

Imperial Court

Auxiliary – A.E.A.O.N.M.S Of North and South America and Its Jurisdiction, Inc.

Auditors Report

Court NameAddress			Court Number Phone Number	
Huni				
	Audit Period No	ovember 1,	to October 31,	
	for Constituent Court:			
•	Receipt Month	Recordress	<u>Treasurer</u>	<u>Auditors</u>
	November	\$	\$	\$
	December	\$	\$	\$
	January	\$	\$	\$
	February	\$	\$	\$
	March	\$	\$	\$
	April	\$	\$	\$
	May	\$	\$	\$
	June	\$	\$	\$
	July	\$	\$	\$
	August	\$	\$	\$
	September	\$	\$	\$
	October	\$	\$	\$
	Total	\$	\$	\$
	Receipts – Recordress' Book			\$
	Receipts - Treasurer's Book			\$
	Receipts – Auditors			\$
	Difference, if any			Φ

Reconcile any difference between the Recordress' records and the Treasurer's records. It must be found by Auditors and discussed with the Recordress and Treasurer. An explanation must be included in the report to the court.

	N	lovember	\$	\$	\$		
	D	December	\$	\$	\$		
	J	anuary	\$	\$	\$		
	F	'ebruary	\$	\$	\$		
	N	Iarch	\$	\$	\$		
	A	.pril	\$	\$	\$		
	N	Лау	\$	\$	\$		
	J	une	\$	\$	\$		
	J	uly	\$	\$	\$		
	A	august	\$	\$	\$		
	S	eptember	\$	\$	\$		
	O	October	\$	\$	\$		
	Т	'otal	\$	\$	\$		
	D	Disbursement – Recordress' Book			\$		
	Disbursement – Treasurer's Book Disbursement – Auditors Book				\$		
					\$		
	D	Difference, if any			\$		
	Was the The A	difference between the Recordress' rathe Recordress and Treasurer. An entire last bank statement for the period rauditors will reconcile bank statement epared bank reconciliation. The Sam of the Bank Statement or follow the o	xplanation must econciled? (Mu for the last per e will be noted	st be included in the reposit st be reconciled) Yes iod bank statements are	ort to the court. No available if the Trea	surer has	
	Bank l	Bank Balance Shown on Bank Statement Add: Any deposits not shown on statement Less: Any outstanding checks written by Treasurer List checks by number, payee and date Service Charge by Bank		\$	\$ \$		
	Add:			\$			
	Less:			\$ \$			
	Redeposit			\$			

Recordress

Treasurer

Auditors

2.

Disbursement Month

The current balance should be the same as the Treasurer's Checkbook Balance.

Current Balance

Dates Funds were Received	Date Deposited (Bank Statements)	Days between Receipts and Deposit	1
-			
-			
(Use additional paper as necessary)			
Are all checks signed by the following	ng three (3) officers:		
Illustrious Commandress Yes	s No		
D 1	s No		
Recordress Yes	~ 17		
	s No		
Treasurer Yes	s No		
	s No		
Treasurer Yes If no, list checks:	s No	e Receipt Book and Membership	Ledge
Treasurer Yes If no, list checks:	s No orded in Minute Book as well as in the	e Receipt Book and Membership	Ledge
Treasurer Yes If no, list checks: Are receipts and disbursements reco	s No orded in Minute Book as well as in the	e Receipt Book and Membership	Ledge
Treasurer Yes If no, list checks: Are receipts and disbursements reco of the Recordress? Yes No	s No orded in Minute Book as well as in the		Ledge
Treasurer Yes If no, list checks: Are receipts and disbursements reco of the Recordress? Yes No	s No orded in Minute Book as well as in the		Ledge
Treasurer Yes If no, list checks: Are receipts and disbursements reco of the Recordress? Yes No _ Are all cancelled checks or a facsim	s No orded in Minute Book as well as in the	Yes No	Ledge
Treasurer Yes If no, list checks: Are receipts and disbursements reco of the Recordress? Yes No _ Are all cancelled checks or a facsim Are receipt book and membership le	orded in Minute Book as well as in the lile secured and maintained in order?	Yes No	Ledge
 Treasurer Yes If no, list checks: Are receipts and disbursements reco of the Recordress? Yes No _ Are all cancelled checks or a facsim	orded in Minute Book as well as in the lile secured and maintained in order? edger of the Recordress in agreement and the lile secured and maintained in order?	Yes No	Ledge
If no, list checks: Are receipts and disbursements recoord the Recordress? Yes No Are all cancelled checks or a facsime. Are receipt book and membership leterated by the Recordress use the following Cash Ledger Are supported by the receipt book and membership leterated by the receipt by the rece	orded in Minute Book as well as in the lile secured and maintained in order? edger of the Recordress in agreement and the lile secured and maintained in order? D. War	Yes No Yes No Trant/Voucher Book	Ledge
Treasurer Yes If no, list checks: Are receipts and disbursements reco of the Recordress? Yes No Are all cancelled checks or a facsimal of the Recordress and membership less Does the Recordress use the following the receipt book and membership less than the receipt below t	orded in Minute Book as well as in the lile secured and maintained in order? edger of the Recordress in agreement and the lile secured and maintained in order? D. War E. Min	Yes No	Ledge

Verify timeliness of deposits:

4.

10.	Does the Treasurer use the following? (answer Yes or No)
	A. Check Book
	B. Receipt Book
	C. Ledger Book (Record & Date Receipts and Disbursements and/or computerized register)
11.	Does the Treasurer have an order/warrant/voucher for each check drawn? Yes No
12.	Are the orders/warrant/vouchers signed by the Illustrious Commandress and Recordress? Yes No
13.	Was the 990/990N filed with the IRS timely? Yes No Accepted date? (Attach a copy of the Form 990 E-filing Receipt from IRS to this report)
14.	Has this Court paid its Liability Insurance assessment to Imperial Court? Yes No (Attach proof of payment)
15.	Was an entrance and exit meeting held with the Illustrious Commandress, Recordress and Treasurer? Yes No
	REPORT THE RECOMMENDATIONS
Gene	ral Statement:
purpo By-La	We have completed a review of Court No financial books for the ose of assessing the adequacy of and compliance with the procedures of the Imperial Court General Constitution and aws.
Based	d on our review, we have made the following major findings:
Items	s of Lesser Significance:

Comments and Recommendations:				
Respectfully Submitted,				
Chairperson, Auditing Committee	-	Date	_	
Committee Member	-			
Committee Member	-			
Committee Member	-			