



GRAND CHAPTER ORDER OF THE EASTERN STAR

THE RITE OF ADOPTION FOR THE STATE OF NORTH CAROLINA. AN AFFILIATE OF THE
MOST WORSHIPFUL PRINCE HALL GRAND LODGE OF FREE & ACCEPTED MASONS OF NORTH CAROLINA & JURISDICTION, INC.

CONSTITUENT CHAPTER AUDIT REPORT

DATE _____

_____ Chapter No. _____, conducted its annual audit on _____

Physical Address: _____ City _____ State _____ Zip _____

Mailing Address: _____ City _____ State _____ Zip _____

Chapter EIN# _____

The audit committee consisted of:

Member _____ Member _____

Member _____ Member _____

**THE SECRETARY AND TREASURER CAN NOT BE A PART OF THE AUDIT COMMITTEE.
THEY MAY BE PRESENT TO ANSWER QUESTIONS, BUT IT IS A CONFLICT OF INTEREST
FOR THEM TO AUDIT THEMSELVES**

ADMINISTRATIVE SUMMARY

NAME OF BANKING INSTITUTION _____

TYPE OF ACCOUNT: _____ CHECKING _____ SAVINGS _____ CERTIFICATE OF DEPOSIT
_____ MONEY MARKET
_____ OTHER(SPECIFY) _____

PURPOSE OF ACCOUNT _____

SIGNERS ON ACCOUNT(S):

MEMBER _____ TITLE _____

MEMBER _____ TITLE _____

MEMBER _____ TITLE _____

DOES YOUR CHAPTER HAVE A DEBIT/CREDIT CARD? _____ YES _____ NO

IF SO, WHO HAS POSSESSION OF THE DEBIT CARD? _____

DOES YOUR CHAPTER HAVE BOND INSURANCE? _____ YES _____ NO

RENEWAL DATE: _____



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IF YES, WHAT POSITIONS ARE COVERED _____

ACTIVITY SUMMARY

BEGINNING BALANCES \$ _____ **DATE:** _____

CHECK BOOK \$ _____ BANK STATEMENT \$ _____ DIFFERENCE \$ _____

REASON FOR DIFFERENCE IN BEGINNING BALANCES:

INCOME

TOTAL INCOME RECEIVED FROM _____ **TO** _____
EQUALED \$ _____

NUMBER OF INSUFFICIENT FUNDS CHECKS RECEIVED _____

TOTAL AMOUNT OF INSUFFICIENT CHECKS \$ _____

TOTAL FEES CHARGED BY BANK FOR INSUFFICIENT CHECKS \$ _____

IF THE PRESENTER OF THE CHECK WAS CHARGED A FEE, HOW MUCH \$ _____

AMOUNT OF FUNDS RECOVERED \$ _____

DID THE CHAPTER CHARGE A RETURN ITEM FEE? ___ YES ___ NO

ARE THERE ANY FUNDS NOT DEPOSITED AS OF SEPTEMBER 30TH ___ YES ___ NO

WERE THERE ANY FUNDRAISERS DURING THE AUDIT PERIOD ___ YES ___ NO

TOTAL INCOME RECEIVED FROM FUNDRAISERS \$ _____

DO THE DEPOSITS MADE MATCH THE FUNDS RECEIVED ACCORDING TO THE
SECRETARY'S MINUTES AND RECEIPTS? ___ YES ___ NO

DO THE DEPOSITS MADE MATCH THE FUNDS RECEIVED ACCORDING TO THE
TREASURER'S RECEIPTS TO THE SECRETARY? ___ YES ___ NO



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ARE DEPOSITS MADE IN A TIMELY MANNER? ___ YES ___ NO

*NUMBER OF DEPOSITS MADE _____

*NUMBER OF DEPOSITS NOT MADE WITHIN 72 HOURS _____

AMOUNT OF FUNDS RECEIVED BY SECRETARY \$ _____

AMOUNT DEPOSITED MADE BY THE TREASURER \$ _____

DIFFERENCE BETWEEN FUNDS RECEIVED AND DEPOSITS \$ _____

DISBURSEMENTS

TOTAL DISBURSEMENTS RECEIVED FROM _____ TO _____

EQUALED \$ _____

NUMBER OF CHECKS WRITTEN _____

NUMBER OF OUTSTANDING CHECKS _____

OUTSTANDING CHECKS:

*DATE CHECK WRITTEN _____, \$ _____

*DATE CHECK WRITTEN _____, \$ _____

*DATE CHECK WRITTEN _____, \$ _____

*DATE CHECK WRITTEN _____, \$ _____

*DATE CHECK WRITTEN _____, \$ _____

TOTAL AMOUNT OF OUTSTANDING CHECKS \$ _____

ARE ANY CHECKS OUTSTANDING FOR MORE THAN SIX (6) MONTHS ___ YES ___ NO

NUMBER OF CHECKS VOIDED _____

NUMBER OF STOP PAYMENTS PLACED ON CHECKS _____

TOTAL CHARGES FOR STOP PAYMENT CHECKS \$ _____

NUMBER OF INSUFFICIENT FUNDS CHECKS WRITTEN _____

DID ALL CHECKS AND VOUCHERS HAVE THE PROPER SIGNATURES ___ YES ___ NO

IF NO, WHY _____



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ENDING BALANCE AS OF _____

CHECK BOOK \$ _____ BANK STATEMENT \$ _____ DIFFERENCE \$ _____

REASON FOR DIFFERENCE IN ENDING BALANCES:

