



Most Worshipful Prince Hall Grand Lodge

Free and Accepted Masons
State of California, Incorporated

Lodge No. _____

STATEMENT OF RECEIPTS AND DISBURSEMENTS

_____, 20 ____ TO _____, 20 ____

BALANCE BROUGHT FORWARD	\$	
CASH RECEIPTS (DURING AUDIT PERIOD)	\$	_____
TOTAL CASH AVAILABLE	\$	

DISBURSEMENTS

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

TOTAL DISBURSEMENTS	\$	_____
CASH BALANCE (CLOSE OF AUDIT PERIOD)	\$	=====

STATEMENT OF FINANCIAL POSITION

_____, 20 ____

ASSETS

CASH	\$	
EQUIPMENT	\$	
REAL ESTATE	\$	
OTHER	\$	
_____	\$	
_____	\$	_____
TOTAL	\$	=====

LIABILITIES & SURPLUS

ACCOUNTS PAYABLE	\$	
NOTES PAYABLE	\$	
_____	\$	
_____	\$	
SURPLUS (NET WORTH)	\$	_____
TOTAL	\$	=====

Send copies of this Report to the office of, Grand Master, Grand Secretary and one copy for Lodge Files.

AUDIT COMMITTEE REPORT

CASH RECEIPTS

(A) SECRETARY'S RECEIPT NOS. _____ TO _____ \$ _____
 (B) TREASURER'S RECEIPT NOS. _____ TO _____ \$ _____
 DIFFERENCE \$ _____

(ANY DIFFERENCE SHOULD BE EXPLAINED)

- (C) HAVE DEPOSITS OF CASH RECEIPTS BEEN MADE REGULARLY ACCORDING TO GRAND LODGE LAW? YES NO
- (D) HAS THE LODGE PROPERLY BONDED ALL FINANCIAL OFFICERS? YES NO
- (E) HAVE DELINQUENT MEMBERS BEEN NOTIFIED AND REPORTED TO THE LODGE? YES NO
- (F) HAVE ALL DUES CARDS BEEN VERIFIED IN THE PRECEDING TWO YEAR PERIOD? YES NO

CASH DISBURSEMENTS

- (A) ARE CHECKS PROPERLY SIGNED AND COUNTERSIGNED? YES NO
- (B) ARE DISBURSEMENTS SUPPORTED BY PROPERLY SIGNED WARRANTS? YES NO
- (C) DOES THE TREASURER RECONCILE THE CASH ACCOUNT EACH MONTH WITH THE BALANCE REPORTED BY THE BANK YES NO

FINANCIAL OFFICERS RECORDS

- (A) WERE THE MEMBERS ACCOUNTS POSTED UP TO THE LAST MEETING? YES NO
- (B) WERE THE LEDGERS OF THE OFFICERS IN BALANCE? YES NO
- (C) DOES THE LODGE HAVE SATISFACTORY EVIDENCE OF LEGAL TITLE TO ITS ASSETS? YES NO
- (D) ARE ALL INSURANCE PREMIUMS PAID AND IN FORCE? YES NO
- (E) ARE PROPERTY TAXES PAID? YES NO

Signature

Signature

Signature