

## 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	\$	_____	
_____	\$	_____	
<b>Total Receipts</b>			<b>\$ _____</b>
<b>Total Beginning Cash and Receipts</b>			<b>\$ _____</b>

**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	\$	_____	
_____	\$	_____	
_____	\$	_____	
<b>Total Disbursements</b>			<b>\$ _____</b>
<b>Cash on Hand and in Bank June 23, 20 ____</b>			<b>\$ _____</b>

**Statement of Net Worth    June 23, 20 \_\_\_\_**

Assets:

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

Liabilities:

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

\_\_\_\_\_  
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