

AUDIT PROCEDURES

COMMITTEE

The Worshipful Master shall appoint an Audit committee at the stated meeting in May.

The Audit committee shall consist of three members of the Lodge and MUST NOT include the Secretary and Treasurer.

DUTIES

The duties of the Audit Committee shall be to examine the books of the Secretary and Treasurer and all transactions conducted by them.

Those transactions include vouchers, donations, dues, etc.

REPORT

A detailed written report is to be made and approved at the stated meeting in June before the election can take place.

The Audit report should contain the following information:

- List of paid members and members that are dues exempt. You will need to add up the paying members times your dues to get that total .
- A list and total amount of all money received from fundraisers and donations.
- List and total of all monies (cash and checks) received by the Secretary.
- List and total of all monies received and deposits made by the Treasurer.
- You will need all the bank statements from the current Masonic year, June – May.
- As you examine the bank statements make sure you examine the treasure's books to confirm that all deposits on the bank statements match the amount of money received by the Treasurer for deposit.
- List all money paid out and the total.

BEGINNING BALANCE

To begin, add up all your deposits plus money that is already in the bank to get your beginning balance.