

Commandery No. \_\_\_\_\_

Division \_\_\_\_\_

**BEGINNING BALANCES - financial assets as of June 1, 2018**

Cash \$ \_\_\_\_\_ Checking Accounts \$ \_\_\_\_\_ Savings Accounts \$ \_\_\_\_\_  
 CDs \$ \_\_\_\_\_ Stocks\* \$ \_\_\_\_\_ Bonds \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

1.) Total beginning balance as of June 1, 2018----- \$ \_\_\_\_\_  
 (Balance on line 1) must be the same as the ending balance of May 31, 2018 and be the sum of all assets listed above

**Statement of Receipts**

In accordance with their approved by-laws, the Commandery's Annual Dues and Creation Fee rates are as follows:

Dues: \$ \_\_\_\_\_ Fees: \$ \_\_\_\_\_

**Receipts:**

Total Amount of Fees Collected (CREATIONS ONLY - include other fees in Miscellaneous Income) \$ \_\_\_\_\_  
 Total Amount of Dues Collected \$ \_\_\_\_\_  
 Interest and Dividends on Bank Accounts, Savings Accounts, CDs, Bonds, Stocks, etc. \$ \_\_\_\_\_  
 Eye Foundation Assessments Collected \_\_\_\_\_ @ \$1.00 \$ \_\_\_\_\_  
 Miscellaneous income - (PLEASE LIST ON PAGE 2) \$ \_\_\_\_\_  
 Charitable Contributions - (PLEASE LIST ON PAGE 2) \$ \_\_\_\_\_

2.) Total Receipts: (must include all receipts and contributions received listed above) ----- \$ \_\_\_\_\_  
 3.) Total Available Funds: (sum of line 1 & 2) ----- \$ \_\_\_\_\_

**Statement of Disbursements**

**Disbursements:**

Grand Commandery & Grand Encampment Per Capita (INCLUDING bond & insurance) \$ \_\_\_\_\_  
 Miscellaneous Disbursements - (PLEASE LIST ON PAGE 2) \$ \_\_\_\_\_  
 Contributions Disbursed - (PLEASE LIST ON PAGE 2) \$ \_\_\_\_\_

4.) Total Disbursements: ----- \$ \_\_\_\_\_  
 5.) Ending Balance of all financial assets as of May 31, 2019: (line 3 minus line 4) ----- \$ \_\_\_\_\_

**ENDING BALANCES - financial assets as of May 31, 2019**

Cash \$ \_\_\_\_\_ Checking Accounts \$ \_\_\_\_\_ Savings Accounts \$ \_\_\_\_\_  
 CDs \$ \_\_\_\_\_ Stocks\* \$ \_\_\_\_\_ Bonds \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

\* Do not include Temple Stock.

Total Assets \$ \_\_\_\_\_

This Sum Must Equal Line 5.) Above!

**FINANCIAL DISCLOSURE - ACCOUNT INFORMATION**

Commandery's Tax ID Number (EIN): \_\_\_\_\_

Date last 990 was submitted and accepted by the IRS: \_\_\_\_\_

**List ALL accounts owned by the Commandery):**

	Account Number	Financial Institution & Address	Balance
Checking Account			
Checking Account			
Savings Account			
Savings Account			
Certificate of Deposit			
Certificate of Deposit			
Certificate of Deposit			
Investment Account			
Investment Account			
Investment Account			

List Below any other accounts or financial assets not held in accounts (such as paper stock certificates)


TOTAL \_\_\_\_\_

**DETAIL BREAKOUT - MISCELLANEOUS**

[List the 6 highest value line items in each area and aggregate any remaining as "Other"]

Misc Income

1	_____	\$
2	_____	\$
3	_____	\$
4	_____	\$
5	_____	\$
6	_____	\$
7	Other	\$
<hr/>		\$

Misc Disbursement

1	_____	\$
2	_____	\$
3	_____	\$
4	_____	\$
5	_____	\$
6	_____	\$
7	Other	\$
<hr/>		\$

Other Contributions Received

1	_____	\$
2	_____	\$
3	_____	\$
4	_____	\$
5	_____	\$
6	_____	\$
7	Other	\$
<hr/>		\$

