

# Chapter Audit Report

**Chapter Name** \_\_\_\_\_

**Chapter No.** \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Audit Month/Year \_\_\_\_\_

**Financial Assets**

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

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

Savings		
<b>Balance Beginning of Month</b>		_____
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
<b>Balance End of Month</b>		_____

CD		
<b>Balance Beginning of Month</b>		_____
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
<b>Balance End of Month</b>		_____

Other / Bingo		
<b>Balance Beginning of Month</b>		_____
Add Deposits / Interest	_____	
Subtract Expenditures	_____	
<b>Balance End of Month</b>		_____

<b>Liabilities (outstanding bills to be paid)</b>	
Moose Int'l (see Statement of Accounts)	_____
Moose Charities (Endowment Fund)	_____
Recorder (Compensation)	_____
Payroll Tax	_____
Other (e.g., recurring bills, etc)	_____

<b>Donations (made during the month)</b>	
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)	_____	
<b>Total Additions:</b>		_____
Expired	_____	
Deceased	_____	
Transfer Out	_____	
Resigned	_____	
<b>Total Deductions:</b>		_____
<b>Total Active Membership:</b>		_____

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	_____

<b>Audit Committee &amp; Officer Signatures:</b>	
	(Audit Chairman)
	(Audit Committee)
	(Audit Committee)
	(Senior Regent)

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

Email this report to: \_\_\_\_\_ Date Prepared

**wotmmail@mooseintl.org**

or Fax to: \_\_\_\_\_ Date Submitted

**(630) 966-2211** to WOTM