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**William J. Chinn, Jr., P.D.D., P.S.P**  
*Chairman*  
*Auditing and Accounting Committee – Area 1*

*A Fraternal Organization*

September 9, 2020

Members All:

The Grand Lodge Auditing and Accounting Committee is attempting to minimize rework and reduce the necessity for the Lodge to resubmit the monthly actual data as a result of reconciling the Financial Reporting System (FRS) data to the Lodge's local accounting system. The Committee is recommending the following change to the actual data submission process.

Effective immediately Lodges should now submit Year to Date (YTD) data when submitting the actual data each month. This change can be implemented by simply adjusting the date range for the transaction report the Lodge is currently using as the basis for its monthly submission.

The Committee believes that this change will result in fewer errors in the FRS data. Submitting YTD data will capture any prior month changes and adjustments that may have occurred in the current month. This should result in more accurate monthly and YTD data in the FRS and simplify reconciling the FRS data to the Lodges local accounting system.

Please feel free to reach out to your Area Committee Members with any questions or concerns

Sincerely and Fraternaly,

A handwritten signature in black ink that reads "William J. Chinn, Jr." with a stylized flourish at the end.

William J. Chinn, Jr., P.D.D., P.S.P.  
Chairman  
Auditing & Accounting Committee – Area 1

cc: Roger R. True, PGER, FRS Advisor  
Past Grand Exalted Rulers  
Grand Lodge Auditing and Accounting Committee  
Special Deputy Grand Exalted Rulers  
Area Special Representatives  
District Deputy Grand Exalted Rulers  
State FRS Coordinators