

CONSTITUENT CHAPTER AUDIT FORM

SECTION 144 of the Digest specifies that each Constituent Chapter "shall operate its business upon a fiscal year basis, July 1st to June 30th next succeeding, EXCEPT in the matter of collection of its annual membership dues." SECTION 152-C of the Digest specifies that this audit be Delivered to the Grand Secretary NOT LATER than July 31st for the preceding year, or a penalty of \$10.00 necessarily must be assessed. An additional penalty (fine) of ten dollars (\$10.00) shall be assessed for each successive fifteen (15) days of additional delinquency.

_____, 20____

Chapter, No. _____

Located at _____, Kentucky

Date of Audit _____, 20____

For the fiscal year ending June 30, 20____

ASSETS

LIABILITIES

Cash on hand \$ _____

Accounts Payable \$ _____

Cash in Bank \$ _____

Notes Payable \$ _____

Securities \$ _____

Other Obligations \$ _____

Paraphernalia \$ _____

Dues Unpaid \$ _____

Real Estate \$ _____

Buildings \$ _____

Other Assets \$ _____

Totals \$ _____

\$ _____

OVER

1. Who are checks signed by (name of office only)? _____

2. What does Real Estate consist of? _____

3. What do buildings consist of? _____

4. What do "Other Assets" consist of? _____

5. What do "Other Obligations" consist of? _____

6. Name and address of Bank where safety Deposit box is kept: _____

Safety Box No. _____

We certify that this audit is a true accounting of the financial condition of this Chapter.

AUDIT COMMITTEE

FOR THE CHAPTER

_____, Chairman

_____, Member

High Priest

_____, Member

Secretary

(seal)

TO BE ATTACHED TO YOUR CHAPTER AUDIT

CHAPTER PARAPHERNALIA AUDIT: In listing your Chapter Assets, line four calls for a total money value. Inserting the money value alone means little if you do not know what it stands for. We are asking that you place a money value on the equipment the Chapter owns outright, and then attach this sheet to your current Chapter audit.

		Value this Audit
For Example,	Robes: High Priest	\$100.00
	King	\$ 50.00
	Scribe	\$ 50.00
	Altar	\$100.00
	Bible	<u>\$100.00</u>
		\$400.00

1. Altar \$ _____
 2. Altar Cloth \$ _____
 3. Aprons \$ _____
 4. Ark \$ _____
 5. Aaron's Rod, Book of the Law,
Cubical Stone, Pot of Manna,
Showbread, Squares \$ _____
 6. Bible \$ _____
 7. Robes:
 - a. High Priest \$ _____
 - b. King \$ _____
 - c. Scribe \$ _____
 - d. Captain of Host \$ _____
 - e. Principal Sojourner \$ _____
 - f. Royal Arch Captain \$ _____
 - g. Master of the 3rd Veil \$ _____
 - h. Master of the 2nd Veil \$ _____
 - i. Master of the 1st Veil \$ _____
 - j. Sentinel \$ _____
 8. Seal \$ _____
 9. Swords \$ _____
 10. Trowel \$ _____
- Total \$ _____

Submit forms to:

GRAND CHAPTER OF KENTUCKY, ROYAL ARCH MASONS

400 North 4th Street

DANVILLE, KY 40422