

# 2025 ANNUAL INSPECTION

## Order of the Temple

In accordance with Section 48, (h) of the Constitution and Statutes of the Grand Encampment Knights Templar of the USA,  
 S.K. \_\_\_\_\_ is assigned as the personal representative of the Right Eminent Grand Commander to inspect  
 \_\_\_\_\_ Commandery No. \_\_\_\_\_ Div. \_\_\_\_\_ at \_\_\_\_\_ Ohio.

<b>ADMINISTRATIVE</b>	<b>Y</b>	<b>N</b>
1 By-Laws (available) <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
If amended since last inspection, attach copy		
2 Current Inventory (not over 2 years old)	<input type="checkbox"/>	<input type="checkbox"/>
3 Conclave Attendance Register (maintained & available)	<input type="checkbox"/>	<input type="checkbox"/>
4 Officer Attendance Record (maintained and available)	<input type="checkbox"/>	<input type="checkbox"/>
5 MMS - Recorder or Designee making entries? <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
6 Petition Top Line Signer List (maintained and available)	<input type="checkbox"/>	<input type="checkbox"/>
7 Annual Return (2 immediate past years available)	<input type="checkbox"/>	<input type="checkbox"/>
8 General Orders (read and annotated in minutes)	<input type="checkbox"/>	<input type="checkbox"/>
9 EC has reviewed Supplemental Instructions with officers	<input type="checkbox"/>	<input type="checkbox"/>
10 Minutes (signed, election, installation, etc. annotated)	<input type="checkbox"/>	<input type="checkbox"/>
11 Computer Records are backed up (in separate location)	<input type="checkbox"/>	<input type="checkbox"/>
12 Required Committees Assigned (Grievance, Finance, Dues)	<input type="checkbox"/>	<input type="checkbox"/>
13 JW Address given and noted in minutes	<input type="checkbox"/>	<input type="checkbox"/>
14 Members Notified (annual conclave, inspection, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
15 Did Commandery suspend any for non-payment of dues? If so, SNPD IAW Section 207-208 GEC? <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
16 Last 12 months how many conclaves lacked quorum:		
17     40% or more of conclaves lacked quorum: <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
18 Last 12 months, Commandery conferred all three orders	<input type="checkbox"/>	<input type="checkbox"/>
19 Annual returns and reports submitted on time?	<input type="checkbox"/>	<input type="checkbox"/>
20 Ohio Grand Commandery Statutes available	<input type="checkbox"/>	<input type="checkbox"/>
21 Grand Encampment Constitution & Statutes available	<input type="checkbox"/>	<input type="checkbox"/>

<b>FINANCIAL</b>	<b>Y</b>	<b>N</b>
1 Uniform Audit Report (UAR) complete and any questions or open issues resolved? <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
2 Budget	<input type="checkbox"/>	<input type="checkbox"/>
3 Living within income	<input type="checkbox"/>	<input type="checkbox"/>
4 Checkbook and Check Register (available) <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
5 Bank and Investment Account Statements (available) Account numbers match UAR Disclosure <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
Commandery name used on all accounts <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
6 990 Filings to IRS Current (IRS receipt available) <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>

<b>MEMBERSHIP</b>	<b>Y</b>	<b>N</b>
1 Activities/Events that include Ladies and/or Family	<input type="checkbox"/>	<input type="checkbox"/>
2 Communicate with members (personal/phone/e-mail)	<input type="checkbox"/>	<input type="checkbox"/>
3 Activities/Events that support Masonic Youth	<input type="checkbox"/>	<input type="checkbox"/>
4 Commandery participated in Church and Civic Activities	<input type="checkbox"/>	<input type="checkbox"/>
5 Commandery participated in Holy Day Observances <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
6 Outreach activities with local Lodges & Chapters	<input type="checkbox"/>	<input type="checkbox"/>
7 Membership program and/or social activities scheduled	<input type="checkbox"/>	<input type="checkbox"/>

