

Chapter Audit Report

Chapter Name _____
 Federal ID #: _____

Chapter No. _____
 Audit Month/Year _____

Financial Assets

Bank Statement Reconciliation. See last month's bank statement(s).

Checking	\$ Amount	\$ Total
Balance Beginning of Month		_____
Add Deposits / Interest	_____	
Subtract Expenditures	_____	
Stmt Balance End of Month		_____
Add Deposits in Transit	_____	
Subtract Outstanding Checks	_____	
CheckBook/QBs Balance		_____
Outstanding NSF Checks	_____	

Savings

Balance Beginning of Month		
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
Balance End of Month		_____

CD

Balance Beginning of Month		
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
Balance End of Month		_____

Other / Bingo

Balance Beginning of Month		
Add Deposits / Interest	_____	
Subtract Expenditures	_____	
Balance End of Month		_____

Liabilities (outstanding bills to be paid)

Moose Int'l (see Statement of Accounts) _____

Moose Charities (Endowment Fund) _____

Recorder (Compensation) _____

Payroll Tax _____

Other (e.g., recurring bills, etc) _____

Donations (made during the month)

 Endowment _____

 Moosehaven Cent Project _____

 Moose Charities (Safe Surfin, Spec Olympics, Etc) _____

 Lodge _____

 Community Service _____

 Scholarship & Maintenance Fund _____

Monthly Cmte Proj: _____

Monthly Cmte Proj: _____

Monthly Cmte Proj: _____

Membership Updates Total

Membership last month's ending number: _____

Enrolled _____

Reenrolled _____

Reinstatement _____

Transfer In _____

Dues Paid (Expired) _____

Total Additions: _____

Expired _____

Deceased _____

Transfer Out _____

Resigned _____

Total Deductions: _____

Total Active Membership: _____

Communications Yes / No / #

chapter####@mooseunits.org < 100 Mb? _____

Chapter activities / meetings posted? _____

of Board of Officers' meetings held (min of 1) _____

of Chapter meetings held (min of 2) _____

monthly reports to be created / transmitted _____

Reports Date / NA

IRS 990/990EZ/990N filed (May-Sept audits) _____

IRS 940/941/944 filed (Jan, Apr, Jul, Oct audits) _____

IRS W2s mailed to recipients (Jan audit only) _____

Date Form 166 submitted _____

Date Form 114 submitted _____

Date Monthly Forms read on Chapter Floor _____

Audit Committee & Officer Signatures:

_____ (Audit Chairman)

_____ (Audit Committee)

_____ (Audit Committee)

_____ (Senior Regent)

***At least three (3) or more signatures are required** (Recorder)

Email this report to: _____
wotmmail@mooseintl.org Date Prepared
 or Fax to: _____
(630) 966-2211 Date Submitted to WOTM