

**Grand Chapter Royal Arch Masons
of Indiana**
Annual Financial Report and Audit Form

Chapter Name	Number		
High Priest Name			
Address			
E-Mail	Phone	Home	Cell
Treasurer Name	Phone	Home	Cell
Address			
E-Mail			
Secretary Name			
Address			
E-MAIL	Phone	Home	Cell

Section One : Banking Information

1. Name of Financial Institution where accounts are Held
2. Last 4 digits of account number
3. Is this a Chapter only account Yes No
4. If Yes go to question Nine
If no continue with next question.
5. What is the name of this account?
6. What all organizations have money in this account?
7. Does each organization keep a ledger or spread sheet of monies belonging to their organization? Yes No
If Yes continue , If no stop the audit until a written report showing the Chapter's share of income and expenses is furnished
8. Has a copy of the Chapter's part been submitted for audit and review? Yes No
If Yes continue , If no stop the audit until a written report showing the Chapter's share of income and expenses is furnished
9. What is the date of the last 990 filing?
10. Does the Chapter have a credit or debt card? Yes No
11. If Yes ,Have the monthly statements for the cards been furnished for review? Yes No

Form A

12. Who has authority to use this card?

Name Office

13. Have the last 12 bank statements been made available for this audit Yes No

If no enter comments on why they were not furnished

14. Do the bank statements match the Secretary's and Treasurer's cash books?

If no explain.

15. Does the Chapter do a yearly self audit? Yes No

**Section B Income
Calculation**

Dues = Local + Per Capita + any other assessments

A. Number of dues paying members

B. Total annual dues paid per member

Total dues income

Amount of Dues collected in this dues cycle

Amount of Dues still outstanding

Total available income

Add York Rite Financial Report