

Oziel Grand Chapter
Order of the Eastern Star, Prince Hall Affiliation
for the Jurisdiction of New Jersey, Inc.

Instituted June 24, 1913



Jersey City, New Jersey

Incorporated July 16, 1919
AUDITING CHECK LIST

Date: _____, 20 _____ District# _____ Chapter _____

Worthy Matron _____ Secretary _____ Treasurer _____

- Total of receipts and disbursements correct and carried forward including balance in the Secretary's record book after each meeting.
- Total receipts and disbursements correct and carried forward including the balance in the Secretary and Treasurer's receipts and disbursement books for each meeting.
- Receipts from Treasurer given to Secretary for monies collected at each meeting, numbered and recorded in Receipts and Disbursement Books.
- Vouchers made out properly, bearing same numbers as the issued checks.
- Date deposits are made in the bank after monies are turned over to the Treasurer after each meeting.
- Checks for the burial fund are to be made out to Samuel A. Llewelyn Burial Fund Commission to be paid quarterly, semi annually or annually.
- Secretary's membership book up to date, including history, dues payments and dates, etc.
- Chapter seal and lace on all checks and minutes
- Worthy Matron's signature on all minutes.
- For legibility and neatness compilations should be first done on scrap paper, checked for errors, and then entered in the proper columns; AVOID ERASING FIGURES
- All bills to be paid by check regardless of how small or large.
- Checkbook carried proper balance.
- Bank statement recapitulation must be done by the Treasurer each month for whatever statement is received and should be in agreement with the Treasurer's book.

Auditor(s) _____

Date _____ 20 _____

Date _____ 20 _____