Next print a current copy of the active member listing in the same sort order you used on March 31, 2010. Compare them side-by-side to determine where the numbers went out of sync. Refer to the adds/drops list periodically to ascertain if a discrepancy is legitimate.

If after the audit is complete, and you determine that your active count is indeed correct, report your finding to Grand Lodge with the annual report, so that the official record can be corrected prior to April 30, 2011. This implies that the problem was carried forward from a prior year and Grand Lodge will need to make an official adjustment to the ending count on your behalf. This adjustment can only be made prior to April 30, 2011.

After you have successfully submitted the April 1, 2011 membership report to Grand Lodge and before entering data for the new year, suspend all data-entry until April 1, 2011. Then execute the following steps, CLMS will reset these changes if you enter them prior to April 1.

- € Click Lodge Settings button
- € Change to the new 4 digit year for "Elk Year Begins"
- € Change "Number of Reported Elks" to agree with the ending members on page 1 submitted to Grand Lodge
- € Change "Number of Life Members" to agree with the ending members on page 1 submitted to Grand Lodge
- € Click SAVE button at bottom of screen.
- € Once the Annual Reports are finalized by Grand Lodge, Grand Lodge will supply the final starting member number via an update. Look for an update in mid **June 2011**.