

## MEN'S AUXILIARY INSPECTION REPORT

Date Inspected	Auxiliary Number	Location	Date
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### Financial and Record Keeping

<b>1</b>	<b>Balance of all checking accounts</b>	\$
2	Total invested in bonds, CDs, savings, bingo funds, etc.	\$
3	Grand total of items 1 and 2	\$
4	Amount of Treasurer's Bond	\$
5	Is item 4 greater than 3?	
6	Name of Bonding Company	
7	Expiration date of Bond	
8	Checks countersigned by President	
9	Are checks pre-signed?	
10	Does Treasurer control all funds?	
11	Has IRS Form 990 been filed?	
12	Date of Filing	
13	Has Treasurer forwarded all dues to Post/Department?	
14	Date of last transmittal	
15	Do Trustees audit all records?	
16	Are Secretaries records current?	
17	Are Treasurer's records current?	
18	Does bank balance reconcile with books?	

### General Information

1	Are all Auxiliary offices filled?	
2	Are meetings conducted by the Ritual?	
3	By-Laws adopted and approved by Department?	
4	Does Auxiliary have approved Articles of Incorporation?	
5	Is Corporation registered with your State?	
6	Does the Auxiliary perform work within the Community?	
7	Has Community Activities Report Form been completed?	

Signed: \_\_\_\_\_ Auxiliary President

\_\_\_\_\_ Auxiliary Treasurer

\_\_\_\_\_ Inspector