

D17 LOCAL LODGE FINANCIAL STATEMENT INSTRUCTIONS



INTRODUCTION

The requirement that lodges complete and file Form D17 on an annual basis is not only a Sons of Norway bylaw requirement but also a requirement under state and federal law. A Fraternal Benefit Society, tax exempt under 501(c)(8) of the Internal Revenue Code, must operate on a lodge system where the local and district lodges are chartered by the parent lodge, Sons of Norway. As a result, Sons of Norway is required to exercise general oversight over the chartered lodges. As part of the oversight requirement, the Internal Revenue Service requires that Sons of Norway obtain and review the financial information of its lodges on an annual basis. In addition, the Model Fraternal Code, adopted by all states, also requires that Sons of Norway oversee the financial status of its chartered lodges. Sons of Norway Form D17 is used for this purpose and has been for many years. The information is kept with strict confidentiality and is not shared with third parties. Again, the sole purpose for the completion of Form D17 is to comply with Sons of Norway's oversight responsibilities.

Sons of Norway requires 100% compliance with the filing of Forms D17. To avoid penalties, all filings must occur on a timely basis.

The preferred method is to complete and submit the D17 online. Entering your member number will be used in place of your signature, so there is no need for printing or mailing your D17. Entering your member number will be used in place of your signature, so there is no need for printing or mailing your D17. Completion of the form will require the Treasurer, President, and Audit Committee chair to each enter their member number approving the online D17 form.

You can also download a fillable PDF. Upon completion the treasurer and president will approve, sign, and send to the Audit Committee for review. The Audit Committee Chair will review, approve, and the form will be sent to headquarters. **Please visit www.sofn.com/d17 to complete your D17.**

INCOME STATEMENT

1. Receipts

- a. Dues and Initiation Fees** This amount should include membership dues from the Sons of Norway headquarters.
- b. Fundraising** This amount should include funds that are received from fundraising social events. Events can include, but are not limited to: Bingo Fundraisers, Golf Fundraisers, Hosted Social Event Fundraisers, Meal Event Fundraisers, and any other events that are held to bring in funds to the lodge.
- c. Interest and Dividends** This amount should include interest from checking and savings accounts, interest and dividends from investment accounts, and interest and dividends from funds that the lodge has invested through the Sons of Norway home office.
- d. Other** This amount should include direct donations to Lodges, sale of goods, and Lodge Revenue Sharing.

2. Total Receipts Add lines 1a. through 1d.

3. Disbursements

a. Community Service This amount should include expenditures to improve the community that the lodge represents. Expenditures include, but are not limited to: Expenses to assisted individuals in need, expenses to improve the community (examples: expenses to help a community build a park, expenses to help clean the community, etc.), and expenses that are incurred to put on a lodge fundraising event. The amount should be the same as the number that is reported in the Community Service Section of the American Fraternal Alliance Activity Questionnaire.

b. Fraternal Support This amount should include expenditures to maintain and operate the lodge. Expenditures can include, but are not limited to: operating expenditures (examples: hall rent, utilities, insurance, office

D17 LOCAL LODGE FINANCIAL STATEMENT

INSTRUCTIONS



supplies, lodge maintenance, etc.), expenditures related to sponsoring fraternal events and functions (examples, advertising, entertainment, refreshments and meals, etc.) This amount should not include lodge fundraising event expenses. The amount should be the same as the number that is reported in the Fraternal Support section of the American Fraternal Alliance Activity Questionnaire.

c. Capital Investment This amount should include expenditures used to invest in the lodge. Examples include, but are not limited to, money management fees (broker fees), losses on investments, and other fees associated with the investment of the lodge's funds.

d. Other This amount should include all expenditures that are not covered by 3a thru 3c. Examples include, but are not limited to: one-time fees (license fee for a special event). Please provide a detailed description of the expenses in this section.

4. Total Disbursements Add lines 3a. through 3d.

5. Net Gain (Loss) Line 2 minus line 4.

BALANCE SHEET

6. Cash on Hand and in Bank This amount should include the balances from the lodge savings and checking accounts.

7. Investments This amount should include, but is not limited to: balances of lodge funds invested with Sons of Norway headquarters, money market account balances, certificate of deposit balances, mutual fund account balances, and stocks and bonds account balances.

8. Furniture and Equipment This amount should include, but is not limited to: lodge computers, lodge tables and chairs, and lodge desks.

9. Other This amount should include, but is not limited to: Prepaid expenses, accounts receivable, etc.

10. Total Assets Add lines 6 through 9.

11. Loans, if any This amount should include, but is not limited to: lines of credit with the bank, and all loans to purchase big ticket items.

12. Other This amount should include, but is not limited to: accounts payable, taxes payable, and notes payable, etc.

13. Total Liabilities Add lines 11 and 12.

14. Net Worth Line 10 minus line 13.

15. Total Add lines 13 and 14.

16. Net Worth as of Report Date Same amount as line 14.

17. Net Worth Prior Year-end Enter the amount from line 16 of the prior year lodge financial statement (D-17).

18. Net Increase(Decrease) Line 16 minus line 17.

If there is a major deviation in any of the numbers compared with the previous year, please explain.