

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:

_____	\$ _____	\$ _____
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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 ☺)	