

## FINANCIAL STATEMENT FORM

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

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

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:  
\_\_\_\_\_

Beginning balance <u>January 1,</u> _____	\$ _____
Total Deposits	\$ _____
Total Disbursements: Check #'s _____ to _____ and/or Debit card entries	\$ _____
Ending balance as of <u>December 31,</u> _____	\$ _____

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

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:  
\_\_\_\_\_

Beginning balance <u>January 1,</u> _____	\$ _____
Total Deposits	\$ _____
Total Withdrawals	\$ _____
Interest Earned	\$ _____
Ending balance as of <u>December 31,</u> _____	\$ _____

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

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:  
\_\_\_\_\_

Beginning balance <u>January 1,</u> _____	\$ _____
Total Deposits	\$ _____
Total Disbursements Check #'s _____ to _____ and/or Debit card entries or withdrawals	\$ _____
Interest Earned	\$ _____
Ending balance as of <u>December 31,</u> _____	\$ _____

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

NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION:  
\_\_\_\_\_

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

E. **TOTAL INCOME** for year ending \_\_\_\_\_ 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

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?			
10 Are the Financial Statement Report and Annual Audit Report forms filed timely			

Additional Comments or notes:

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

**SIGNATURES:**

_____	_____
TREASURER	MOTHER ADVISOR
_____	_____
AUDIT REVIEW COMMITTEE	ADVISORY BOARD CHAIRPERSON
_____	_____
AUDIT REVIEW COMMITTEE	AUDIT REVIEW COMMITTEE
_____	_____
AUDIT REVIEW COMMITTEE	AUDIT REVIEW COMMITTEE