

**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

**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**