

Service Chapter Audit Report

Chapter Name _____
 Federal ID #: _____

Chapter No. _____
 Audit Month/Year _____

Financial Assets
 Bank Statement Reconciliation. See last month's bank statement(s).

	Amount	Total
Checking		
Balance Beginning of Month		_____
Add Deposits / Interest	_____	
Subtract Expenditures	_____	
Balance End of Month		_____
Outstanding NSF Checks _____ Bank Charges _____ Outstanding Checks _____		

Savings

Balance Beginning of Month		_____
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
Balance End of Month		_____

CD

Balance Beginning of Month		_____
Add Deposits / Interest	_____	
Subtract Withdrawals	_____	
Balance End of Month		_____

Other

Balance Beginning of Month		_____
Add Deposits / Interest	_____	
Subtract Expenditures	_____	
Balance End of Month		_____

Paraphernalia

Account # 1800.00 _____

Amount of depreciation taken in April _____

Liabilities (outstanding bills to be paid)

Moose Int'l (see Statement of Accounts) _____

Moose Charities (Endowment Fund) _____

Secretary/Treasurer (Compensation) _____

Payroll Tax _____

Other (e.g., recurring bills, etc) _____

Donations (made during the month)

Moose Charities _____

Lodge _____

Community Service _____

Scholarship & Maintenance Fund _____

Committee Project: _____

Committee Project: _____

Membership	Updates	Total
Membership last month's ending number: _____		
Enrolled	_____	_____
Reenrolled	_____	_____
Reinstatement	_____	_____
Transfer In	_____	_____
Dues Paid (Expired)	_____	_____
Total Additions:		
Expired	_____	_____
Deceased	_____	_____
Transfer Out	_____	_____
Resigned	_____	_____
Total Deductions:		
Total Active Membership:		

Communications **Yes / No / #**

chapter####@mooseunits.org < 15 Mb? _____

Chapter activities / meetings posted? _____

of Board of Officers' meetings held (min of 1) _____

of Chapter meetings held (min of 1) _____

monthly reports to be created / transmitted _____

Reports	Date / NA
IRS 990, 990EZ, or 990N filed (Sept audit only)	_____
IRS 940 / 941 filed (Jan, Apr, Jul, & Oct audits)	_____
IRS W2s mailed to recipients (Jan audit only)	_____
Form 114 submitted	_____
Form 166 submitted	_____

Audit Committee & Officer Signatures:

(Audit Chairman)

(Audit Committee)

(Audit Committee)

(President)

(Secretary/Treasurer)

Email this report to: _____

wotmmail@mooseintl.org

or Fax to: _____

(630) 966-2211

Date Prepared _____

Date Submitted to WOTM _____