<b>ORDER OF THE TEMPLE</b>	<b>Y</b>	<b>N</b>
1 Quorum Present <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
If not, follow General Orders supplemental instructions; Section 2 paragraph 3. No certificates shall be issued.		
2 Charter present in asylum (Section 218 GEC) <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
3 Knight of Malta from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
4 Pre-chamber Lecture given (optional)	<input type="checkbox"/>	<input type="checkbox"/>
5 Chamber of Reflection given by elected Junior Warden	<input type="checkbox"/>	<input type="checkbox"/>
6 Short Form Opening accomplished correctly	<input type="checkbox"/>	<input type="checkbox"/>
7 Installed EC presided from memory proficiently <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
8 All other speaking parts given from memory (Only exceptions permitted are Hermits' lessons and Prelate's lessons and Sepulcher Scene narrative) <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
9 All officer parts by voting members of the Commandery	<input type="checkbox"/>	<input type="checkbox"/>
10 Ascension Scene <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
11 Explanatory Lecture given	<input type="checkbox"/>	<input type="checkbox"/>
12 Music used to enhance presentation	<input type="checkbox"/>	<input type="checkbox"/>
13 Stage Crew efficient and effective	<input type="checkbox"/>	<input type="checkbox"/>
14 Lengthy lapses in the work	<input type="checkbox"/>	<input type="checkbox"/>
15 Did Commandery use scenery (stage drops)?	<input type="checkbox"/>	<input type="checkbox"/>
16 Did Commandery use: <span style="float: right;">Slides</span>	<input type="checkbox"/>	<input type="checkbox"/>
Power Point Presentations	<input type="checkbox"/>	<input type="checkbox"/>
17 Were audio/visual devices operated proficiently	<input type="checkbox"/>	<input type="checkbox"/>

<b>FULL FORM OPENING</b>	<b>Y</b>	<b>N</b>
1 Quorum Present <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
If not, follow General Orders supplemental instructions; Section 2 paragraph 3. No certificates shall be issued.		
2 Installed EC presided from memory proficiently <span style="float: right;">*</span>	<input type="checkbox"/>	<input type="checkbox"/>
3 U.S. Flag was presented, posted, and retired correctly	<input type="checkbox"/>	<input type="checkbox"/>
4 All parts given from memory	<input type="checkbox"/>	<input type="checkbox"/>
5 All officer parts by voting members of the Commandery	<input type="checkbox"/>	<input type="checkbox"/>
6 Inspecting Officer received per tactics (pages 53-56)	<input type="checkbox"/>	<input type="checkbox"/>
7 Templar protocol followed per the tactics (pages 86-88)	<input type="checkbox"/>	<input type="checkbox"/>
8 Communications accomplished per tactics and ritual	<input type="checkbox"/>	<input type="checkbox"/>
9 Manual of the Sword performed correctly	<input type="checkbox"/>	<input type="checkbox"/>
10 Rehearsal of Duties conducted properly	<input type="checkbox"/>	<input type="checkbox"/>

<b>LADIES PROGRAM</b>	<b>Y</b>	<b>N</b>
1 Ladies program/entertainment provided	<input type="checkbox"/>	<input type="checkbox"/>
2 Refreshments provided	<input type="checkbox"/>	<input type="checkbox"/>

<b>TRADITIONAL BANQUET</b>	<b>Y</b>	<b>N</b>
1 Traditional banquet provided for Sir Knights & Ladies	<input type="checkbox"/>	<input type="checkbox"/>
2 Seating at the head table per the tactics (pages 90-91)	<input type="checkbox"/>	<input type="checkbox"/>
3 Templar protocol followed per the tactics (pages 90-91)	<input type="checkbox"/>	<input type="checkbox"/>
4 Commandery Officers well represented	<input type="checkbox"/>	<input type="checkbox"/>
5 Introductions Conducted by Eminent Commander	<input type="checkbox"/>	<input type="checkbox"/>

**CRITICAL CONCERNS indicated by the symbol \* requires a discrepancy report**

Administrative Review Date \_\_\_\_\_ Reviewing Officer.

To: S.K. Dale A. Exline, KCT, Right Eminent Grand Commander of the Grand Commandery   
 of Knights Templar of Ohio. I have made a rigorous inspection of the records, finances, paraphernalia and   
 performance of this Commandery and **HAVE** \_\_\_\_\_ **HAVE NOT** \_\_\_\_\_ presented a certificate to the Commandery.

Courteously, \_\_\_\_\_ Inspecting Officer. **Date:** \_\_\_\_\_  
 \*(Discrepancy Report attached \_\_\_\_\_)