



MISSISSIPPI

Fredrick K. Wilson Grand Court
Ladies of the Circle of Perfection
Jurisdiction of Mississippi, Prince Hall Affiliation
P. O. Box 3711 – Jackson, Mississippi 39207
Court Audit Form

Audit Period _____ **to** _____

Court Name: _____ **Court No.** _____

1. Are the following books used and present?

Treasurer:

Receipt Book _____

Bank Statements _____

Deposit Slips _____

Check Stubs _____

Secretary:

Minutes Book _____

Receipt Book _____

Sign In Book _____

Voucher Form _____

2. Treasurer Receipt Month:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Secretary Receipt Month:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Treasurer Receipt Total

\$ _____

Variance (Outstanding)

\$ _____

Secretary Receipt Total

\$ _____

Variance (Outstanding)

\$ _____

List Discrepancies:

\$ _____

\$ _____

\$ _____

\$ _____

List Discrepancies:

\$ _____

\$ _____

\$ _____

\$ _____

Please forward a copy of this form to the Royal Grand Secretary:

Fredrick K. Wilson Grand Court
P. O. Box 3711 Jackson, MS 39207



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3. Treasurer Disbursement Month:

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Secretary Disbursement Month:

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Treasurer Disbursement Total
Variance (Outstanding)

\$ _____
\$ _____

Secretary Disbursement Total
Variance (Outstanding)

\$ _____
\$ _____

List Discrepancies:

\$
\$
\$
\$

List Discrepancies:

\$
\$
\$
\$

4. Do all disbursements have supporting documentation? If No, Why?

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5. The Constitution and Bylaws stipulate checks are to be signed by the RPM, Treasurer, and Secretary. All checks must have at least two (2) signatures. Is the Court in Compliance? If no what are the check numbers, amounts and payable name? _____

6. Are deposits made within two (2) business days? If No, Why? _____

7. Are all cancelled checks secure and in order? _____

Recommendations: _____

Respectfully Submitted,

Audit Committee Chairperson

Audit Committee Member

Audit Committee Member

Date Submitted

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