



**Most Ancient Union Grand Court
Heroines of Jericho PHA ~ Florida & St. John, U.S.V.I.
Jurisdiction, Inc.**

Working under the protection of the Most Worshipful Union Grand
Lodge ~ Free and Accepted

Masons PHA Florida & Belize, Central America & St. John U.S.V. I. Jurisdiction, Inc.

Vernell B. Douglas, MAGM

Marcus Brinson, MWGJ

DEPUTY'S SUBORDINATE COURT ELECTION REPORT

Date: _____

Deputy's Name: _____ District No. _____

I visited _____ Court No. _____

Located in the city of _____ on _____

And presided over the election of the following officers:

Most Ancient Matron _____

Address: _____ City: _____ Zip Code _____

Telephone: _____ Email _____

Worthy Joshua: _____

Address: _____

Telephone: _____ Email _____

Senior Matron: _____

Address: _____

Telephone: _____ Email _____

Junior Matron: _____

Address: _____

Telephone: _____ Email _____

Secretary: _____

Address: _____

Telephone: _____ Email _____

(Over Please)

Treasurer: _____

Junior Attendant: _____

Senior Attendant: _____

First Court Director: _____

Second Court Director: _____

Third Court Director: _____

Outer Gate Keeper: _____

Has an audit been completed on the Court's financial records? (Y,N) _____

If no, what is anticipated date for audit? _____

Were books in order and all funds accounted for? (Y,N) _____

If no, explain _____

Installation Date: _____ Amount Paid Deputy for Visit: _____

This is to certify that this is a true record of _____

Court No. _____.

M.A.M. _____ Secretary _____

Joshua _____ Deputy _____

Mail Report to:

Send a copy to: **D. A. G. M.**
Grand Court Secretary

(Rev. April 24 VBD)



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AUDIT REPORT

Date: _____

AUDIT PERIOD

FROM: _____ **THRU:** _____

Name and No. of Court (Account): _____

City: _____

Secretary: _____ **Treasurer:** _____

	Secretary	Treasurer
Balance Brought Forward.....	_____	_____
Receipts/ Income.....	_____	_____
Sub Total.....	_____	_____
Disbursements.....	_____	_____
Balance	_____	_____
.....	_____	_____
.....	_____	_____

Discrepancies, if any:

EXPLANATION:



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DEPUTY MID- YEAR REPORT

December _____(year)

Please report the status of the each court after your second visit for the year. This report is due no later than **December 31st**. Check the appropriate box: letter **S** for **satisfactory** or **U** for **unsatisfactory** followed by any comment or recommendations. Use the Back of form for additional space.

Name of Deputy: _____ District No. _____

Court Name and No.	Most Ancient Matron	No. Members	Date Visited	S	U	Comments

Mail Report to:
Most Ancient Grand Matron
Deputy Grand Ancient Matron

DEPUTY MID- YEAR SUMMARY REPORT

January _____(year)
Cont.

1. Did each Court make a report to the Grand Court? (Y, N) _____
If no, list Court(s) and reasons why not. (Use additional sheet if necessary)

2. Did you make two visits to each court in 20_____ (Y, N) _____
If no, list Court(s) and reason why not. (use additional sheet if necessary)

Mail Report to:

No later than December 31st

Mail Copies: MAGM, DGAM

OTHER FINDINGS:

1. Are all receipts and disbursements recorded and in a ledger (Notebook Binder)?
_____ Yes _____No
2. Does the membership Records reflect all monies paid by members?
_____ Yes _____No
3. Have receipts been properly written by secretary for all monies received?
_____ Yes _____No
4. Does the ledgers reflect all receipts/disbursements, and other monetary transactions?
_____ Yes _____No
5. Does the secretary have receipts for all monies turned over to the treasurer?
_____ Yes _____No
6. Are cancelled checks secured in the checkbook?
_____ Yes _____No
7. Are the deposit slips accurate and available?
_____ Yes _____No

COMMENDATIONS:

RECOMMENDATIONS:

AUDIT COMMITTEE:
