

# CASH FLOW PROJECTION FORM

## Instructions

### Section I: Introduction

The Committee on Lodges and Buildings has spent the several years gathering and disseminating information to all the Lodges in the State of New York. In order for a Lodge to make intelligent decisions for the future, Lodges need to have all the information they can possibly have in order to make the correct decisions. Our goal has been to continue to educate the Lodges, their officers and members about the various aspects involved with running their Lodges on a day-to-day basis in the The form on the pages that follow can be very helpful to all Lodges and their leaders as they make the financial decisions that must be made to insure that their Lodges will be sound for the years to come.

### Section 2: What information is needed to fill out the Projection?

NOTE: That each Lodge should have an approved Budget in place that runs from May 1 of one year to April 30 of the following year (05/01/?? To 04/30/??).

We have divided the form into 3 parts.

**#1-- PROJECTED INCOME:** This section includes all of the basic sources from which most Lodges receive income. It also provides space for Miscellaneous income items to be listed and totaled on the reverse side of the form.

The 05/01/01 to 04/30/02 year items can be transcribed from your Lodges' actual financial results for that year.

You should enter the information from your approved Lodge Budget for 5/01/02 to 4/30/03 year in the appropriately marked column.

**NOTE: DUES:** The figure you use for the dues amount that each member pays **should be net** of the GRAND LODGE PER CAPITA. Only the portion that the Lodge retains should be used in this computation.

The line marked '**Cumulative to date: New Initiates and Affiliates**' (Line 4) is the cumulative number of **New** Initiates and Affiliates that you raised prior to the current column year you are entering information for.

(For example: The total for 'Cumulative to Date – New Initiates and Affiliates' in the 5/1/02 to 4/30/03 column should be the number of initiates you raised and members affiliated in the previous twelve (12) months (do not include the number of initiates or affiliates during the current period because they are noted on lines 2 and 3).

The number for 5/01/04 to 4/30/05 is the total that appears on Line 2, Line 3 and Line 4 in the 5/1/02 to 4/30/03 column plus the new initiates or affiliates that you estimate the Lodge will have in the year 5/1/03 to 4/30/04.). This calculation should be used for the balance of the columns on the form.

## #2-- PROJECTED EXPENSES

Fill in the amounts from your Lodges' actual financial results for 5/1/01 to 4/30/02 column in the appropriately marked column, the 05/1/02 to 4/30/03 approved Lodge Budget in the next column and for the four (4) columns enter what you feel will be the costs in the future of running your Lodge. Allow for inflation when computing the increases in all expenses categories. There is space on the reverse side of the form to fill in OTHER costs that you may have that are not covered on lines 12 through 24 on this side.

Line 25 is the TOTAL PROJECTED EXPENSES. Add lines 12 to 24.

## #3-- PROJECTED BUILDING COSTS (to be filled in only if you own a building)

Fill in the appropriate lines on the reverse side of the form under BUILDING COSTS. Remember to allow for adequate amount of inflation in the future of all costs related to the upkeep, management, insurance and taxes of your building. Enter the TOTAL BUILDING COSTS on Line 26 on the front of the form.

**After completing the form, subtract lines 25 and 26 from Line 11 under each year and enter the balance on the line marked "NET CASH FLOW".**

Hopefully, each year, you will end up with a positive number on the NET CASH FLOW line. If you do not, a thorough analysis should be done on each of the Expense and Building Cost lines, of the Projection, to determine if a reduction (\$) can be obtained through better or greater utilization of the facility or finding alternate suppliers. You may need to look at renting out some or all of the space for part of each day to gather additional income. Maybe increase your investment yields or schedule more fundraising activities. Raising additional new quality brothers may be the start of turning things around for your Lodge. Look to the many Grand Lodge programs available to help you run programs that will increase your membership and to prepare the new brothers to be valued members of your Lodge. Perhaps you have to raise your dues or consider inviting other Lodges to meet in your building to reduce costs. Or maybe the Lodge should consider moving in with a Lodge nearby to reduce costs. Use this form to gather together all the different information you have assembled in this binder and work together with your other officers to make your Lodge as successful as it can be. If you need any help preparing this form, please contact the Committee, through your District Deputy Grand Master.

**NOTE:** The Committee will be mailing to each new Master in the coming weeks the results of an actuarial analysis of their Lodges' membership. The analysis was done by a certified actuary and gives the theoretic future breakdown of your Lodges' membership. The number of members that appear at the bottom of each column (4/30/04, 4/30/06, 4/30/08, and 4/30/10) on the report should be written into the shaded boxes provided under each year column on the line marked '**Dues: # of Members**'. If you want to prepare this form before receiving the numbers, it is a good idea to reduce the number of members appearing in the 4/30/02 column by 10% and place the result into the appropriate column in the shaded box provided.



# Grand Lodge Committee on Lodges and Buildings

## CASH FLOW PROJECTION FORM

(round to the nearest \$)

		Date Prepared	Date Prepared	Date Prepared	Date Prepared	Date Prepared	Date Prepared
<b>PROJECTED INCOME</b>		5/1/01 to 4/30/02	5/1/02 to 4/30/03	5/1/04 to 4/30/05	5/1/06 to 4/30/07	5/1/08 to 4/30/09	5/1/10 to 4/30/11
1	Dues: # of Members						
2	Initiation Fees: # of New Members						
3	Affiliation Fees: # of New Members Affiliated						
4	Cumulative to date - New Initiates and Affiliates						
Investment Income							
5	Interest Income						
6	Dividend Income						
7	Capital Gains/Losses						
8	Rentals						
9	Fundraising Income						
10	Donations						
11	Miscellaneous (use reverse side)						
<b>12 TOTAL PROJECTED INCOME (1-11)</b>							
<b>PROJECTED EXPENSES</b>							
13	Advertisements						
14	Donations						
Honorariums/Salaries							
15	Secretary						
16	Treasurer						
17	Tiler						
18	Organist						
19	Insurance						
20	Postage & Telephone						
21	Printing & Stationary						
22	Refreshments						
23	Rent						
24	Supplies						
25	Other (use reverse side)						
<b>26 TOTAL PROJECTED EXPENSES (13-25)</b>							
<b>PROJECTED BUILDING COSTS</b>							
<b>27 TOTAL BUILDING COSTS (use reverse side)</b>							
<b>NET CASH FLOW</b> (Line 11 minus Lines 25 and 27)							

