

FINANCIAL REVIEW CHECKLIST

Review from _____ to _____

Court _____ # _____ City, State: _____

How many members present: _____

1. Statements oldest on top- Have these been reconciled monthly? ___Yes ___ No
 - a. Are Bank fees recorded? ___Yes ___ No
 - b. Is Account titled to the Court? ___Yes ___ No
 - c. Does Treasurers Report show the current balances? ___Yes ___ No
 - d. Is there a list of 'outstanding checks' available and presented with the report? ___Yes ___ No
 - e. Are all checks listed/accounted for numerically? ___Yes ___ No
2. Financial Sec. receipts - compare these to the deposits of the statements
 - a. Do these match 'exactly'? ___Yes ___ No
3. Look at Rec. Sec. Minutes.
 - a. Bills to pay – motions made? ___Yes ___ No
 - b. Checks written for those bills? ___Yes ___ No___ (Check the check register for these)

**Fill out Financial Review form; mail original to the National Office – 10 West 71st Street, New York, NY 10023
Copies to State Sec., State Regent, and District Deputy**

1. Total amount paid out by check for Religious, Charitable, and Educational purposes. Include amounts paid to National Office and State Court for these purposes. \$ _____
Add all payments made to National
Dues, insurance, assessments \$ _____
Supplies, jewelry, gifts, misc. \$ _____
2. Add all the donations made to State
Dues and assessments \$ _____
State projects \$ _____
3. Add all the donations made Locally
4. Enter all the account balances

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- \* Were the Book Officers present? \_\_\_Yes \_\_\_ No
- \* Are the entries in the Treasurer’s Book itemized? \_\_\_ Yes\_\_\_ No
- \* Are the Secretary’s minutes kept in a bound book? \_\_\_ Yes\_\_\_ No
- \* When was the last time the Court books were audited? \_\_\_\_\_

We, the undersigned, find the Court Books to be in proper order and the court solvent.

Fin Review Chrm./DD/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Review Committee Members

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_

**KEEP this worksheet with your copy of the Financial review form for future reference.**