



Jerusalem Grand Chapter



Order of the Eastern Star
State of Florida & Jurisdiction, Prince Hall Affiliated

Working under the protection of
The Most Worshipful Union Grand Lodge of Florida
& Belize, Central America and St. John, U.S. Virgin Islands, Inc.

Sister Dr. Tracy A. Thomas
Grand Worthy Matron

The Honorable Jeffery G. Jones
The 19th Most Worshipful Grand Master

Brother Raymond Cromartig, Jr.
Grand Worthy Patron

SUBORDINATE CHAPTER AUDIT REPORT

An audit is a process that provides reasonable assurance that good stewardship is being used in handling and accounting for the funds and other assets of your organization.

Chapter Name & No _____ Audit Period _____ - _____

City _____ Worthy Matron _____

Treasurer _____ Secretary _____

Beginning Balance _____ Ending Balance _____

Treasurer

1. Was a written financial report given to the members each month by the Chapter Treasurer?
[] Yes [] No
2. Was the Bank Statement reconciled each month to the check book?
[] Yes [] No
3. If the Chapter/WM has a debit card, are there receipts available for **ALL** debit transactions?
[] Yes [] No
4. Were all funds deposited into the bank within **48** hours after they were turned over to the Treasurer?
[] Yes [] No
5. Is there a Voucher signed by the Worthy Matron and Secretary for each check issued?
[] Yes [] No
6. Did the Treasurer give the Secretary a receipt for the funds she received?
[] Yes [] No
7. Are all checks properly signed by more than one person?
[] Yes [] No

