

**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

- Secretary Warrants (Orders Drawn or Voucher)
- Secretary Cash Book
- Secretary Receipt Book
- Minute Book
- Membership Ledger

Are the Following Items available for Treasurer?

YES OR NO

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

COMMENTS/RECOMMENDATIONS

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Audit Committee Members
