

Prince Hall Grand Chapter Order of Eastern Star State of
Washington & Jurisdiction

Chapter Inventory Check List

Chapter Name/No.

<u>Item</u>	<u>Quantity</u>
Charter/Dispensation	
Chapter Banner	
Signet	
Altar with Altar Cloth	
Altar Bible with Marker	
Small Bibles	
US Flag	
Christian Flag	
OES Flag	
Gavel (1 - WM, 1- AM)	
Table for Matron	
Ballot Box with Black and White Balls	
Sword and Veil for Adah (1 sword, 1 veil)	
Wheat for Ruth	
Crown and Scepter for Esther (1 Crown, 1 Scepter)	
Broken Column for Martha	
Cup for Electa	
Sash for Worthy Matron	
Sash for Associate Matron	
Apron for Worthy Patron	
Collar for Worthy Patron	
Apron for Associate Patron	
Collar for Associate Patron	
Sash for Secretary	
Sash for Treasurer	
Sash for Conductress	
Sash for Associate Conductress	
Sash for Adah	
Sash for Ruth	
Sash for Ester	
Sash for Martha	
Sash for Electa	
Sash for Chaplain	
Sash for Marshall	

Sash for Trustee	
Sash for OES Flag Bearer	
Sash for Christian Flag Bearer	
Sash for US Flag Bearer	
Sash for Warder	
Sash for Sentinel	
Marshall Baton	
Conductress Baton	
Emblematic Star Carpet (10 Sep Pieces)	
Banners for Star Points	
Pedestals for Star Points	
Big Table Cloths	
Small Table Cloths	
Secretary Books	
Chapter Seal (1 damaged)	
Membership Ledger Book Active	
Membership Ledger Book Inactive	
Chapter By-Laws, Bound Book, Longhand	
Sign in Book, Bound Book, Longhand	
Minute Book, Bound Book, Longhand	
Receipt Book/Warrant Book	
Copies of Payment Voucher with Worthy Matron & Secretary	
Copies of Income Voucher with Secretary Signature	
Copy of Bonding Insurance	
Treasurer Books	
Checkbook	
Treasurer's Financial Ledger	
Payment Voucher on file	
Payment Voucher Invoices/Receipts attached	
Income Voucher on file	
Income Voucher Deposit Slips attached	
Bank Statements on File	
Bank Statements Reconciled	
Financial Reports	
Copy of Bank Signature Card	
Copy of Audit	
Worthy Matron's Folder	
Copy of Charter	
Com Approval/Sig Card/Constitution & Bylaws	
Bonding Insurance Policy	
Chapter Inventory	
Annual Audit	
Election Report/Member Address List/PP/PM	
Blue Folder left side: Financial Rep w/Bank Statement	
Blue Folder right side: Monthly Minutes	

Blue Folder middle: Calendar and Budget	
Grand Constitution and Bylaws, WP Station	
Grand Constitution and Bylaws, AP Station	
Grand Constitution and Bylaws, SEC Station	
Grand Constitution and Bylaws, Extra (Treasurer)	
Other Items:	
Roll Case/Bag for Secretary Books	
Thumb/Pin Drive for Secretary Books	
Roll Case/Bag for Treasurer Books	
Thumb/Pin Drive for Treasurer Books	
Rituals	
1st Degree Packets	
2nd Degree Packets	
3rd Degree Packets/with book	
red veils	
blue veil	
white veil	
white handkerchief	

Inventory Conducted on _____

Inventory Conducted By: _____

Print Name & Title _____

Print Name & Title _____