

CONSTITUENT COMMANDERY AUDIT FORM

SECTION 8. (A) Each Constituent Commandery 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. All dues in each Constituent Commandery shall become due and payable on the first day of January of each year for one year in advance.

(b) Each Constituent Commandery shall have the books and records of the Recorder and Treasurer audited annually at the end of the fiscal year, such audit (unless made by a C.P.A) shall be certified by the Finance Committee and certified copy thereof forwarded to the Grand Recorder, a fine of \$10.00 shall be levied and collected by the Grand Recorder and the Grand Commandery may have such audit made at expense of such Constituent Commandery.

_____, 20____

Commandery, 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 Commandery.

AUDIT COMMITTEE

FOR THE COMMANDERY

_____, Chairman

_____, Member

Commander

_____, Member

Recorder

(seal)

TO BE ATTACHED TO YOUR CHAPTER AUDIT

COMMANDERY PARAPHERNALIA AUDIT : In listing your Commandery 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. Therefore we are asking that you place a money value on the equipment the Commandery owns outright, and then attach this sheet to your current Commandery audit.

For Example:

	Value this Audit
Uniforms	\$450.00
Triangle	\$75.00
Livation Set	\$125.00
Ascension Scene	\$500.00
Total	\$1,150.00

Thus the total for paraphernalia on the first page of audit would be \$1,150.00

- | | |
|---|----------|
| 1. A triangle This is a Triangular Table, and should not be less than six feet on each side.
On the table should be 12 taper, Goblets for libations, the Cup, Relics, Bible Pall or cover of the Relics. | \$ _____ |
| 2. Chamber of Reflection- Following are equipment:
Table Chair, Basin, and Towel, Hour Glass, Bible, Taper, Hoodwink, Pen and Ink, and Relics | \$ _____ |
| 3. A sepulchere. | \$ _____ |
| 4. An Ascension Scene | \$ _____ |
| 5. Lectern for the Prelate. | \$ _____ |
| 6. Altar for prelate's apartment
With bible, Square and Compasses, Cushion and Swords | \$ _____ |
| 7. Robe, Stole, Biretta and Cross of Prelate, | \$ _____ |
| 8. Pilgrim's Garb. And Sandals, Staff and Scrip. | \$ _____ |
| 9. White Robe for Pilgrim Penitent | \$ _____ |
| 10. Tents changeable to Huts | \$ _____ |
| 11. Taper for Pilgrim Penitent to carry (never take one from the triangle) | \$ _____ |
| 12. Robes, Ect. For Hermits. | \$ _____ |
| 13. Sword and Buckler for Pilgrim Warrior | \$ _____ |
| 14. Knights Templar Uniforms. | \$ _____ |
| 15. Swords | \$ _____ |
| 16. American Flag | \$ _____ |
| 17. Banners | \$ _____ |
| 18. Red Cross Robes. | \$ _____ |

TOTAL (amount to be put as Paraphernalia on 1st page of audit) \$ _____

Submit forms to:

GRAND COMMANDERY OF KENTUCKY

**James King, PGC
Grand Recorder
400 N 4th Street
Danville, KY 40422**

Or by email at grandrecorderky@yahoo.com