

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		\$ _____

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	\$ _____

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 reconciled 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