Other Contributions Disbursed

1	_____	\$
2	_____	\$
3	_____	\$
4	_____	\$
5	_____	\$
6	_____	\$
7	Other	\$
<hr/>		\$

**MEMBERSHIP ACTIVITY SUMMARY**

Membership as of June 1, 2018	-----	_____
<b>Additions:</b>		
Total additions for the year (from Annual Return):	-----	_____
<b>Deductions:</b>		
Total deductions for the year (from Annual Return):	-----	_____
Membership as of May 31, 2019	-----	_____
Net Gain or (Loss) in Membership for this Templar Year June 1, 2018 through May 31, 2019	-----	_____

The Audit Committee, appointed in accordance with Section 1600, Article 14 of the Uniform Code of By-Laws and Section 1064(b) of the Statutes of the Grand Commandery of Knights Templar of the State of Ohio, has performed its required duties and submits this report.

\_\_\_\_\_  
Audit Committee Chairman

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Audit Committee

\_\_\_\_\_  
Eminent Commander

\_\_\_\_\_  
Audit Committee

\_\_\_\_\_  
Generalissimo

\_\_\_\_\_  
Date

This report must to be read at the Annual Conclave in June and submitted to the DDC **by Jul 1, 2019**. (Courtesy copy the DC on the submission.)

Grand Commandery of Ohio - UAR Reviewer's Checklist

[To be completed by DDC/DC and provided to the Reviewing Officer (see General Orders) with the UAR **NO LATER THAN AUG 1st** ]

- LATEST FORM USED - If not, return it unsigned to the EMINENT COMMANDER with instructions that it be submitted on correct form, with all required signatures.
- MATH is correct (don't assume, RUN THE NUMBERS throughout the UAR).
- BEGINNING FINANCIAL ASSETS match ending assets from previous year's UAR (individual categories and total). (DCs and DDCs should have access to Dropbox to see UARs for previous year. If not request access from Grand Recorder.)
- DUES collected is consistent with THE Commandery's membership (If UAR shows significantly more or less dues received compared to total membership, get an explanation.)
- MISCELLANEOUS INCOME total tracks to itemized listing on 2nd page of UAR (or attached with UAR) (Note: Any charity contributions should be reflected in the "Contributions Received" line and itemized separately on Pg 2.)
- CONTRIBUTIONS RECEIVED total tracks to itemized listing on 2nd page of UAR (or attached with UAR)
- MISCELLANEOUS DISBURSEMENTS total tracks to itemized listing on 2nd page of UAR (or attached with UAR) (Note: Any charity disbursements should be reflected in the "Contributions Disbursed" line and itemized separately on Pg. 2.)
- CONTRIBUTIONS DISBURSED total tracks to itemized listing on 2nd page of UAR (or attached with UAR)
- CONTRIBUTIONS DISBURSED track to CONTRIBUTIONS RECEIVED. (Donations received should be paid out in same year) (If not, get explanation and date when they will be paid out - - then FOLLOWUP!)
- FINANCIAL DISCLOSURE amounts track to Ending Balances of Financial Assets.
- OVERALL SANITY CHECK
  - Review the UAR as if it is your own finances. Does the financial activity reflected in the UAR as a whole make sense?
  - Check the ending assets. Have there been significant changes in the distribution between categories?
  - Check the itemized miscellaneous receipts and disbursements. Do they make sense?
  - Are there large, unusual income/expense items? If so, request an explanation. Don't be afraid to ask questions.
- ALL REQUIRED SIGNATURES HAVE BEEN ACCOMPLISHED.
- MAKE RECORD OF QUESTIONS AND EXPLANATIONS.
  - Record any issue(s) and resolution below (attach separate sheet if needed).

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This report has been reviewed and authenticated by the Deputy Division Commander of this Commandery who affixes his signature here certifying that the information on this form is to the best of his knowledge factual and correct. Who will then send the copies to the Division Commander and he will return one signed copy to the recorder and the second signed copy to the Grand Captain General.

\_\_\_\_\_  
Deputy Division Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Commander

\_\_\_\_\_  
Date