

District Auditor Review

Report Year: 2024/2025

Lodge:

District:

Date of Audit:

mm/dd/yyyy

Audit Committee Review:

1. Did the Audit Committee perform its financial reviews in July, October, and January and file a written report with the Lodge as required by Sect. 13.040-i of the Statutes?

Yes No N/A

2. Does the Audit Committee review the Financial Reporting System (FRS) reports on a monthly basis?

Yes No N/A

General Review:

3. Did the Lodge take appropriate action on the suggestions or recommendations made by the Area Member of the Grand Lodge Auditing & Accounting Committee?

Yes No N/A

4. Does the Lodge use, and is the accounting system set up with, the "Grand Lodge Chart of Accounts"?

Yes No N/A

5. Were all entities of the Lodge, club, dining room, health room, swimming pool, golf course, bingo, etc. included in the Combined Balance Sheet?

Yes No N/A

6. Are budgets prepared for each entity (Lodge, club, dining room, health room, swimming pool, golf course, bingo, etc.)?

Yes No N/A

7. Did all separate corporations have budgets prepared with supporting Balance Sheets and P&Ls?

Yes No N/A

8. Was the financial data for the separate corporation submitted to the Financial Reporting System?

Yes No N/A

9. What bookkeeping system does the lodge use?

- QuickBooks
- Sage/Peachtree
- Other

10. Are postings performed currently and cash receipts records current?

- Yes No N/A

11. Are regular monthly financial reports or statements reported to the membership?

- Yes No N/A

12. Do monthly financial statements include a budget comparison?

- Yes No N/A

If not, explain what action is taken to compare actual revenue and expenses to budgeted amounts:

13. Are expenditures, which are not in the budget, cleared through the Board of Trustees before being presented to the membership? (Sec. 12.070)

- Yes No N/A

14. Does the Exalted Ruler know that all expenditures not covered by the budget have to be presented to the Board of Trustees first, and then to the membership?

- Yes No N/A

15. Is there evidence that decisions are made to adjust operations in order to prevent year-end losses?

- Yes No N/A

16. Are 941 & 940 and state payroll reports and payments current?

- Yes No N/A

17. Are all Business/Occupation and Sales Tax Reports and payments current?

- Yes No N/A

18. Are all property tax reports and payments current (where applicable)?

- Yes No N/A

19. Do W2's balance with 941 reports?

- Yes No N/A

20. Are all 1099's reporting current?

- Yes No N/A

21. Review signed agreement for Form 990 preparer for the current fiscal year. Does agreement include due date prior to August 1st?

- Yes No N/A

22. Have tax forms 990 and 990-T been filed and are they current?

Yes No N/A

23. Are bank reconciliations and investment reconciliations performed monthly and current?

Yes No N/A

24. Are balances in each account kept to a reasonable maximum amount?

Yes No N/A

25. Are proper payroll taxes being paid on all employees?

Yes No N/A

26. Are tip records maintained?

Yes No N/A

Trustee and Club Management:

27. Do the Trustees have a current inventory of fixed assets?

Yes No N/A

28. If the Lodge has investment funds (stocks, bonds, CD's), does it appear that it is well-managed by the Trustees with no recent significant losses?

Yes No N/A

29. Is the interest from investment accounts posted to the books of record on a current/quarterly basis?

Yes No N/A

30. In reviewing the records of cash overages/shortages (club, dining room, etc.), does the Lodge have an adequate policy for handling cash shortages?

Yes No N/A

31. Is a voucher system used as authorization to pay bills for the Lodge and the club?

Yes No N/A

32. Are vouchers signed by the Exalted Ruler and Secretary as required by Sec. 12.060 of the Statutes?

Yes No N/A

33. After ER and SECY approve Vouchers, are all bills then presented to the Board of Directors or Lodge Trustees for review and approval? (NOTE: ALL bills are to be vouchered, including recurring expenses such as utilities, Mortgage, etc.)

Yes No N/A

34. Are all bills read at the Lodge meetings and approved by the membership?

Yes No N/A

35. Does the Chairman of the Club Management body review all club-related bills before they go to the Lodge Secretary?

Yes No N/A

36. Are inventories taken by individuals other than the bartenders, steward or chef?

Yes No N/A

37a. Are register tapes checked daily against cash turned in, by other than the cashier or bartender?

Yes No N/A

37b. Are tapes/receipts turned over to the Lodge accountant?

Yes No N/A

38. Does the Club Management body recap all club-related revenues and disbursements monthly?

Yes No N/A

39. When was the last date insurance was reviewed?

mm/dd/yyyy

40. The insurance review was made by the Board of Trustees or Board of Directors and was found to be:

Adequate
 Inadequate

41. Has the Lodge obtained a free appraisal from Grand Lodge Insurance Department?

Yes No N/A

42. Does the Lodge carry any other voluntary insurance programs?

Yes No N/A

a. Directors and Officers/Employment Practices:

Yes No N/A

b. Workers Compensation/Volunteer Coverage:

Yes No N/A

c. Automobile insurance:

Yes No N/A

d. Other Insurance:

Yes No N/A

Other Insurance Type:

Secretary Review:

43. Are all funds submitted directly to the Secretary? (This includes funds from all Lodge Committees, House Operations, Refunds, Bank Transfers, etc.)

