

Worshipful Master
Brother Willie A. Agee, III, KCT, 33°

Senior Warden
Brother Eric Ware, KT, 32°

Treasurer
Brother John Manson



Junior Warden
Brother Lawrence Jeter, KT, 32°

Secretary
Brother Dominick Holland, KT

RE: Audit Committee Report

To: Worshipful Master, Officers, and Brethren of Kirjathjearim Lodge #104

From: Audit Committee

Date: December 2, 2025, 7:30 PM

Subject: Audit Report

To the Worshipful Master, Wardens, and Brothers of Kirjathjearim Lodge #104:

We, the Audit Committee, beg leave to submit the following report. The scope of this audit covers the period from **July 1, 2025, through October 31, 2025**. On **December 2, 2025**, the following materials were turned over to the committee for examination: the Secretary's minutes book, receipt book, check ledger, bank statements, PayPal statements, and Treasurer's reports. After careful review, we report the following:

Findings

(Any transaction, deposit, withdrawal, or disbursement that is not accounted for or recorded in the minutes, receipt book, check ledger, bank records, or PayPal statements.)

July 1 – August 31

Checks #1652, 1653, 1654, 1655, 1656, 1657, and 1658, totaling \$13,434, were issued.

All disbursements and credits associated with these checks are reflected in the Treasurer's ledger, checkbook, bank statements, and Treasurer's reports. **However, no minutes or receipts** were provided to account for these transactions.

September 1 – September 30

The books from both the Treasurer and Secretary are **square** and in agreement.

Note: The RSC minutes for **September 18th** are missing the Worshipful Master's signature.

October 1 – October 31

A **cash deposit of \$565**, dated **September 29**, is reflected in both the Treasurer's report and the bank account but is **not recorded** in the minutes or the receipt book.

Note: The RSC minutes for **October 16th** are missing the Worshipful Master's signature.

Conclusion

After a strict and thorough review, the committee unanimously concludes that **there are no findings nor any evidence of malfeasance** that would call the financial stewardship of the Lodge into question.

Recommendations

- The minutes log should be double-checked to ensure all records are included before being submitted for audit.
 - All minutes should be signed by both the Secretary and the Worshipful Master, and the seal applied after the Worshipful Master signs.
 - The receipt book should be maintained in **proper sequential order** by date.
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Respectfully submitted,

Audit Committee

SW Eric Ware, Chair

JW Lawrence Jeter

SD Leeland Lloyd