

# 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	\$ Amount	\$ Total
<b>Balance Beginning of Month</b>		_____
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
<b>Balance End of Month</b>		_____

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

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

## 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)	_____	
<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	_____

### 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**  
 or Fax to: \_\_\_\_\_  
**(630) 966-2211**

Date Prepared \_\_\_\_\_  
 Date Submitted to WOTM \_\_\_\_\_