

GRAND AERIE CURSORY AUDIT SURVEY

AERIE NO: _____ **CITY:** _____ **STATE:** _____

THIS CHECKLIST, WHILE NOT BEING ALL INCLUSIVE, IS MEANT TO BE A GUIDE FOR EVALUATING THE PROPER OPERATION OF AN AERIE. THERE ARE MANY OTHER FACETS OF AN AERIE'S OPERATION THAT CAN LEAD TO ITS SUCCESS OR FAILURE, THE COMPLETION OF THIS CHECKLIST SHOULD GIVE YOU AN OVERALL PICTURE OF THE AERIE'S OPERATION AND INDICATE AREAS WHERE IMPORVEMENTS ARE REQUIRED.

PLEASE CIRCLE THE FOLLOWING TO DETERMINE IF THE AERIE IS OPERATING IN COMPLIANCE WITH OUR FRATERNAL LAWS.

WORTHY PRESIDENT (Section 82.1)

- (A) COMMITTEE APPOINTMENTS (Section 92.1A, 100.1, 100.2)
 - 1. APPOINTMENT OF AERIE AUDITOR ----- YES NO
 - 2. TRIAL COMMITTEE ----- YES NO
 - 3. BY-LAWS COMMITTEE ----- YES NO
 - 4. VISITING COMMITTEE ----- YES NO
 - 5. MEMBERSHIP COMMITTEE ----- YES NO
 - 6. FINANCE COMMITTEE ----- YES NO
 - 7. ATTENDANCE COMMITTEE ----- YES NO
 - 8. PUBLICITY COMMITTEE ----- YES NO
 - 9. INTERVIEWING COMMITTEE ----- YES NO

- (B) BONDING
 - 1. OFFICERS and EMPLOYEES BONDED ----- YES NO
 - 2. VOLUNTEERS THAT HANDLE CASH BONDED ----- YES NO

SECRETARY (Section 85.1)

- (A) RECORDS
 - 1. MINUTE BOOK UP TO DATE ----- YES NO
 - 2. MEMBERSHIP ROSTER UP TO DATE ----- YES NO
 - 3. CURRENT OFFICERS LIST ----- YES NO
 - 4. OFFICERS LIST PROVIDED TO STATE/PROVINCIAL AND GRAND AERIE ----- YES NO
 - 5. DELINQUENT MEMBERS LIST CURRENT ----- YES NO
 - 6. RECEIPTS FOR MONEY RECEIVED CREDITED TO THE PROPER FUNDS ----- YES NO
 - 7. RECEIPTS PROVIDED FOR MONEY TURNED OVER TO THE TREASURER ----- YES NO
 - 8. SECRETARY'S CASH BOOK UP TO DATE AND SIGNED BY TREASURER ----- YES NO

- (B) REPORTS
 - 1. FINANCIAL REPORTS MADE AT EVERY AERIE MEETING ----- YES NO
 - 2. SEMI-ANNUAL REPORT CURRENT ----- YES NO

TREASURER (Section 86.1)

- (A) RECORDS
 - 1. BANK DEPOSITS BEING MADE BY THE TREASURER ----- YES NO
 - 2. MONEY DEPOSITED IN 48 HOURS OF RECEIPT w/DEPOSIT SLIPS SHOWN ---- YES NO
 - 3. PROPER RECEIPTS ENDORESED/EXCHANGED BY SECRETARY & TREASURER --YES NO

- (B) REPORTS
 - 1. TREASURER'S ANNUAL REPORT PROPERLY MAINTAINED ----- YES NO

TRUSTEES (Section 89.1-89.11)

(A) DUTIES

- 1. CHAIRMAN ELECTED ----- YES NO
- 2. SECRETARY AND/OR JRPWP EX-OFFICIO MEMBERS (IN BY-LAWS) ----- YES NO
- 3. HOUSE RULES FOLLOWED OR AMENDMENTS MADE w/PROPER APPROVAL ---- YES NO
- 4. ALL TRUSTEES COMPLY WITH COMPATIBILITY LAWS ----- YES NO
- 5. APPROVAL OF EXPENDITURES BY THE FINANCE COMMITTEE ----- YES NO
- 6. CHECKOUT MEETINGS HELD WEEKLY ----- YES NO
- 7. NON-CHECKOUT MEETINGS HELD BI-MONTHLY/WEEKLY ----- YES NO
- 8. CLOSED MEETINGS POSTED AS SUCH IN ADVANCE OF THE MEETING ----- YES NO
- 9. IS INSURANCE COVERAGE PROVIDED ----- YES NO
- PUBLIC LIABILITY Amount \$ _____ ----- YES NO
- LIQUOR Amount \$ _____ ----- YES NO
- AERIE HOME & CONTENTS Amount \$ _____ ----- YES NO
- GRAND AERIE NAMED AS ADDITIONAL INSURED PARTY ----- YES NO

RECORDS

- 1. BOOKS AUDITED MONTHLY BY THE AERIE AUDITOR ----- YES NO
- 2. MINUTES KEPT ON EACH BOARD MEETING ----- YES NO
- 3. DO BY-LAWS PROVIDE FOR A MANAGER OF THE BUFFET & SOCIAL ROOMS -- YES NO
- 4. DOES THE MANAGER HAVE AN AGREEMENT WITH THE AERIE ----- YES NO
- 5. COPY OF MANAGER AGREEMENT BEEN FORWARDED TO THE GRAND AERIE -- YES NO
- 6. ALL EMPLOYEES IN COMPLIANCE WITH AERIE BY-LAWS AND STATUTES ----- YES NO

REPORTS

- 1. WEEKLY REPORT OF BUFFET/SOCIAL ROOMS COMPLETED AND PRESENTED TO THE AERIE FLOOR ----- YES NO
- INVENTORY OF BUFFET GOODS ----- YES NO
- MONTHLY PROFIT AND LOSS STATEMENT ----- YES NO

AUDITOR (Section 102.1)

- 1. COPY OF THE CONSTITUTION & STATUTES MADE AVAILABLE TO AUDITOR -- YES NO
- 2. MONTHLY AUDITS OF RECORDS COMPLETED AND REPORTS MADE ----- YES NO
- SECRETARY RECORDS AUDITED ----- YES NO
- TREASURER RECORDS AUDITED ----- YES NO
- TRUSTEES RECORDS AUDITED ----- YES NO
- ALL COMMITTEES HANDLING AERIE MONEY ----- YES NO
- 3. SEMI-ANNUAL REPORTS COMPLETED AND FORWARDED TO GRAND AERIE --- YES NO

EXPLAIN ACTION TAKEN BY YOU FOR ALL NO ANSWERS:

COMPLETED BY: _____ DATE: _____

WORTHY PRESIDENT: _____ DATE: _____