



## **DEADLINES**

---

### ■ **DECEMBER 31**

- Officer Listing
- Bond Application
- 990 Certification
- All Officers must be Virtus compliant

### ■ **MARCH 1**

- Audit Statement and Report
- Bank Signatory Cards
- Documentation

## **AUDITING 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.



**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 \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_



**LOCAL COURT INFORMATION**

---

Local Court Name/No. \_\_\_\_\_

**LOCAL COURT WEB ADMINISTRATOR INFORMATION**

---

**Web Administrator** \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_

**LOCAL COURT OFFICER INFORMATION**

---

**Trustee** \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ 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 \_\_\_\_\_

Bond coverage for the Chief Ranger and the Financial Secretary or Treasurer is automatically set at \$500,000 by the surety company selected by the High Court. Officers will be bonded after the Fraternal Department receives this application. Two officer names must be listed on the bank account, along with Greg Temple, President and CEO, or his designee.

\_\_\_\_\_  
 Recording Secretary Signature



**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 \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_



**LOCAL COURT INFORMATION**

---

Local Court Name/No. \_\_\_\_\_

**LOCAL COURT WEB ADMINISTRATOR INFORMATION**

---

**Web Administrator** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Virtus Compliant**  Yes  No

**Address/City/State/Zip** \_\_\_\_\_

**LOCAL COURT OFFICER INFORMATION**

---

**Trustee** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_ **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** \_\_\_\_\_

Bond coverage for the Chief Ranger and the Financial Secretary or Treasurer is automatically set at \$500,000 by the surety company selected by the High Court. Officers will be bonded after the Fraternal Department receives this application. Two officer names must be listed on the bank account, along with Greg Temple, President and CEO, or his designee.

\_\_\_\_\_  
 Recording Secretary Signature