

# THE GRAND CHAPTER OF ROYAL ARCH MASONS OF OHIO

## 20\_\_\_ TREASURER'S ANNUAL INSPECTION REPORT

CHAPTER:: \_\_\_\_\_ NO. \_\_\_\_\_ DISTRICT/ REIGION \_\_\_\_\_  
 Date of Annual Inspection: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ (Fiscal Year)

### CASH ACCOUNTING

NOTE: All money received by the Chapter should be accounted for as a Cash Revenue  
 It may then be transferred to the investment side of this report. For tax reporting purposes –  
**NO** money should go either directly into or out of the Investment Side of this report. .

CASH Ending Balance from Last Year's Report: (A)

Any change requires explanation

REVENUES		DISBURSEMENTS (ENTER AS A POSITIVE)	
DUES: FULL # _____		Grand Chapter Per Capita + supplies	
ENDOWMENT # _____		Grand Chapter Insurance	
ALL OTHER DUES _____		Building Rent	
		District Dues	
		Salaries	
Fees for Degrees		Endowment Disbursements	
Affiliation Fees		Refreshments	
Restoration Fees		Office Supplies & Postage	
Endowed Membership Receipts		Grand Chapter Convocation Exp.	
Royal Arch Foundation		Royal Arch Foundation	
Ohio Masonic Home		Ohio Masonic Home	
R.A.R.A.		R.A.R.A.	
Misc. Donations		Misc. Donations (list on sep sheet)	
Interest, Dividends (all Accounts)		Bank Charges	
Dinner Income		Entertainment	
Transferred FROM Investments		Transferred TO Investments	
Miscellaneous Income (list on Sep. Sheet)		Miscellaneous (list on sep. sheet)	
<b>TOTAL REVENUES (B)</b>		<b>TOTAL DISBURSEMENTS (C)</b>	

### SUMMARY

<b>LAST YEAR'S CASH ENDING BALANCE</b>	(A)	
<b>PLUS CURRENT YEAR TOTAL CASH REVENUES</b>	(+ B)	
<b>TOTAL AVAILABLE CASH</b>	(A + B)	
<b>LESS CURRENT YEAR TOTAL CASH DISBURSEMENTS</b>	(-C)	
<b>CURRENT YEAR CASH ENDING BALANCE</b>	(A+B - C) = (D)	

\*\*Explanation MUST be given if this is a negative Number

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<b>ASSETS</b>		
<b>CASH</b>		
TOTAL CASH (End of year balance from front page) (D)		
<b>FIXED ASSETS</b>		
Furniture & Fixtures (Replacement Cost)		
Chapter Masonic Paraphernalia (Replacement Cost)		
<b>TOTAL FIXED ASSETS</b>	<b>(E)</b>	
<b>INVESTMENTS</b>		
Certificate (s) of Deposit (if more than one list on separate sheet)		
Savings - Regular		
Savings Relief Fund		
Stocks, Bonds & Mutual Funds		
Real Estate		
<b>TOTAL INVESTMENTS</b>	<b>(F)</b>	
<b>CHAPTER TOTAL ASSETS</b>	<b>(D + E + F)</b>	
<p>NOTE: Temple Company Stock is NOT considered as Asset of the Chapter and should NOT appear in the Chapter Total Assets. The following statement may be used to Value the Temple Company ownership.</p>		
<b>TEMPLE COMPANY STOCK</b>		
Temple Company Shares _____ Values (estimated) at _____ per share = _____		
_____ Treasurer		
<b>AUDIT COMMITTEE REPORT and CERTIFICATION</b>		
1. Did you reconcile the revenues (income) of the Chapter as reported on the Treasurers Annual Report?	Yes	No
2. Did you verify the disbursements (expenses) of the Chapter as reported on the Treasurers Annual Report?	Yes	No
3. Did you verify the Cash and Checking accounts for verification with the actual bank statements?	Yes	No
4. Did you verify the bank investments (checking ,savings & CD's) for balance verification with actual bank statements?	Yes	No
5. Did you verify the investments accounts (stocks, bonds & etc.) for verification with actual investment statements?	Yes	No
6. Were the statements for investments of the Chapter compared to previously--reported figures and all unusual variations from expected returns properly accounted for?	Yes	No
7. How many signatures are required on each check?		
8. How many checks does the Chapter permit to be pre-signed for future issue?		
9. Officers authorized to sign checks? ( e.g. H.P. Treasurer, etc.)		
<p>In addition to the above, we the undersigned Audit Committee, having checked the revenues (income) and disbursements (expenses) remitted, and, after examining all accounts of the Chapter, find all funds of the Chapter to be deposited in the name of the Chapter and find the Treasurer's Report to be an accurate and fair representation of the financial condition of the Chapter.</p>		
_____ Chairman		_____ Date
_____ Member		_____ Member
<p>This Audit Report was received, read and made a part of the minutes of the stated meeting on:</p>		
<p>ATTESTED:</p>		
High Priest: _____		Secretary: _____