## FINANCIAL STATEMENT FORM - ASSEMBLY

Grand Assembly of Colorado, IORG

FINANCIAL STATEMENT OF:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ASSEMBLY NO. \_\_\_\_\_\_\_\_\_\_\_

1. **CHECKING ACCOUNT** #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning balance Jan. 1, 20\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Deposits $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Disbursements: Check #’s \_\_\_\_\_\_ to \_\_\_\_\_\_ and/or Debit card entries $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending balance as of Dec. 31, 20\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **SAVINGS ACCOUNT** #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning balance Jan. 1, 20\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Deposits $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Withdrawals $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest Earned $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending balance as of Dec. 31, 20\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **OTHER - CHECKING/SAVINGS ACCOUNTS** #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning balance Jan. 1, 20\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Deposits $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Disbursements: Check #’s \_\_\_\_\_\_ to \_\_\_\_\_\_ and/or Debit card entries $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest Earned $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending balance as of Dec. 31, 20\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **OTHER INVESTMENTS** (CD’s, Money Market etc.) As of (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance $\_\_\_\_\_\_\_\_\_\_\_\_

1. **TOTAL INCOME** for year ending 20\_\_\_ as reported on Annual Report $\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Must be received/postmarked by the Supreme Officer no later than January 15*

## ANNUAL AUDIT REVIEW

Grand Assembly of Colorado, IORG

The Audit Review Committee (up to 4 persons) should review the financial records for all income and expenditures for all Assembly and Advisory Board accounts including bank statements showing (1) the cash balance in the treasury at the close of the audit period (2) the gross income to the Assembly for the audit period, and (3) the total amount of investments owned by the Assembly (CDs, savings, etc.) before new officers are installed. Questions below should be answered by the Audit Review Committee. Please complete and return to Supreme Officer by January 15.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Items to Review list  | Yes | No | Comments |
| 1 | Are the minutes of the Advisory Board available? |   |   |   |
| 2 | Are the minutes of the Assembly available? |   |   |   |
| 3 | Do the minutes of the Advisory Board or the Assembly show that a treasurer’s report was given monthly or each meeting? |   |   |   |
| 4 | Do the minutes of the Advisory Board or the Assembly show that each disbursement has been voted on? |   |   |   |
| 5 | Are monthly bank statements reconciled for all accounts?  |   |   |   |
| 6 | Do all checks/disbursements have 2 signatures (Mother Advisor & one additional authorized person) or a procedure in place for 2 signatures?  |   |   |   |
| 7 | Are receipts recorded for dues and dues cards issued to each member? |   |   |   |
| 8 | Are receipts/invoices available for all expenditures?  |   |   |   |
| 9 | Is there a current list of authorized signatures for each account available? |   |   |   |

Additional Comments or notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Audit Review Committee has reviewed the Financial Statement Form and Annual Audit Review list
and finds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assembly # \_\_\_\_\_\_ in compliance with notes or comments as listed.

**SIGNATURES & SEAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOTHER ADVISOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TREASURER ADVISORY BOARD CHAIRPERSON

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUDIT REVIEW COMMITTEE AUDIT REVIEW COMMITTEE

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AUDIT REVIEW COMMITTEE AUDIT REVIEW COMMITTEE