

FORM FOR USE OF AUDITING COMMITTEE
Year _____
To the Worthy Matron, Worthy Patron, and members of

_____ Chapter No. _____ O.E.S.

We, your Finance Committee, have made an audit of the books of the Secretary and the Treasurer for the year _____, and report the following:

SECRETARY

RECEIPTS:

Dues \$ _____

Per Capita \$ _____

Candidates:

Fees \$ _____

International Temple \$ _____

VPLM collected \$ _____

Sale of Rituals, Proceedings, Codes, Rosters \$ _____

Coin Marches:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ \$ _____

Chapter Special & Designated Projects, etc.:

Memorials \$ _____

Banquets \$ _____

Donations \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ \$ _____

Grand Chapter Projects:

ESTARL \$ _____

Masonic Home \$ _____

Cinderella Shop \$ _____

Cancer Fund \$ _____

Heart Fund \$ _____

Electa's Cup Endowment Fund \$ _____

Youth \$ _____

WGM Projects:

_____ \$ _____

_____ \$ _____

_____ \$ _____

WGP Project: _____ \$ _____ \$ _____

General Grand Chapter Projects:

_____ \$ _____ \$ _____

Interest Received:

Checking Account \$ _____

Savings Account \$ _____

Certificates of Deposit \$ _____

VPLM – Grand Chapter \$ _____ \$ _____

TOTAL RECEIPTS: \$ _____
a

(Seal)

Tax ID Number
Date: _____

Chapter Secretary Signature

Auditing Committee Signatures

TREASURER

DISBURSEMENTS:

Grand Chapter Dues	\$ _____	
Initiation Fees	\$ _____	
International Temple	\$ _____	
VPLM sent to Grand Chapter	\$ _____	
Rituals, Proceedings, Codes, Rosters	\$ _____	
Rent	\$ _____	
Insurance	\$ _____	
Supplies, stationery, etc.	\$ _____	
Bank charges/safety deposit box rent	\$ _____	
Postage	\$ _____	
Gifts:		
Flowers, cards, etc.	\$ _____	
Officers	\$ _____	
Secretary's fee	\$ _____	
Official Visit:		
Invitations & postage	\$ _____	
Lodging & Banquet	\$ _____	
Gifts	\$ _____	
Jewel	\$ _____	
Special Dispensation	\$ _____	
Memorials – deceased members	\$ _____	
Paraphernalia & Inventory Purchases	\$ _____	\$ _____

Chapter Special & Designated Projects, etc.:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Grand Chapter Projects:

ESTARL Fund	\$ _____
Masonic Home	\$ _____
Cinderella Shop	\$ _____
Cancer Fund	\$ _____
Heart Fund	\$ _____
Electa's Cup Endowment	\$ _____
Youth	\$ _____
_____	\$ _____

WGM Projects:

_____	\$ _____
_____	\$ _____
_____	\$ _____

WGP Project:

_____	\$ _____	\$ _____
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General Grand Chapter Projects:

_____	\$ _____	\$ _____
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TOTAL DISBURSEMENTS:

\$ _____
b

SECRETARY	TREASURER
Cash on hand at close of <u>last</u> report \$ _____	Cash on Hand:
Add: Total Receipts a \$ _____	Checking account \$ _____
Subtract: Total Disbursements b \$ _____	Savings account \$ _____
	Certificate of Deposit \$ _____
	_____ \$ _____
	_____ \$ _____
	_____ \$ _____
Cash on hand at close of <u>this</u> report \$ _____	Total Cash on Hand \$ _____
(Matches Treasurer's balance 😊)	(Matches Secretary's balance 😊)