

## Report of Annual Audit

To the Master, Wardens, and Members of  
\_\_\_\_\_ Lodge No. \_\_\_\_\_ AF & AM

We, the undersigned committee authorized to audit the books of account of the Treasurer and the Secretary of this lodge for the year ending December 31, 20\_\_\_, respectfully report as follows:

### SECRETARY

#### Receipts:

The Secretary has received the following amounts:

From fees	\$ _____
From dues	\$ _____
From interest	\$ _____
From other sources (please list) (Note 2)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total receipts from all sources	\$ _____
He has delivered to the Treasurer and hold his receipts for	\$ _____
He has in hand	\$ _____

### TREASURER

Balance on hand from last report	\$ _____
Received from Secretary	\$ _____
Total to be accounted	\$ _____

#### Disbursements:

Grand Lodge returns for previous year	\$ _____
Printing, Postage, and stationery	\$ _____
Supplies (office, books, aprons, etc)	\$ _____
Telephone	\$ _____
Postage and shipping	\$ _____
Rent	\$ _____

Utilities	\$ _____	
Travel Expenses	\$ _____	
Miscellaneous expenditures	\$ _____	
Total disbursements		\$ _____
Balance on hand		\$ _____

This balance is deposited in the \_\_\_\_\_ Bank, \_\_\_\_\_, NC

1. We report further that we have personally examined the following and we find:
- A. The canceled checks of the Treasurer \_\_\_\_\_.
  - B. The cash book of the Treasurer \_\_\_\_\_.
  - C. The cash book of the Secretary \_\_\_\_\_.
  - D. The statement of the bank or depository \_\_\_\_\_.
  - E. The securities of the lodge \_\_\_\_\_, and we have checked them with the books and records \_\_\_\_\_.
  - F. We have verified the cash balance with as shown above, with the \_\_\_\_\_.

Fraternally submitted,

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Audit Committee

Notes:

- 1. This form may be altered to meet the need of a particular case, also to report the audit or examination of trustees or other lodge accounts.
- 2. The items under *Receipts* and *Disbursements* may be given in greater detail