

Moose Lodge

Financia Review FOR MONTH:

Lodge Name:

Lodge#:

Date:

Y/N

A. Financial Accounts and documents maintained properly:

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

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

Editor's Name

B. Quick Books

<input type="checkbox"/>	QuickBooks is balanced monthly and accurately maintained?
<input type="checkbox"/>	Review of expenses for proper account classification.
<input type="checkbox"/>	Review of proper dispensation for required purchases.
<input type="checkbox"/>	Review open accounts payable in Quick Books.
<input type="checkbox"/>	Is there a chart of accounts updated monthly?
<input type="checkbox"/>	Any money taken from Savings, CDs, investments?

C. LCL

<input type="checkbox"/>	Is the financial report sent to MI by the 10 th ?
<input type="checkbox"/>	Ensure all applicants are entered and transmitted.
<input type="checkbox"/>	Membership changes are current.
<input type="checkbox"/>	Ensure deceased members have been reported.
<input type="checkbox"/>	Review of all life memberships.

D. Payment of bills and debts

<input type="checkbox"/>	MI Statement of Account current?
<input type="checkbox"/>	MI Loan Current?
<input type="checkbox"/>	Endowment remitted?
<input type="checkbox"/>	Association Dues/Per Capita paid?
<input type="checkbox"/>	Utilities paid?

Date	Check#	Total Amount

E. Tax reports and payments:

<input type="checkbox"/>	Are 1099's used for contract work?
<input type="checkbox"/>	941 Employee Fed Tax form for prev Qtr on file?
<input type="checkbox"/>	Quarterly taxes remitted timely (SS, withholding, real estate, sales or other taxes).

F. License/Permits:

<input type="checkbox"/>	MI Social Quarters permit displayed?
<input type="checkbox"/>	Social Quarters rules displayed?
<input type="checkbox"/>	Liquor License current and displayed?
<input type="checkbox"/>	Sales Tax permit current?
<input type="checkbox"/>	Bingo Permit current?
<input type="checkbox"/>	Servers TIPS/ABC training current & on file?

Where:

Exp date:

Exp date:

Exp date:

How many?

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	

Monthly Audit page 2

G. Social Quarters

*	Preferred Member Chart current?	Sponsored	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Quota:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
*	Campaign Poster posted? (International, State, Lodge, etc)				
*	Is Social Quarters Analysis performed Quarterly?	Date:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
*	Is monthly Treasurer report to Lodge on file?	Date:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
*	Is monthly inventory of merchandise on file?	Date:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
*	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?	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
*	Property Insurance current?	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
*	Workmans Comp current?	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

*	990 for previous year on file?	Year:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Date Filed	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
*	199 Incorporation form on file?	ID#:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Renewal Date	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
*	940 for previous year on file?	Date Paid	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Check #	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
*	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:

Lodge Profit & Loss suggestions.

Submitted by:

	Printed Name	Signature
Financial Review Committee Chairman	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Financial Review Committee Member	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Chaplain	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

* 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.