

INSTRUCTIONS FOR AUDITING COMMITTEE

All money for a Chapter, for whatever purpose, is to be received by the Secretary. The Secretary records the amount and purpose and then gives the money to the Treasurer. The Treasurer gives the Secretary a receipt for the amount the Treasurer receives. Orders are drawn by the Treasurer upon receiving a warrant signed by the Worthy Matron and Secretary. All expenditures must be approved by a vote of the Chapter except those expenditures which the Chapter Bylaws may allow to be paid without such approval and those dues and fees which the Chapter must pay in accordance with the Grand Chapter Bylaws. (This includes the per capita dues and fees for initiation that are mailed with the annual reports.)

Secretary's Book:

- ❑ Amount shown received and paid to Treasurer agrees with receipts held by Secretary?
- ❑ Total amounts shown received for dues, fees and other sources agree with total amount received?
- ❑ Each entry under "Orders Drawn" agrees with warrant held by Treasurer?

Treasurer's Cashbook:

- ❑ Money shown received agrees with amount paid over in Secretary's Cashbook and with total receipts held by Secretary?
- ❑ Amount received agrees with amount deposited shown on bank statements?
- ❑ Checks listed in Cashbook and on bank statements agree with warrants recorded in Secretary's Cashbook and warrants held by Treasurer?

Secretary's Ledger:

- ❑ Dues received on members ledger sheets check with dues shown received in Secretary's Cashbook?
- ❑ Total dues shown received on all ledger sheets agrees with dues shown received in Secretary's Cashbook?

In both cashbooks the Audit Committee will write "Audited and found correct", put the date of the Audit and affix their signatures.

The Auditing Committee's report to the Chapter shall give the balance on hand January 1st of the year being audited, the total of receipts, total of disbursements and amount on hand as of December 31st of that year. If there are separate funds, such as a Memorial Fund, Building Fund, etc., a like report should be given on each fund. If the Chapter has investments such as savings accounts, certificates of deposit, etc., the report should state the value of each as of Jan 1st, amount of interest earned, amount withdrawn and the value at the close of the year. A copy of this report is then dated, signed by all members of the Audit Committee and permanently fastened in the Chapter Record Book.