AUDIT RESOURCES

WAS THE SECRETARY'S MINUTES, RECEIPT BOOK AND VOUCHERS USED TO
CONDUCT THIS AUDIT? ___ YES. ___ NO

WAS THE TREASURER'S RECEIPT BOOK, CHECK BOOK USED TO CONDUCT THIS
AUDIT? ___ YES. ___ NO

WERE THE FUNDRAISING REPORTS AVAILABLE? ___ YES ___ NO

WHERE THE BANK STATEMENTS USED TO CONDUCT THIS AUDIT? ___ YES ___ NO

HOW MANY BANK STATEMENTS REVIEWED? _____

ARE THE BANK STATEMENT MAILED TO THE CHAPTER'S MAILING ADDRESS?
___ YES ___ NO

WAS THE APPROVED BUDGET AVAILABLE? ___ YES ___ NO

WHEN WAS THE BUDGET APPROVED? _____

MEMBERSHIP

WAS A MEMEBERSHIP ROSTER/LEDGER PROVIDED ___ YES ___ NO

WERE ANY NEW MEMEBERS INITIATED DURING AUDIT PERIOD? ___ YES ___ NO

IF SO, HOW MANY? _____



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WAS APPLICATION FEE SUBMITTED TO GRAND CHAPTER? ___ YES ___ NO

___ MEMBERS x **\$1.50** GRAND CHAPTER APPLICATION FEE \$ _____

___ MEMBERS x **\$3.50** BENEVOLENT APPLICATION FEE \$ _____

WERE ANY NEW MEMBER ASSESSMENTS SUBMITTED WITH SUPPLEMENTAL
REPORTS? ___ YES ___ NO

___ MEMBERS x **\$25.00** YOUTH NEW MEMBER ASSESSMENT \$ _____

___ MEMBERS x **\$25.00** STUDENT AID NEW MEMBER ASSESSMENT \$ _____

WERE ANY MEMBERS REINSTATED DURING THE AUDIT PERIOD? ___ YES ___ NO
IF SO, HOW MANY? _____

WERE ANY MEMBERS RESTORED DURING THE AUDIT PERIOD? ___ YES ___ NO
IF SO, HOW MANY? _____

HOW MANY MEMBERS ON ROLL? BENEVOLENT _____ NON-BENEVOLENT _____

DOES THE CHAPTER HAVE ANY EXEMPT MEMBERS ___ YES ___ NO

IF SO, HOW MANY EXEMPT MEMBERS _____

WERE THE CORRECT MEMBERSHIP DUES AND ASSESSMENTS SUBMITTED TO THE
GRAND CHAPTER? ___ YES ___ NO

___ BENEVOLENT MEMBERS x **\$15.00** BENEVOLENT DUES \$ _____

___ MEMBERS x **\$5.00** GRAND CHAPTER TAX \$ _____

___ MEMBERS x **\$2.00** YOUTH TAX \$ _____

___ MEMBERS x **\$1.00** DEPUTY'S TAX \$ _____

___ MEMBERS x **\$2.00** CENTRAL CHILDREN'S HOME \$ _____

___ MEMBERS x **\$0.15** GRAND CONFERENCE TAX \$ _____

WAS THE GRAND CHAPTER SUPPLY FEE OF **\$10.00** SUBMITTED TO THE GRAND
CHAPTER? ___ YES ___ NO

DOES THE CHAPTER HAVE A QUEEN CONTESTANT? ___ YES ___ NO

IF NOT, ___ MEMBERS x **\$10.00** MISS OES ASSESSMENT \$ _____



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FINDINGS AND OBSERVATIONS:

THE AUDIT COMMITTEE PRESENTS THE FOLLOWING FINDINGS AND
OBSERVATIONS:

- _____

- _____

- _____

- _____

- _____

- _____

- _____

USE ADDITIONAL PAPER IF REQUIRED

RECOMMENDATIONS:

THE AUDIT COMMITTEE PRESENTS THE FOLLOWING RECOMMENDATIONS:

- _____

- _____

- _____

- _____

- _____

- _____

AUDIT COMMITTEE

| | |
|--------------|-----------|
| MEMBER _____ | _____ |
| | SIGNATURE |
| MEMBER _____ | _____ |
| | SIGNATURE |
| MEMBER _____ | _____ |
| | SIGNATURE |
| MEMBER _____ | _____ |
| | SIGNATURE |

WORTHY MATRON: _____ DATE: _____
PRINTED NAME/SIGNATURE

SECRETARY : _____ DATE: _____
PRINTED NAME/SIGNATURE

CHAPTER SEAL:

PLEASE FORWARD COPY TO GRAND CHAPTER WITH CONSTITUENT CHAPTER ANNUAL REPORT