

Chapter Audit Report

Chapter Name _____

Chapter No. _____

Federal ID #: _____

Audit Month/Year _____

<p>Financial Assets Bank Statement Reconciliation. See last quarter's bank statement(s).</p> <p>Checking \$ Amount \$ Total</p> <p>Balance Beginning of Quarter _____</p> <p style="padding-left: 20px;">Add Deposits / Interest _____</p> <p style="padding-left: 20px;">Subtract Expenditures _____</p> <p>Stmt Balance End of Quarter _____</p> <p style="padding-left: 20px;">Add Deposits in Transit _____</p> <p style="padding-left: 20px;">Subtract Outstanding Checks _____</p> <p>CheckBook/QBs Balance A _____</p> <p style="padding-left: 20px;">Outstanding NSF Checks _____</p> <p>Savings</p> <p>Balance Beginning of Quarter _____</p> <p style="padding-left: 20px;">Add Deposits / Interest _____</p> <p style="padding-left: 20px;">Subtract Withdrawals _____</p> <p>Balance End of Quarter B _____</p> <p>CD</p> <p>Balance Beginning of Quarter _____</p> <p style="padding-left: 20px;">Add Deposits / Interest _____</p> <p style="padding-left: 20px;">Subtract Withdrawals _____</p> <p>Balance End of Quarter C _____</p> <p>Other / Bingo</p> <p>Balance Beginning of Quarter _____</p> <p style="padding-left: 20px;">Add Deposits / Interest _____</p> <p style="padding-left: 20px;">Subtract Expenditures _____</p> <p>Balance End of Quarter D _____</p> <p>Total Assets A+B+C+D _____</p>	<p style="text-align: center;">Membership Updates Total</p> <p><u>Membership Totals from LCL Web</u></p> <p>Starting membership May 1st _____</p> <p>Starting membership this qtr _____</p> <p style="padding-left: 40px;">Enrolled this qtr _____</p> <p style="padding-left: 40px;">Active _____</p> <p style="padding-left: 40px;">Expired _____</p> <p style="padding-left: 40px;">Dropped _____</p> <p>Ending membership this qtr _____</p> <hr/> <p>Communications Yes / No / #</p> <p>chapter#####@mooseunits.org < 100 Mb? _____</p> <p>Chapter activities / meetings posted? _____</p> <p># of Board of Officers' meetings held (min of 3) _____</p> <p># of Chapter meetings held (min of 3) _____</p> <hr/> <p>Reports Yes/No</p> <p>Were Forms 166 submitted? _____</p> <p>Were Forms 114 submitted? _____</p> <p>Were Monthly Forms read on Chapter Floor? _____</p> <p>Were IRS Form 990/990EZ/990N filed? _____</p> <p>Were IRS Forms 940/941/944 filed? _____</p> <hr/> <p>Financial Review Cmte & Officer Signatures:</p> <p style="text-align: right;">_____ (Financial Review Chairman)</p> <p style="text-align: right;">_____ (Financial Review Committee)</p> <p style="text-align: right;">_____ (Financial Review Committee)</p> <p style="text-align: right;">_____ (Senior Regent)</p> <p style="text-align: right;">_____ (Treasurer)</p> <p style="text-align: center;">Three (3) or more signatures required</p> <p>Email this report to: _____ Date Prepared _____</p> <p>wotmmail@mooseintl.org</p> <p>or Fax to: (630) 966-2211 Date Submitted _____</p> <p>on or before the 15th day of to WOTM</p> <p>August, November, February and May</p>
<p>Liabilities (outstanding bills to be paid)</p> <p>Moose Int'l (see Statement of Accounts) _____</p> <p>Moose Charities (Endowment Fund) _____</p> <p>Treasurer (Compensation) _____</p> <p>Payroll Tax _____</p> <p>Other (e.g., recurring bills, etc) _____</p>	
<p>Donations (made during the quarter)</p> <p>Endowment _____</p> <p>Special project Form 114 _____</p> <p>Scholarship & Maintenance Fund _____</p> <p>Mooseheart Activity Center _____</p> <p>Moose Charities _____</p> <p>Lodge _____</p> <p>Community Service _____</p>	