

## **Pre-Inspection Checklist**

(DD-04 Revised 20130125)

### **Items that companions should bring (High Priest should be in charge of all these items):**

- Degree Rituals
- Manual of Suggestions for Officers
- Chapter Management Manuals
- Constitution, Code and Bylaws of the Grand Chapter

### **Items that the Secretary should have prepared:**

- Completed Part A of the Annual Inspection Report
- Minute Book (up to date as of the last Stated Convocation, all signed by the Secretary and High Priest)
- Cash Book (financial records of the chapter balanced against the Treasurer's Reports)
- Uniform Audit Report including bank verification of accounts and balances
- Insurance Premium proof of payment
- Membership Records Book (dates degrees were received, dues payments, etc.)
- Mark Book (be sure newest members have their Mark Sheet turned in)
- Annual Returns Book (including Annual Return Receipts from the Grand Secretary)
- Chapter Inventory (current within the last two years)
- Chapter Charter (original and any copies. A copy should be displayed in the Chapter Room)
- Chapter Bylaws and Standing Resolutions
- Any other items of interest you would like to share as part of your inspection

Items that should be included in the Minutes: Annual Audit Report; Election Return; last year's Inspection Report; Monthly Treasurer's Reports, committee appointments, dues remission list.

### **Please provide the Inspecting Officer with a copy of the following:**

- Uniform Audit Report
- List of special events since the last Inspection (include events already held and also planned in the future)
- List of Distinguished Members (both Masonic as well as non-Masonic distinctions)
- List of 50 Year or more members
- List of committee appointments, including the required four per the Code
- List of members whose dues were remitted for the current year
- List of members in arrears of dues payments (include number of years in arrears)
- Any other items of interest you would like to share as part of your inspection
- Copies of newsletters informing your membership of your annual meeting and annual inspection

### **Items the Treasurer should have prepared:**

- Treasurer's Records (any journals, ledgers, etc.)
- Check Book (including cancelled checks, signed by at least two members)
- Check Vouchers (received from the Secretary)
- Bank Statements (checking accounts, savings accounts, Certificates of Deposit, etc.)
- Treasurer's Reports (balanced against the bank statements)

***Have everything in readiness for the pre-inspection so at the Inspection everyone may concentrate upon and enjoy the ritual work of the evening. If you anticipate any problems, please contact me as soon as possible.***