

Moose Lodge

Semi Annual Financial Review FOR MONTH:

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Lodge Name:

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Lodge#:

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Date:

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Y/N

A. Financial Accounts and documents maintained properly:

- Review blank checks and/or checkbook stubs. No signed blank checks.
- Review mo. bank reconciliation. Do checks & bank statements match?
- Are there two authorized signatures on each check?
- Verify that the checks and bills match.
- Review canceled checks & stubs that no checks are to cash.
- Cash Receipts are issued for all transactions.
- Incidental Expenses are current. (Petty Cash)
- Verify deposits made weekly. Recorded properly and verified w/Treasurers initials
- * Ensure NSF Check procedure is in place and enforced.
- * Newsletter permit on file?
- * Membership applications filled out correctly?
- * Review Financial Reports prepared by the Administrative Officer.
- * Review all investment documents, Securities, and notes rec, if any.
- * All LOOM, BOO, HC, & Joint meetings were held this month?
- * All minutes were signed by the Administrator and Governor
- * Proper records & files maintained?

Petty Cash	
Cash on-hand	
banks out +	
Payout Receipts +	
Wkly Sales -	
Total Petty Cash	0

Editor's Name

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B. Quick Books

- QuickBooks is balanced monthly and accurately maintained?
- * Review of expenses for proper account classification.
- * Review of proper dispensation for required purchases.
- * Review open accounts payable in Quick Books.
- * Is there a chart of accounts updated monthly?
- Any money taken from Savings, CDs, investments?

Profit/Loss Summary Report	
Total Income	
Total Expenses	
Net Profit/Loss	

Balance Sheet Summary Report	
Total Assets	
Total Liabilities	
Net Equity	

Membership Status	
Active	
Expired	
Dropped	

Application Status Report	
Accepted	
Rejected	
In Transmit	

C. LCL

- Is the financial report sent to MI by the 10th?
- Ensure all applicants are entered and transmitted.
- * Membership changes are current.
- * Ensure deceased members have been reported.
- * Review of all life memberships.

D. Payment of bills and debts

- MI Statement of Account current?
- MI Loan Current?
- Endowment remitted?
- Association Dues/Per Capita paid?
- Utilities paid?

Date	Check#	Total Amount

E. Tax reports and payments:

- * Are 1099's used for contract work?
- * 941 Employee Fed Tax form for prev Qtr on file?
- * Quarterly taxes remitted timely (SS, withholding, real estate, sales or other taxes).

F. License/Permits:

- * MI Social Quarters permit displayed?
- * Social Quarters rules displayed?
- * Liquor License current and displayed?
- * Sales Tax permit current?
- * Bingo Permit current?
- * Servers TIPS/ABC training current & on file?

Where:
Exp date:
Exp date:
Exp date:

How many?

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G. Social Quarters

*	Preferred Member Chart current?	Sponsored	<input type="text"/>	Quota:	<input type="text"/>
*	Campaign Poster posted? (International, State, Lodge, etc)				
*	Is Social Quarters Analysis performed Quarterly?	Date:	<input type="text"/>		
*	Is monthly House Committee report to Lodge on file?	Date:	<input type="text"/>		
*	Is monthly inventory of merchandise on file?	Date:	<input type="text"/>		
*	Is merchandise properly priced?				
*	Are house committee envelopes used?				
*	Guest Book properly used?				

Additional Financial Review Committee Responsibilities

*	Annual new officers list is sent to Moose International. (as needed)
*	Verify physical inventory of all lodge assets. (yearly)
*	A budget is prepared by the administrator and reviewed by the board. (yearly)
*	Proper check signature cards on file with the bank for both checking and savings accounts. (as needed)

*** Risk Pool, Officers Bond Premium, and other insurance paid. (yearly)**

		Ins Comp Name	Date Expires	Paid
*	Fidelity Bond current?	<input type="text"/>	<input type="text"/>	<input type="text"/>
*	Property Insurance current?	<input type="text"/>	<input type="text"/>	<input type="text"/>
*	Workmans Comp current?	<input type="text"/>	<input type="text"/>	<input type="text"/>

*	990 for previous year on file?	Year:	<input type="text"/>	Date Filed	<input type="text"/>
*	199 Incorporation form on file?	ID#:	<input type="text"/>	Renewal Date	<input type="text"/>
*	940 for previous year on file?	Date Paid	<input type="text"/>	Check #	<input type="text"/>
*	Verify tax reports filed properly (940,941,944,1096,1099, W-2, I-9, W-4). (yearly)				

All non-compliant issues should be explained below & brought to the BOO's Attention:

House Committee Profit & Loss suggestions.

Submitted by:

	Printed Name	Signature
Financial Review Committee Chairman	<input type="text"/>	<input type="text"/>
Financial Review Committee Member	<input type="text"/>	<input type="text"/>
Prelate	<input type="text"/>	<input type="text"/>

* Items should be performed twice a year (every 6 months, or more often if necessary)

This report should be printed, signed by all three members, and filed with a copy of the Financial Reports.

Audits will be verified during official visits.

An Electronic copy of this file should be sent to the Territory Manager and does not require signatures.