Yes No N/A

44. Are all funds entered into the cash receipts book?

Yes No N/A

If not, explain below:

45. Does the Secretary issue a receipt for all funds submitted to him/her?

Yes No N/A

46. Does the Secretary submit funds to the Treasurer on a timely basis?

Yes No N/A

47. Does the Secretary, when submitting funds, designate the accounts affected?

Yes No N/A

48. Does the Secretary properly report, in detail, "Receipts of the Session" at the Lodge meetings - using the Cash Receipts Book as the basis for the data?

Yes No N/A

49. When the Secretary receives any cash, does he make the proper entries in his cash book, designating what/where the cash is from?

Yes No N/A

50. Does the Secretary receive all Committee reports with funds and bills attached, in a timely manner? (This includes Lodge Committees, House Committee).

Yes No N/A

51a. Is a gross income and expense report for each fund-raising or special event provided by the Committee Chairperson?

Yes No N/A

51b. Is it reported within two weeks after each event?

Yes No N/A

52. Do the various committees understand that they are not to make any cash payments (will be done through the Voucher System)?

Yes No N/A

53. Are these reports reconciled by the Secretary or Treasurer?

Yes No N/A

54. Are the reports retained by the Secretary for use in conducting the annual audit, and available for next year's committee?

Yes No N/A

Review and verify all employee personnel records for:

55a. Are I-9 Forms complete with Driver License, Social Security Card and Resident Alien card if necessary?

Yes No N/A

55b. Verify that all employees have signed the Harassment Policy?

Yes No N/A

55c. Confidentially Agreement reviewed? (Exhibit T)

Yes No N/A

55d. At Will Employment Agreement (where applicable)?

Yes No N/A

56. Have the Lodge Officers and House Committee members signed the Harassment Policy?

Yes No N/A

57. Does the Lodge retain employment tax records for four (4) years and income tax returns and records for three (3) years?

Yes No N/A

58. Does the Secretary maintain security of all records (G.L.S. Sec. 16.110)?

Yes No N/A

59. Review and verify that Restricted Fund Records are complete and funds are being disbursed to the appropriate recipients.

Yes No N/A

60. Is the dues data posted properly, and on a current basis, to the individual Membership Records? (Whether manual or computerized system)

Yes No N/A

61. Is the dues information posted correctly to the Secretary's Cash Receipts Book?

Yes No N/A

62. Does the House Committee submit proper records to the Secretary relating to bar operations (Register tapes, proper allocation of all register readings, etc.)?

Yes No N/A

Treasurer Review:

63. Does the Lodge Treasurer serve as Treasurer of all Committees regardless of what committee is involved?

Yes No N/A

64. Does the Lodge treasurer sign all checks for all accounts as required by Sec. 12.060 of the Statutes?

Yes No N/A

65. Does the Treasurer issue a receipt to the Secretary for all cash receipts received?

Yes No N/A

66. Does the Treasurer maintain the books of record; Cash Receipts - Disbursement Journal and General Ledger?

Yes No N/A

67. Are the receipts, and disbursements for the year, along with the budget comparison presented to the Trustees (or budget committee), in Chart of Accounts order, for the budget preparation?

Yes No N/A

68. Reserved for future use.

69. Have the cash receipts and cash disbursements been posted in a current manner, and to the proper accounts?

Yes No N/A

70. Are separate controls set up for Unrelated Income activities and Restricted Accounts?

Yes No N/A

71. Do revenues from the following entries compare with source document and code number of the Chart of Accounts and are they posted properly?

a. Receipts from each fund-raising event, special or catered affair?

Yes No N/A

b. Rental of Real Estate or facilities?

Yes No N/A

c. Daily Bar & Lounge receipts?

Yes No N/A

d. Daily Dining Room receipts?

Yes No N/A

e. Receipts from Bingo

Yes No N/A

f. Receipts from Entertainment Machines?

Yes No N/A

g. Others business activities (i.e., Swimming Pool, Golf, Snack Bar, etc.)

Yes No N/A

72. Do the deposits reconcile with both the Secretary and Treasurer's receipts?

Yes No N/A

73. Was the Cash Receipts Journal correctly totaled and balanced?

Yes No N/A

74. Were entries from the cash journals correctly posted to the General Ledger?

Yes No N/A

75. Trace revenues entry to the General Ledger, to the entry in the Cash Journal, and to the bank deposit slip; was each entry correct?

Yes No N/A

76. Do check amounts agree with invoices?

Yes No N/A

77. Were the latest monthly Cash Disbursement Journals properly posted to the General Ledger?

Yes No N/A

78. Were the statements from each bank, or Depository, reconciled monthly?

Yes No N/A

79. Were all tax payments, payroll, sales, etc., paid when due? (Note section on taxes)

Yes No N/A

80. Are the Lodge records maintained utilizing the Uniform Chart of Accounts as required by Section 13.040?

Yes No N/A

81. Does the Lodge maintain a Credit Card account for Lodge purchases? (Note: this is a violation of Grand Lodge Statutes and must be discontinued by the Lodge if answered yes.)

Yes No N/A

82. Does the Lodge maintain a Debit Card for Lodge Purchases?

Yes No N/A

82a. Is the card in possession of the Treasurer?

Yes No N/A

82b. Is the card linked to a separate account with a limited balance?

Yes No N/A

Comments:

Comments or observations: