



Jerusalem Grand Chapter

Order of the Eastern Star

State of Florida and St. John US Virgin Islands Jurisdiction, Prince Hall Affiliated

Subordinate Chapter Audit Report

An audit is a process that provides reasonable assurance that good stewardship is being used in handling and accounting for the funds and other assets of your organization.

Chapter Name & No: _____ **Audit Period:** _____

City _____ **Worthy Matron** _____

Treasurer _____ **Secretary** _____

Treasurer

1. Was a written financial report given to the members each month by the Chapter Treasurer?
 Yes No
2. Was the Bank Statement reconciled each month to the check book?
 Yes No
3. If the Chapter/WM has a debit card, are there receipts available for all debit transactions?
 Yes No
4. Were all funds deposited into the bank within 48 hours after they were turned over to the Treasurer?
 Yes No
5. Is there a Voucher signed by the Worthy Matron and Secretary for each check issued?
 Yes No
6. Did the Treasurer give the Secretary a receipt for the funds she received?
 Yes No
7. Are all checks properly signed by more than one person?
 Yes No

Secretary

1. Does the Secretary's minute book itemize all receipts collected at each meeting?
 Yes No
2. Does the Secretary's minute book reflect disbursements that were authorized/approved at each meeting, including Debit Card charges?
 Yes No
3. Did the Secretary give each member a receipt when money was turned in to the Chapter?
 Yes No
4. Does the Secretary have an up to date Membership Roster?
 Yes No

Recommendations:

Humbly submitted:

Auditor

Date

Auditor

Date

Note: A copy of this report must be given to the District Deputy Grand Worthy Matron prior to election.