



AUDIT REPORT

For Local Lodge

Date of Audit

FOR PERIOD: Start Date:

End Date:

STEP

- 1** Cancelled checks were traced to the bank statements and disbursements journal.
Note any exceptions:

Have all Disbursements been properly authorized?

- 2** Scanned the disbursements journal and recorded unusual entries.
Note any exceptions:

- 3** Traced employer dues check-offs to the receipts journal and bank statements.
Note any exceptions:

Does the Financial Secretary maintain an up-to-date Membership Ledger?

- 4** Confirmed that receipts from all other sources have been properly recorded and deposited.
Note any exceptions:

*Does Secretary maintain a book or computer program for the recording of Receipts and Disbursements?
Have all Receipts been properly accounted for?*

- 5** Identified all bank accounts, verified their ending balances, and reviewed withdrawals/transfers.
Note any exceptions:

Are all Funds kept on deposit in a federally insured bank or savings institution?

(Name of Bank)

Are all Disbursements made by check against such bank or institution?

If not, explain reason therefor

Does Local Lodge own any other assets, such as bonds, etc.?

Are they kept in a Safety Deposit Vault?

If not, where?

STEP

6

Inventoried fixed assets.

Note any exceptions:

7

A) Confirmed that annual financial reports for the latest completed fiscal year were filed on time.

Note any exceptions:

B) Financial records were properly maintained.

Note any exceptions:

C) Ensured that all officers and employees who handle funds are adequately bonded.

Note any exceptions:

STATEMENT OF CONDITION

Cash Balance (Last Audit Report)

Plus: **Total Receipts**

Less: **Total Disbursements**

Cash Balance (This Audit Report)

Please answer the following questions:

- The Local's disbursements were accurately reflected in the records and made for legitimate purposes.
(If No explain what measures are going to be implemented.)

- The Local's receipts were accurately reflected in the records and deposited to your Local's bank accounts.
(If No explain what measures are going to be implemented.)

- The Local's assets were properly accounted for.
(If No explain what measures are going to be implemented.)

- The Local appears to be complying with all provisions for financial reporting and recordkeeping.
(If No explain what measures are going to be implemented.)

- The Local appears to be using good internal financial controls to safeguard its assets.
(If No explain what measures are going to be implemented.)

- The Local appears to be complying with the financial practices and procedures of the Local and Grand Lodge.
(If No explain what measures are going to be implemented.)

Audit Conducted by:

Signature

Signature

Signature

Trustees