

**Prince Hall Grand Chapter
OES, State of Washington, and Jurisdiction
Annual Communication Committee on Grand Auditing Report**

Date

Greetings, Duties & Responsibilities of Grand Auditing can be found Article 15, Grand Committee Duties - Section 4 Committee on Grand Auditing, No. 1 and 2 in the Grand Constitution & Bylaws of Prince Hall Grand Chapter.

AUDITING OF GRAND SECRETARY BOOKS

1. Secretary Receipt Book available for General Fund?
2. Secretary Receipt Book available for Charity Fund?
3. Secretary Receipt Book available for Scholarship Fund?
4. Secretary Receipt Book available for Legal Fund?
5. Secretary Warrants (Orders Drawn or Voucher) available for General Fund?
6. Secretary Warrants (Orders Drawn or Voucher) available for Charity Fund?
- 7.
8. Secretary Warrants (Orders Drawn or Voucher) available for Scholarship Fund?
9. Secretary Warrants (Orders Drawn or Voucher) available for Legal Fund?
10. Secretary Request for Funds Book available?
11. Is there a Request for Funds Form for all checks written from General Fund?
12. Is there a Request for Funds Form for all checks written from Charity Fund?
13. Is there a Request for Funds Form for all checks written from Scholarship Fund?
14. Is there a Request for Funds Form for all checks written from Legal Fund?
15. Are the Request for Funds forms filled out with: (Balance of Funds, Amount refunded, Signatures, Total balance of Funds, Budgeted Line item #, signature of Grand Worthy Matron, and signature of FEBOD Chairperson?
16. Are receipts attached for those that received working fund?

17. Is there a copy of the Grand Secretary's Annual Report available?

AUDITING OF GRAND TREASURER BOOKS

1. Treasurer Checkbook available for General Fund?

2. Treasurer Checkbook available for Charity Fund?

3. Treasurer Receipt Book available for General Fund?

4. Treasurer Receipt Book available for Charity Fund?

5. Bank Statements available for General Fund?

6. Bank Statements available for Charity Fund?

7. Bank Statements available for CD?

8. Bank Statements available for Legal fund?

9. Bank Statements available for Scholarship account?

10. Are monies deposited within 72 hours per Grand Chapter?

11. Does Checks have the required number of Signatures?

12. Is there a copy of the Grand Treasurer's Annual Report available?

13. Does the Treasurer have warrants from the Secretary for all checks written by the Treasurer?

14. Does Treasurer cashbook have all entries for May -June for current year?

15. Does the Treasurer have deposit slips for all monies deposited in General Fund?

16. Does the Treasurer have deposit slips for all monies deposited in Charity Fund?

17. Does Treasurer have deposit slips for all monies deposited in Scholarship Fund?

18. Does the Treasurer have deposit slips for all monies deposited in Legal Fund?

GENERAL ACCOUNT

LAST BANK STATEMENT BALANCE	\$	
LESS OUTSTANDING CHECKS	\$	
ENDING BALANCE	\$	

CHARITY ACCOUNT

LAST BANK STATEMENT BALANCE	\$	
LESS OUTSTANDING CHECKS	\$	
ENDING BALANCE	\$	

LEGAL FUND ACCOUNT

LAST BANK STATEMENT BALANCE	\$	
LESS OUTSTANDING CHECKS	\$	
ENDING BALANCE	\$	

CD ACCOUNT

LAST BANK STATEMENT BALANCE	\$	
LESS OUTSTANDING CHECKS	\$	
ENDING BALANCE	\$	

SCHOLARSHIP ACCOUNT

LAST BANK STATEMENT BALANCE	\$	
LESS OUTSTANDING CHECKS	\$	
ENDING BALANCE	\$	

\$		is adopted as the ending balance for the General Account
\$		is adopted as the ending balance for the Charity Account
\$		is adopted as the ending balance for the Legal Fund Account
\$		is adopted as the ending balance for the CD Account
\$		is adopted as the ending balance for the Scholarship Account

Committee
