INDIANA

Grand Chapter Royal Arch Masons

of

Name of Chapter

_____ No. _____

Secretary's Report

Note: This form may be used for each Chapter

RECEIPTS

Balance on hand November 1, 20	\$
Amount received from dues	\$
Amount received from fees	\$
Amount received from dividends	\$
Amount received from other sources	\$
Total receipts for 20	\$ \$
Total Receipts	Φ
DISBURSEMENTS	
Salary and Wages	\$
Regalia and supplies	\$
Refreshments and Entertainment	\$
Rent, light, heat, etc.	\$
Grand Body Dues	\$
Donations	\$
Donations	\$
Donations	\$
Misc.	\$
Total Disbursements	\$
Balance on Hand October 31, 20_20	\$
Balance In hands of Treasurer	\$
Balance still in my hands	\$

FINANCIAL STATEMENT

ASSETS

Real Estate (if jointly held,'s	s share)	\$
Furniture and Fittings		\$
Paraphernalia		\$

Notes and Securities (listed separately)

1		
2	\$	
Total Assets	\$	
LIABILITIES		
1	\$	
2	\$	
Total Liabilities	\$	
Total Net Assets	\$	
Covered under Masonic Temple Policy		

	irer's Repor Receipts	t
Checking Account Balance	\$	
Savings Account Balance	\$	
Balance on hand January 1, 20	\$_	
Received from Recorder during year	\$	
Total Receipts		\$
Dist	oursements	
Warrants have been paid.		\$
Balance on Hand December 31,20		\$
Treasurer		Date:
		(Signature)

AUDITING COMMITTEE'S REPORT

We hereby certify that we have audited the books and records of the Secretary and Treasurer of

_____No.____ and find them to be correct and in order.

1. We checked the stubs of receipts given by the Secretary with his cash book and ledger accounts.

2. We checked the minutes of the Stated Meetings to verify that all members that are shown in such minutes as having received the Degrees/Orders, been reinstated or affiliated, have each been given a ledger account, and all payments by them have been charged to the Secretary on his cash book.

3. We verified, from the minutes, that all the funds disbursed as shown in the Secretary or Treasurer's report were in accordance with bills properly allowed in Stated Convocations.

4. We have reconcile	ed the statement of	the(bank) last 4 digits of accounts
Checking	Savings	of Indiana and find the amount to the credit of this on
December 31, 20	to be \$	as shown in the Treasurer's Report.

5. We find that all the receipts have been turned over to the Treasurer excepting \$______ still in the Secretary's hands as shown by his report.

6. We find the Financial Report to be correct.

7. We find the date of the last 990 to be filed on Date:

8. EIN Number is: _____

Courteously submitted,

Auditing Committee

Name

Date