	Moose Lodge Financial Review FOR MONTH:							
Lodge	e Name:		Lodge#	:	Date:			
Y/N	A.	Financial Accounts and docui	— ments main	tained properly:				
	Review blank checks and/or checkbook stubs. No signed blank checks. Petty Cash							
	Review mo. bank reconciliation. Do checks & ban			nents match?	Cash on-hand			
	Are there tw	o authorized signatures on each	check?		banks out +			
	Verify that t	he checks and bills match.			Payout Receipts +			
	Review canceled checks & stubs that no checks ar			h.	Wkly Sales -			
	Cash Receipts are issued for all transactions.				Total Petty Cash	0		
	Incidental Expenses are current. (Petty Cash)							
	Verify deposits made weekly. Recorded properly and verified w/Treasurers initials							
	B. Quick Books							
	QuickBooks is balanced monthly and accurately maintained?							
	Any money taken from Savings, CDs, investments?							
	C. LCL							
	Is the financial report sent to MI by the 10 th ? (With 3 day grace period.)							
	Ensure all ap	plicants are entered and transm	itt <u>e</u> d.					
	D.	Payment of bills and debts	Date	Check#	Total Amount			
	MI Stateme	ent of Account current?						
	MI Loan Cu	rrent?						
	Endowmen	t remitted?						
	Association	Dues/Per Capita paid?						
	Utilities pai							
N/A	1 '					•		
N/A	1							
N/A	1							
N/A	1							
N/A	1							
N/A	†							
N/A	†			-				
N/A	†							
N/A	-							
N/A	1							
N/A	1							
N/A	1							
IN/A	_							
	All non-co	ompliant issues should be	explained	below & broug	ht to the BoO's A	ttention:		
			<u> </u>		5			
	Lodge Profit & Loss suggestions.							
	Louge Fioni & Loss suggestions.							

Submitted by:	Printed Name	Signature
Financial Review Committee Chairman		
Financial Review Committee Member		
Chaplain		

This report should be prinited, 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.