



Most Ancient Union

Grand Court

Heroines of Jericho Prince Hall Affiliated Florida & its Jurisdictions, 2014

Formerly Known As

Most Worshipful Union Grand Court, HOJ PHA *Established in January 1882*

Working under the Protection of the Most Worshipful Union Grand Lodge F&AM PHA & its Jurisdictions Hereunto

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:

Rev. June 2014