

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

Sister Pr. Tracy A. Thomas Grand Worthy Matron Working under the protection of The Most Worshipful Union Grand Lodge of Florida & Belize, Central America and St. John, U.S. Virgin Islands, Inc.

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

Brother Raymond Cromartie, 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.

Cnapt	er Name & No Audit Period
City _	Worthy Matron
Treas	urer Secretary
Begin	ning BalanceEnding Balance
Treas	
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 <u>48</u> 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

reta	ary		
1.	Does the Secretary have the prescribed and	d approved minute book?	
2.	[] Yes [] No		
3.			
4.	Did the Secretary give each member a receipt when money was turned in to the Chapter? [] Yes [] No		
5.	Does the Secretary have an up to date Membership Roster? [] Yes [] No		
Re	ecommendations:		
Hu	umbly submitted:		
— Au	aditor Signature	Date	
— Au	aditor Signature	Date	
— Wo	orthy Matron Signature	Date	

Note: A copy of this report must be given to the District Deputy Grand Worthy Matron prior to election.