

**DISTRICT INSPECTOR'S REPORT OF INSPECTION**

District # \_\_\_\_ Council # \_\_\_\_ Council Name: \_\_\_\_\_ Location: \_\_\_\_\_

FEIN                      Date of Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

1. A - Officers Present:  TIM     IDM     PCW     TRES     REC     CHAP  
 CG     CC     MAR     STEW     SENT     ORG (*optional*)

B - Did the Officers occupy their regular stations during the Opening and Closing?     Yes     No

Did the Officers use rituals books during Opening and Closing?     Yes     No

C - Was the Opening, Closing, Business Session and Reception properly conducted?     Yes     No

2. A – Was/were the Degree(s) conferred in a dignified and impressive manner?     Yes     No

Use rituals?     Yes     No    If no Degree, work explain \_\_\_\_\_

B - Does the Council have proper equipment to confer the Degrees?     Yes     No

C - General condition of equipment? \_\_\_\_\_ Insured?     Yes     No    Total Value? \_\_\_\_\_

Is the equipment inventoried? \_\_\_\_\_

3. A - Assets:    Securities \$ \_\_\_\_\_    Savings Account \$ \_\_\_\_\_  
                  Checking Account \$ \_\_\_\_\_    Other Accounts \$ \_\_\_\_\_

B - Please provide a list of all financial institutions, acct #'s and the names of authorized signatories.  
***All Assets should be in the name of the Council and examined by the incoming TIM!***

C - Are the Treasurer and Recorder bonded?     Yes     No    Amount of bonds ? \_\_\_\_\_

D – Date IRS form 990-N last filed? \_\_\_\_\_ (please provide a copy of the receipt)

4. A - Monthly Rent \$ \_\_\_\_\_    Fees for Degrees \$ \_\_\_\_\_    Annual Dues \$ \_\_\_\_\_  
Amount charged for Life Membership \$ \_\_\_\_\_ (divided by \$25 = number of shares)

B - Does the Council set aside \$5.00 of the Annual Dues as a separate fund to pay Grand Council per-capita tax?     Yes     No (Sec. 67 G.C. By-Laws)

C – Does the Council have budget?     Yes     No

5. A - Does Council have two (2) copies of the latest revisions of the G.C. By-Laws?     Yes     No  
*Available on the Grand Council website*

B - Rituals on hand (*2011 is the latest version*)     Yes     No

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6. A - Does Council have By-laws?  Yes  No Date last revised/reviewed: \_\_\_\_\_

B - Have all Companions signed the By-laws?  Yes  No

C - Do the minutes contain all the required information?  Yes  No

**EXPLAIN OMISSIONS:** \_\_\_\_\_

D - Are separate cash books maintained by the Treasurer and Recorder?  Yes  No

E - Are the records of the Treasurer and Recorder audited annually?  Yes  No

By Whom? \_\_\_\_\_

7. A - Number of Assemblies held since last inspection \_\_\_\_\_ Stated \_\_\_\_\_ Special \_\_\_\_\_

B - Average attendance of Officers \_\_\_\_\_ Members \_\_\_\_\_ Visitors \_\_\_\_\_

8. A - Members in arrears for dues: 1 Year \_\_\_\_\_ 2 Years \_\_\_\_\_ 3 Years \_\_\_\_\_

4 Years \_\_\_\_\_ Over four years \_\_\_\_\_

F - Does the Recorder follow procedures, for those members in arrears, as outlined in Section 65 of the Grand Council By-Laws?  Yes  No

9. A - Does Council have Social Activities?  Yes  No If so, what type of activity?

\_\_\_\_\_

B - Means of communication with membership?  Newsletter  e-mail  Other \_\_\_\_\_

**Additional Comments:**