

Moose Lodge

Financial Review FOR MONTH:

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

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

B. Quick Books

- QuickBooks is balanced monthly and accurately maintained?
- Any money taken from Savings, CDs, investments?

C. LCL

- Is the financial report sent to MI by the 10th? (With 3 day grace period.)
- Ensure all applicants are entered and transmitted.

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

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

House Committee Profit & Loss suggestions.

Submitted by:

Financial Review Committee Chairman
 Financial Review Committee Member
 Prelate

Printed Name	Signature

This report should be printed, signed by all three members, and filed with a copy of the Financial Reports.
 Audits will be verified during official visits.
 An Electronic copy of this file should be sent to the Territory Manager and does not require signatures.