



**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.**

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:
