YEAR-END **COURT REPORTS**

DEADLINES

■ DE	CI	EMBER 31
[]	Officer Listing
[]	Bond Application
[]	990 Certification
[]	All Officers must be Virtus compliant
■ M <i>A</i>	R	CH 1
[Audit Statement and Report
[Bank Signatory Cards
[]	Documentation
ΔΗΝΙ	TII	NG INSTRUCTIONS

The Chief Ranger will appoint a three-member Auditing Committee, including the chairperson, to audit the court's books and accounts each January. The chairperson should serve one (1) full year.

The audit is conducted to determine:

- 1. Court's exact financial standing.
- 2. Receipts collected by the treasurer.
- 3. If all court reimbursements, youth allowances, or other funds from the High Court have been properly entered and accounted.
- 4. If expenditures read at court meetings and ordered paid have been paid.
- 5. Whether collected receipts have been turned over to the Treasurer.
- 6. That bank statement verifies money in the treasury.

All receipts, expense vouchers, and bank deposit slips and statements must agree. Any differences must be accounted for and mistakes corrected. The Treasurer should deposit all funds in the court's name in the court-designated bank account. Two court officers must sign the bank signatory cards. The same officer signatures must also appear on all court checks.

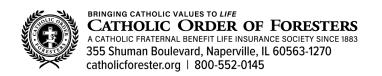
Books should be closed on December 31. Before the audit, the Treasurer should procure a bank statement showing deposit balances as of December 31. The Audit Report is due at the Home Office by March 1 of each year. When the court accepts the audit, the Recording Secretary retains one copy and sends copies to the Home Office Fraternal Department.

Failure to comply jeopardizes the court's reimbursement and its ability to participate in Matching Funds activities, which may result in the cancellation of court financial officers' bonds.

FA-83 (08/23) 23-04-11-C

OFFICER LISTING

LOCAL COURT INFORMATION				
Local Court Name/No				
City	State			
Meetings held on	of each month at			
Address/City/State/Zip				
LOCAL COURT OFFICER INFORMATION				
Chief Ranger	Telephone			
Email		_ Virtus Compliant	☐ Yes	□ No
Address/City/State/Zip				
Vice Chief Ranger	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Recording Secretary	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Financial Secretary	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Treasurer	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Youth Director	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Spiritual Director	Telephone			
Email				
Address/City/State/Zip				

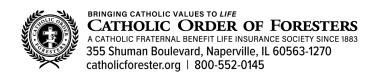


OFFICER LISTING BOND APPLICATION

LOCAL COURT INFORMATION		
Local Court Name/No		
LOCAL COURT WEB ADMINIST	RATOR INFORMATION	
Web Administrator	Telephone	
Email		Virtus Compliant ☐ Yes ☐ No
Address/City/State/Zip		
LOCAL COURT OFFICER INFO	RMATION	
Trustee	Telephone	
		Virtus Compliant □ Yes □ No
Address/City/State/Zip		
Trustee	Telephone	
Email		Virtus Compliant ☐ Yes ☐ No
Address/City/State/Zip		
Trustee	Telephone	
Email		Virtus Compliant □ Yes □ No
Address/City/State/Zip		
BOND COVERAGE		
Court Name/No		
Address		
City	State	Zip Code
<u> </u>	ficers will be bonded after the Frate	er is automatically set at \$500,000 by the surety ernal Department receives this application. Two President and CEO, or his designee.
Recording Secretary Signature		

OFFICER LISTING

LOCAL COURT INFORMATION				
Local Court Name/No.				
City	State			
Meetings held on	of each month at			
Address/City/State/Zip				
LOCAL COURT OFFICER INFORMATION				
Chief Ranger	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Vice Chief Ranger	Telephone			
Email				
Address/City/State/Zip				
Recording Secretary	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Financial Secretary	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Treasurer	Telephone			
Email		_ Virtus Compliant	□ Yes	□ No
Address/City/State/Zip				
Youth Director	Telephone			
Email				
Address/City/State/Zip				· · · · · · · · · · · · · · · · · · ·
Spiritual Director	Telephone			
Email				
Address/City/State/Zip				



OFFICER LISTING BOND APPLICATION

LOCAL COURT INFORMATION		
Local Court Name/No		
LOCAL COURT WEB ADMINIST	RATOR INFORMATION	
Web Administrator	Telephone	
Email		Virtus Compliant □ Yes □ No
Address/City/State/Zip		
LOCAL COURT OFFICER INFOR	RMATION	
Trustee _	Telephone	
		Virtus Compliant □ Yes □ No
Address/City/State/Zip		
Trustee	Telephone	
Email		Virtus Compliant □ Yes □ No
Address/City/State/Zip		
Trustee	Telephone	
Email		Virtus Compliant □ Yes □ No
Address/City/State/Zip		
BOND COVERAGE		
Court Name/No.		
Address		
City	State	Zip Code
	icers will be bonded after the Frat	rer is automatically set at \$500,000 by the surety ernal Department receives this application. Two , President and CEO, or his designee.
Recording Secretary Signature	 	