

**Prince Hall Grand Chapter, OES, State of Washington and Jurisdiction
Subordinate Chapter Audit Form**

Date:

To: Worthy Matron and members of No.

Audit Period From to

Are the Following Items available for Secretary?

- Secretary Warrants(Orders Drawn or Voucher) **Yes** Check Box **No** Check Box
- Secretary Receipt Book **Yes** Check Box **No** Check Box
- Ledger Book (**Receipts & Disbursements**) **Yes** Check Box **No** Check Box
- Minute Book **Yes** Check Box **No** Check Box
- Chapter Official Seal **Yes** Check Box **No** Check Box
- Membership Ledger **Yes** Check Box **No** Check Box
- Members sign in book **Yes** Check Box **No** Check Box
- Copy of Insurance Bond **Yes** Check Box **No** Check Box

- Chapter's By-Laws **Yes** Check Box **No** Check Box

Are the Following Items available for Treasurer?

- Treasurer Checkbook **Yes** Check Box **No** Check Box
- Treasurer Receipt Book **Yes** Check Box **No** Check Box
- Bank Statements **Yes** Check Box **No** Check Box
- Bank Deposit Slips **Yes** Check Box **No** Check Box
- Treasurer Cash Book **Yes** Check Box **No** Check Box
- Treasurer Reports (Audits, etc.) **Yes** Check Box **No** Check Box
- Verification of checks written or cleared checks **Yes** Check Box **No** Check Box
- Warrants/Voucher Book **Yes** Check Box **No** Check Box

Receipt Month	Secretary	Treasurer	Auditor's Findings
January	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
February	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
March	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
April	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
May	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
June	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
July	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
August	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
September	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Octo	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
November	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
December	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Secretary Receipt Total	\$ <input type="text"/>
Treasurer Receipt Total	\$ <input type="text"/>
Auditor's Receipt Total	\$ <input type="text"/>
Discrepancy	\$ <input type="text"/>

Disbursement

Month	Secretary	Treasurer	Auditor's Findings
January	\$	\$	\$
February	\$	\$	\$
March	\$	\$	\$
April	\$	\$	\$
May	\$	\$	\$
June	\$	\$	\$
July	\$	\$	\$
August	\$	\$	\$
September	\$	\$	\$
October	\$	\$	\$
November	\$	\$	\$
December	\$	\$	\$

Secretary Disbursement Total
Treasurer Disbursement Total
Auditor's Disbursement Total
Discrepancy

\$
\$
\$
\$

- Did Worthy Matron and Secretary Sign the minute book? **Yes** Check Box **No** Check Box
- Are there two signatures on the checks? **Yes** Check Box **No** Check Box
- Are entries in Secretary Cash Book filled out correctly? **Yes** Check Box **No** Check Box
- Are entries in Treasurer Cash Book filled out correctly? **Yes** Check Box **No** Check Box
- Is Membership Ledged updated? **Yes** Check Box **No** Check Box
- Did Secretary give a receipt for all money she received each meeting? **Yes** Check Box **No** Check Box
- Does Treasurer have a warrant from Secretary for each check written each meeting? **Yes** Check Box **No** Check Box
- Does Secretary have a receipt from Treasurer for all money turned over each meeting? **Yes** Check Box **No** Check Box
- Are the warrants signed by Worthy Matron and Secretary? **Yes** Check Box **No** Check Box

Balance on last Bank Statement	\$	<input type="text"/>
Add any deposits not shown on last bank statement	\$	<input type="text"/>
Subtract any outstanding checks	\$	<input type="text"/>
Ending Balance	\$	<input type="text"/>

Comments/Recommendations:

Audit Committee Members