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

DATE:	
TO: WORTHY MATRON, WORTHY PATRON AND MEMBERS OF _ AUDITING PERIOD  Are the Following Items available for Secretary?	YES OR NO
<ul> <li>Secretary Warrants (Orders Drawn or Voucher)</li> <li>Secretary Cash Book</li> <li>Secretary Receipt Book</li> <li>Minute Book</li> <li>Membership Ledger</li> </ul> Are the Following Items available for Treasurer?	YES OR NO
Treasurer Checkbook	123 011 110

- Treasurer Receipt Book
- Warrants/Voucher Book
- Bank Statements
- Bank Deposit Slips
- Treasurer Cash Book
- Treasurer Reports (Audits, etc.)
- Verification of checks written or cleared

RECEIPT MONTH	SECRETARY	TREASURER	AUDITORS FINDINGS
SECRETARY RECEIPT 1	TOTAL	\$	
TREASURER RECEIPT	TOTAL	\$	
AUDITORS RECEIPT TO	OTAL	\$	
DISCREPANCY		\$	

DISBURSEMENT MONTH	SECRETARY	TREASURER	AUDITORS FINDINGS
SECRETARY DISBURSEMENT TOTAL		\$	
TREASURER DISBURSEMENT TOTA	L	\$	
AUDITORS DISBURSEMENT TOTAL		\$	
DISCREPANCY		\$	
		YES	S OR NO
1. Did Worthy Matron and Se	ecretary Sign the minu		
2. Are there two signatures of			
3. Are entries in Secretary Ca		•	
4. Are entries in Treasurer Ca		rectly?	
5. Is Membership LEDGER up		osoivad aash maating?	
<ul><li>6. Did Secretary give a receip</li><li>7. Does the Treasurer have a</li></ul>	· ·	_	n at each
meeting? 8. Does the Secretary have a	receipt from the Trea	scurer for all the money turns	ad over at each
meeting?	receipt from the frea	isdict for all the money tarm	ed over at each
9. Are the warrants signed by	Worthy Matron and	Secretary?	
BALANCE ON LAST BANK STATEM	ENT \$		
ADD ANY DEPOSITS NOT SHOWN	ON BANK STATEMEN	іт\$	
SUBTRACT ANY OUTSTANDING CH	HECKS \$		
ENDING BALANCE \$			

Audit Committee Members	
Audit Committee Members	

**COMMENTS/RECOMMENDATIONS**