

Lodge Name:

Lodge#:

Date:

Y/N

**A. Financial Accounts and documents maintained properly:**

- Review blank checks and/or checkbook stubs. No signed blank checks.
- Review mo. bank reconciliation. Do checks & bank statements match?
- Are there two authorized signatures on each check?
- Verify that the checks and bills match.
- Review canceled checks & stubs that no checks are to cash.
- Cash Receipts are issued for all transactions.
- Incidental Expenses are current. (Petty Cash)
- Verify deposits made weekly. Recorded properly and verified w/Treasurers initials
- \*  Ensure NSF Check procedure is in place and enforced.
- \*  Newsletter permit on file?
- \*  Membership applications filled out correctly?
- \*  Review Financial Reports prepared by the Administrative Officer.
- \*  Review all investment documents, Securities, and notes rec, if any.
- \*  All General and Officer meetings were held this month?
- \*  All minutes were signed by the Administrator and President
- \*  Proper records & files maintained?

Petty Cash	
Cash on-hand	
banks out +	
Payout Receipts +	
Wkly Sales -	
Total Petty Cash	0

Editor's Name

**B. Quick Books**

- QuickBooks is balanced monthly and accurately maintained?
- \*  Review of expenses for proper account classification.
- \*  Review of proper dispensation for required purchases.
- \*  Review open accounts payable in Quick Books.
- \*  Is there a chart of accounts updated monthly?
- Any money taken from Savings, CDs, investments?

Profit/Loss Summary Report	
Total Income	
Total Expenses	
Net Profit/Loss	

**Balance Sheet Summary Report**

Total Assets	
Total Liabilities	
Net Equity	

**Membership Status**

Active	
Expired	
Dropped	

**Application Status Report**

Accepted	
Rejected	
In Transmit	
Added	

**C. LCL**

- Ensure all applicants are entered and transmitted.
- \*  Membership changes are current.
- \*  Ensure deceased members have been reported.
- \*  Review of all life memberships.
- \*  New officers updated. (as needed)

**D. Payment of bills and debts**

- MI Statement of Account current?
- MI Loan Current?
- Endowment remitted?
- Association Dues/Per Capita paid?
- Utilities paid?

Date	Check#	Total Amount

**E. Tax reports and payments:**

- \*  Are 1099's used for contract work?
- \*  941 Employee Fed Tax form for prev Qtr on file?
- \*  Quarterly taxes remitted timely (SS, withholding, real estate, sales or other taxes).

**F. License/Permits:**

- \*  MI Social Quarters permit displayed?
- \*  Social Quarters rules displayed?
- \*  Liquor License current and displayed?
- \*  Sales Tax permit current?
- \*  Bingo Permit current?
- \*  Servers TIPS/ABC training current & on file?

Where:

Exp date:

Exp date:

Exp date:

How many?

**G. Social Quarters**

* Preferred Member Chart current?	Sponsored	<input type="text"/>	Quota:	<input type="text"/>
* Campaign Poster posted? (International, State, Lodge, etc)				
* Is monthly financial report to Lodge on file?		Date:	<input type="text"/>	
* Is monthly inventory of merchandise on file?		Date:	<input type="text"/>	
* Is merchandise properly priced?				
* Are weekly envelopes used?				
* Guest Book properly used?				

**Additional Financial Review Committee Responsibilities**

* Verify physical inventory of all lodge assets. (yearly)
* A budget is prepared by the administrator and reviewed by the board. (yearly)
* Proper check signature cards on file with the bank for both checking and savings accounts. (as needed)

**Risk Pool, Officers Bond Premium, and other insurance paid. (yearly)**

	Ins Comp Name	Date Expires	Paid
* Fidelity Bond current?	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Property Insurance current?	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Workmans Comp current?	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 990 for previous year on file?	Year:	<input type="text"/>	Date Filed	<input type="text"/>
* Incorporation form on file?	ID#:	<input type="text"/>	Renewal Date	<input type="text"/>
* 940 for previous year on file?	Date Paid	<input type="text"/>	Check #	<input type="text"/>
* <b>Verify tax reports filed properly (940,941,944,1096,1099, W-2, I-9, W-4). (yearly)</b>				

All non-compliant issues should be explained below & brought to the BOO's Attention:

Social Quarters Profit & Loss suggestions.

Submitted by:

	Printed Name	Signature
Financial Review Committee Chairman	<input type="text"/>	<input type="text"/>
Financial Review Committee Member	<input type="text"/>	<input type="text"/>
Chaplain	<input type="text"/>	<input type="text"/>

\* Items shall be performed monthly

This report shall be printed, signed by all three members, and filed with a copy of the Financial Reports.

Reveiw will be verified during official visits.

An Electronic copy of this file shall be sent to the Territory Manager with signature.