

CHAPTER MINIMUM AUDIT FORM

To the M:E: High Priest, E: King, E: Scribe, and members of

_____ Chapter No. _____ R.A.M.

We, your Auditing Committee, in accordance with the provisions of Articles C-055 & C-105 of the Constitution and Laws of the Grand Royal Arch Chapter of Texas, having audited the books and records of the Treasurer and Secretary, submit our report.

_____ Chapter No. _____ located at _____,

Texas , District No. _____.

Statement of Receipts and Disbursements for the Year Ended June 23, 20____

Cash on Hand and in Bank, June 23, 20 ____ \$ _____

Receipts:

Dues	\$	_____	
Fees	\$	_____	
Rent	\$	_____	
Other	\$	_____	
_____	\$	_____	
Total Receipts			\$ _____
Total Beginning Cash and Receipts			\$ _____

Disbursements:

Printing and Office Expense	\$	_____	
Newspaper Notices	\$	_____	
Charity and Flowers	\$	_____	
Aprons, etc	\$	_____	
Salaries	\$	_____	
S.S. and other Taxes	\$	_____	
Refreshments	\$	_____	
Utility bills	\$	_____	
Insurance	\$	_____	
Note Principal	\$	_____	
Interest	\$	_____	
Rent	\$	_____	
Maintenance and Repairs	\$	_____	
Grand Chapter Annual Returns	\$	_____	
_____	\$	_____	
_____	\$	_____	
Total Disbursements			\$ _____
Cash on Hand and in Bank June 23, 20 ____			\$ _____

Statement of Net Worth June 23, 20 ____

Assets:

Cash on Hand and in Bank	\$ _____	
Land	\$ _____	
Building	\$ _____	
Furniture and Fixtures	\$ _____	
Other:		
_____	\$ _____	
_____	\$ _____	
Total Assets		\$ _____

Liabilities:

Accounts Payable	\$ _____	
Notes Payable	\$ _____	
Taxes Payable	\$ _____	
Other:		
Secretary's Remuneration	\$ _____	
_____	\$ _____	
Total Liabilities		\$ _____
Net Worth		\$ _____
Total Liabilities and Net Worth		\$ _____

Chairman

_____, 20 ____

PLEASE NOTE:

THIS FORM IS TO BE SUBMITTED TO THE GRAND SECRETARY'S OFFICE UPON COMPLETION
NO LATER THAN SEPTEMBER 15TH.

Mail to: P.O. Box 296, Waco, TX 76703-0296