

# Provincial Grand Royal Arch Chapter of Lanarkshire (Middle Ward)

ANNUAL BOOK INSPECTION / VISITATION REPORT for Year ended 24th AUGUST 20

FOR

**R. A. CHAPTER No.**

## **RECORDS PRESENTED - TREASURER**

### **☐ Cash Books**

- 1** Ascertain that separate accounts are kept for the General Fund, the Benevolent Fund and the Commutation Fees or Life Membership Fund.
- 2** Make sure that any amount transferred from the Life membership Fund does not exceed the maximum amount as laid down in The Supreme Constitutions i.e. 20%.
- 3** Make sure the books have been audited and signed by **two** auditors and that the auditors are not Office Bearers in the Chapter.
- 4** Annual Balance Sheet of Accounts signed by **two** auditors.
- 5** Ascertain that the fees charged to Candidates and Affiliates are not less than the minimum as prescribed in Supreme Constitutions.
- 6** Ascertain that there has been no undue expenditure.
- 7** Make sure that the cash in hand is not excessive.

### **Statistics**

What is the Exaltation Fee? £ \_\_\_\_\_

What is the Affiliation Fee? £ \_\_\_\_\_

What is the Annual Test Fee? £ \_\_\_\_\_

Balance in General Fund. £ \_\_\_\_\_

Balance in Commutation Fund. £ \_\_\_\_\_

Balance in Benevolent Fund. £ \_\_\_\_\_

Any donations made to Supreme Grand Chapter £ \_\_\_\_\_  
or Provincial Grand Chapter £ \_\_\_\_\_  
or Charities? £ \_\_\_\_\_

### **EVENTS OF NOTE / SPECIAL COMMENTS**

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Date Books Examined on: \_\_\_\_\_

Examined by: \_\_\_\_\_ Rank: \_\_\_\_\_

Signature: \_\_\_\_\_