

**CONSTITUENT COUNCIL AUDIT FORM**

**SECTION 46 ( c )** of the Pandect specifies that each Constituent Council "shall operate its business upon a fiscal year basis, July 1<sup>st</sup> through June 30<sup>th</sup> next succeeding.

**SECTION 84** specifies that this Audit be delivered to the Grand Recorder not later than July 31<sup>st</sup> for the preceding year, or a penalty of \$10.00 necessarily must be assessed.

\_\_\_\_\_ ,20\_\_

\_\_\_\_\_ COUNCIL, 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	\$ _____	_____	_____
_____	_____	_____	_____
<u>Totals</u>	\$ _____		\$ _____

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 Council.

**AUDIT COMMITTEE**

\_\_\_\_\_, Chairman

\_\_\_\_\_, Member

\_\_\_\_\_, Member

**FOR THE COUNCIL**

\_\_\_\_\_  
Illustrious Master

\_\_\_\_\_  
Recorder

(SEAL)

## TO BE ATTACHED TO YOUR COUNCIL AUDIT

COUNCIL PARAPHERNALIA AUDIT: In listing your Council 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:	IM	\$100.00	
		D.M.	\$ 50.00	
		P.C.W.	\$ 50.00	
	Altar		\$100.00	
	Bible		<u>\$ 50.00</u>	<u>line four of Audit</u>
			\$350.00	\$350.00

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- |  |           |  |
|--|-----------|--|
| 1. Altar   | \$        |  |
| 2. Altar Cloth   | \$        |  |
| 3. Aprons  | \$        |  |
| 4. Ark   | \$        |  |
| 5. Bible   | \$        |  |
| 6. Robes:  |           |  |
| a. I.M.  | \$        |  |
| b. D.M.  | \$        |  |
| c. C.O.G.  | \$        |  |
| d. Steward   | \$        |  |
| 7. Seal  | \$        |  |
| 8. Swords  | \$        |  |
| 9. Trowel  | \$        |  |
| 10. Miscellaneous  | \$        |  |
| 11. Aaron's Rod, Book of the Law,<br>Cubical Stone, Hinges, Plate of Gold,<br>Pot of Manna, Showbread, Squares | \$        |  |
| <b>Total</b>   | <b>\$</b> |  |

**Submit forms to:**  
**Grand Council of Kentucky, Royal & Select Masters**  
**400 N. 4<sup>th</sup> Street, Danville, KY 40422**