



**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.

## **DEPUTY'S SUBORDINATE COURT ELECTION REPORT**

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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: M. A .G. M\***  
**Grand Court Secretary**

**(Rev. July 2021)**



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**DEPUTY MID- YEAR REPORT**

June \_\_\_\_\_(year)

Please report the status of the each court after your second visit for the year. This report is due no later than **June 15<sup>th</sup>** . 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

June \_\_\_\_\_(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)

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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)

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**Mail Report to:**

**No later than July 15<sup>th</sup>**

**Mail Copies: MAGM, DGAM**



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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:**

**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:**

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_