



MOST WORSHIPFUL PRINCE HALL GRAND LODGE OF FREE AND ACCEPTED
MASONS OF NORTH CAROLINA AND JURISDICTION, INC.

DATE _____

_____ Lodge No. _____ conducted its annual
audit on _____ The audit committee consisted of the following
Date _____

brothers:

Brother _____

Brother _____

Brother _____

Brother _____

**THE TREASURER AND SECRETARY CAN NOT BE A PART OF THE AUDIT COMMITTEE!!!
THEY MAY BE PRESENT TO ANSWER QUESTIONS, BUT IT IS A CONFLICT OF INTEREST FOR THEM TO
AUDIT THEMSELVES.**

EVERY FINANCIAL ACCOUNT OF THE LODGE MUST BE AUDITED!!!

ADMINISTRATIVE DATA

NAME OF BANKING/FINANCIAL INSTITUTION _____

TYPE OF ACCOUNT

_____ CHECKING

_____ SAVINGS

_____ CERTIFICATE OF DEPOSIT

_____ MONEY MARKET

_____ OTHER (SPECIFY) _____

PURPOSE OF ACCOUNT _____

SIGNERS ON ACCOUNT

BROTHER _____

POSITION _____

BROTHER _____

POSITION _____

BROTHER _____

POSITION _____

ARE THE FIDUCIARY OFFICERS BONDED? _____ YES _____ NO

DOES THE LODGE HAVE A CREDIT CARD? _____ YES _____ NO

WHO POSSESSES IT? _____

DOES THE LODGE HAVE A DEBIT CARD? _____ YES _____ NO

WHO POSSESSES IT? _____

ACCOUNT SUMMARY

BEGINNING BANK BOOK BALANCE AS OF _____ IS
\$ _____ DATE

BEGINNING BANK STATEMENT BALANCE AS OF _____ IS
\$ _____ DATE

THE DIFFERENCE BETWEEN THE TWO IS \$ _____

THE REASON FOR THE DIFFERENCE IS: _____

ENDING BANK BOOK BALANCE AS OF _____ IS
\$ _____ DATE

ENDING BANK STATEMENT BALANCE AS OF _____ IS
\$ _____ DATE

THE DIFFERENCE BETWEEN THE TWO IS \$ _____

THE REASON FOR THE DIFFERENCE IS: _____

AUDIT RESOURCES

THE FOLLOWING RESOURCES WERE USED TO CONDUCT THIS AUDIT:

_____ SECRETARY'S MINUTES _____ BANK STATEMENTS
_____ SECRETARY'S RECEIPTS _____ TREASURER BOOKS
_____ VOUCHERS (FROM WHO?) _____

INCOME

TOTAL INCOME RECEIVED FROM _____ TO _____
EQUALLED \$ _____

INCOME RECEIVED FROM ANNUAL DUES	\$ _____
INCOME RECEIVED FROM APPLICATION(S) FOR MEMBERSHIP	\$ _____
INCOME RECEIVED FROM FRATERNAL ASSISTANCE	\$ _____
INCOME RECEIVED FROM FUNDRAISERS	\$ _____
INCOME RECEIVED FROM REINSTATEMENT	\$ _____
INCOME RECEIVED FROM RESTORATION	\$ _____
INCOME RECEIVED FROM OTHER	\$ _____

INCOME RECEIVED BY THE SECRETARY?
ACCORDING TO MINUTES \$ _____
ACCORDING TO RECEIPTS \$ _____

DEPOSITS MADE BY THE TREASURER \$ _____

DOES THE INCOME RECEIVED BY THE SECRETARY
MATCH THE TREASURER DEPOSITS? _____ YES _____ NO
IF NOT, WHY? _____

ARE THE FUNDS RECEIVED BY THE TREASURER
DEPOSITED WITHIN 72 HOURS? _____ YES _____ NO
IF NOT, WHY? _____

HOW MANY INSUFFICIENT ITEM CHECKS RECEIVED DURING THIS PERIOD? _____

HOW MUCH DID THESE CHECKS TOTAL? \$ _____

HOW MANY INSUFFICIENT ITEMS HAVE BEEN COLLECTED? _____ AMOUNT \$ _____

DID THE LODGE CHARGE A FEE FOR INSUFFICIENT
ITEMS? _____ YES _____ NO

HOW MUCH DID THE LODGE CHARGE FOR INSUFFICIENT ITEMS? \$ _____

DISBURSEMENTS

TOTAL DISBURSEMENTS FROM _____ TO _____
EQUALLED \$ _____

DISBURSEMENTS FOR CHARITABLE ACTIVITIES \$ _____
DISBURSEMENTS FOR GRAND LODGE BENEVOLENCE TAXES \$ _____
DISBURSEMENTS FOR GRAND LODGE TAXES \$ _____
DISBURSEMENTS FOR LODGE OPERATIONS \$ _____
DISBURSEMENTS (OTHER) SPECIFY \$ _____

HOW MANY CHECKS HAS THE LODGE WRITTEN DURING THIS PERIOD? _____

HOW MANY CHECKS ARE OUTSTANDING? _____

WHAT IS THE TOTAL AMOUNT OF OUTSTANDING CHECKS? \$ _____

HOW MANY BANK STATEMENTS WERE USED TO CONDUCT THIS AUDIT? _____

WERE ALL OF THE BANK STATEMENTS USED FOR THE AUDIT RECONCILED? _____ YES
_____ NO

IF NOT, GIVE A STATEMENT REFERNCE RECONCILLIATIONS

DOES THE LODGE USE VOUCHERS FOR THE TRACKING OF DISBURSED FUNDS/TRANSACTIONS? _____ YES _____ NO

IF THE LODGE USES VOUCHERS, DO THE VOUCHERS MATCH THE SECRETARY'S MINUTES? _____ YES _____ NO

DO THE APPROVED DISBURSEMENTS MATCH THE DISBURSEMENTS ON THE BANK STATEMENTS? _____ YES _____ NO

IF THE LODGE HAS A CREDIT OR DEBIT CARD, ARE THERE ANY QUESTIONABLE OR UNAUTHORIZED ACTIVITIES? _____ YES _____ NO

FINDINGS

1

2

3

4

5

USE ADDITIONAL PAPER IF NECESSARY

RECOMMENDATIONS

1

2

3

4

5

USE ADDITIONAL PAPER IF NECESSARY

WE SUBMIT THIS AUDIT REPORT AS ACCURATE AND TRUE.

SIGNATURE

SIGNATURE

SIGNATURE

LODGE SEAL

SIGNATURE

**THIS AUDIT REPORT IS TO BE SEALED AND ARCHIVED ONCE APPROVED BY THE VOTE OF THE LODGE
A COPY OF THIS REPORT IS PROVIDED TO THE DISTRICT DEPUTY NOT THE GRAND LODGE!!!**