

<b>CHAPTER NAME</b>	
<b>LEAGUE NAME</b>	
<b>ADMINISTRATOR</b>	
<b>TERM</b>	<b>AUDIT DATE</b>

<b>A. CHAPTER ADMINISTRATION</b>	<b>YES/NO</b>	<b>OTHER</b>
<b>1</b> Does the Chapter Hold Monthly Stated Meetings?		
<b>2</b> How often does the Advisory Council Meet?		
<b>3</b> Chapter Financials: <b>3a</b> Are receipts itemized and totals match bank statement? <b>3b</b> Are all disbursements of Chapter funds made by check? <b>3c</b> Are all Chapter disbursements supported by voucher(s)? <b>3d</b> Do cancelled checks bear (2) signatures? One of which must be a Master Mason. <b>3e</b> Does the Chapter have on file all financial tax reports sent to SCJ Administration? <b>3f</b> List all authorized signers:		
<b>4</b> Are all Form 10s properly completed and sent to respective level(s) with appropriate fees?		
<b>5a</b> Check Chapter attendance register and provide average attendance last 6 months -- Members / Advisors / Visitors: <b>5b</b> Is register regularly signed by Councilors & Advisors?		
<b>6</b> Scribe's Notebook – Chapter Minutes: <b>6a</b> Are all the minutes from last term recorded and available? <b>6b</b> Are minutes/notes of any non-official (lack of quorum, etc.) included, with any resultant votes/actions taken? <b>6c</b> Do the minutes reflect the Chapter's term election results? <b>6d</b> Are the minutes signed by the MC and Scribe (or Advisor)?		
<b>7</b> Does a term budget exist for the Chapter?		
<b>8</b> Does the Chapter have a term calendar?		
<b>9</b> Does the Chapter have a copy of the Youth Protection Prgm? / Is it regularly shown?		

<b>B. CHAPTER MEETINGS / DEGREES</b>	<b>YES/NO</b>	<b>OTHER</b>
<b>1a</b> Were all Councilor positions installed last term? <b>1b</b> ...List Names Installed:		
<b>2</b> What appointed officers were not installed last term?		

<b>3a</b> Is the ritual given from memory?		
<b>3b</b> Does the Master Council perform his work from memory?		

<b>B. CHAPTER MEETINGS / DEGREES</b>	<b>YES/NO</b>	<b>OTHER</b>
<b>4</b> Is the Chapter able to perform the Initiatory / DeMolay Degree without assistance?		
<b>5a</b> How many received Initiatory Degree last term?		
<b>5b</b> How many received the DeMolay Degree last term?		
<b>6</b> How many DeMolays returned their proficiency last term?		

<b>C. CHAPTER ACTIVITIES / PROGRAMS</b>	<b>YES/NO</b>	<b>OTHER</b>
<b>1. Term Calendar – Are the following included:</b>		
<b>1a.</b> Chapter fund raising events?		
<b>1b.</b> Chapter social events?		
<b>1c.</b> Sports activities: Chapter, League and/or Jurisdiction?		
<b>1d.</b> Any community or charitable events?		
<b>1e.</b> Are any membership recruiting programs planned?		
<b>1f.</b> Are all DeMolay Obligatory Days in the term included?		
<b>2.</b> Does the Chapter have an awards program?		
<b>3.</b> How many RD's were awarded the last term?		
<b>4.</b> How many LCC's were presented the last term?		
<b>5.</b> Is the Master Councilor working on his PMC-MSA?		
<b>6.</b> Does the Chapter have a Sweetheart / Princess?		

<b>D. CHAPTER ADVISORY COUNCIL</b>	<b>YES/NO</b>	<b>OTHER</b>
<b>1. Advisory Council Minutes – Obtain:</b>		
<b>1a.</b> Average attendance (Provide no. of youth & advisors):		
<b>1b.</b> Who regularly attends:		
<b>1c.</b> Who handles or oversees the check book?		
<b>2.</b> Are the Chapter Councilors, Sweetheart, Princess invited to Attend?		

**Note any additional information for the above on a separate sheet. Reference it by letter and number.**

**Provide your general observations with any Areas of Concern, and your course of action or recommendations to the Executive Officer.**