

Monthly 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
Balance Beginning of Month		_____
Add Deposits / Interest	_____	
Subtract Expenditures	_____	
Stmt Balance End of Month		_____
Add Deposits in Transit	_____	
Subtract Outstanding Checks	_____	
CheckBook/QBs Balance	A	_____
Outstanding NSF Checks	_____	
Bank Charges	_____	

Savings

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

CD

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

Other / Bingo

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

Total Assets A+B+C+D _____

Liabilities (outstanding bills to be paid)

Moose Int'l (see Statement of Accounts)	\$ _____
Moose Charities (Endowment Fund)	\$ _____
Treasurer (Compensation)	\$ _____
Payroll Tax	\$ _____
Other (e.g., recurring bills, etc)	\$ _____

Donations (made during the Month)

Endowment	\$ _____
Form 114 Special Project	\$ _____
Scholarship & Maintenance Fund	\$ _____
WOTM Headquarters Project	\$ _____
Moose Charities other	\$ _____
Lodge	\$ _____
Community Service	\$ _____

Membership

Starting membership May 1st _____
 Enrolled this month _____
 Membership Totals from LCL Web:
 Active _____
 Expired _____
 Dropped _____

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 1)	_____
# monthly reports to be submitted	_____

Reports

Date / NA

Date Form 166 submitted	_____
Date Form 114 submitted	_____
Date Monthly Forms read on Chapter Floor	_____
IRS 990/990EZ/990N filed (On or before Sept. 15)	_____
IRS 940/941/944 filed	_____

Audit Committee & Officer Signatures:

	(Audit Chairman)
	(Audit Committee)
	(Audit Committee)
	(Senior Regent)
	(Treasurer)

Three (3) or more signatures required

_____ Date Prepared

Keep in Chapter Files
 Do not remit to WOTM Headquarters