

Nashville Masonic District Official Lodge Audit Form



Lodge Information

Lodge Name

Lodge Number

Report Date

Audit Date

Audit Period Covered

Audit Objective and Scope

An independent review of the lodge's financial records, internal controls, and compliance with Masonic Constitution, By Laws, and established financial practices.

- Financial records including income, expenses, and balances
- Bank statements and reconciliations
- Membership dues and collections
- Disbursement processes
- Internal controls and governance practices
- Lodge Secretary books and records
- Lodge Treasurer books and records

Financial Summary Based on Audit Period Covered

Category	Accounts:	PayPal	Cash App
Beginning Balance			
Total Income			
Total Expenses			
Ending Balance			

Auditor(s)

Operational Review

Bank Reconciliation

Are bank statements available and complete?

Are accounts reconciled monthly?

Any discrepancies noted?

Income Verification

Dues collections match membership records?

Fundraising income properly documented?

Deposits made timely and in full?

Expense Review

All expenses supported by receipts or invoices?

Proper authorization for disbursements?

Checks require dual signatures where applicable?

Membership, Controls, and Compliance

Membership and Dues

Active membership roster accurate?

Non Paid Dues members properly documented?

Suspensions or drops handled per constitution?

Internal Controls

Separation of duties in financial handling?

Financial reports presented regularly in lodge meetings?

Budget established and followed?

Compliance Review

Required filings submitted timely?

Records properly maintained and secured?

Findings Summary

Area	Status	Notes
Bank Reconciliation	<input type="text"/>	<input type="text"/>
Income	<input type="text"/>	<input type="text"/>
Expenses	<input type="text"/>	<input type="text"/>
Membership	<input type="text"/>	<input type="text"/>
Internal Controls	<input type="text"/>	<input type="text"/>
Compliance	<input type="text"/>	<input type="text"/>

Recommendations and Final Assessment

Recommendations

Use the standardized dropdowns to keep recommendations consistent and easier to review.

Recommendation 1

Issue Identified

Recommendation

Priority Suggested Timeline

Recommendation 2

Issue Identified

Recommendation

Priority Suggested Timeline

Recommendation 3

Issue Identified

Recommendation

Priority Suggested Timeline

Auditor's Overall Assessment

Assessment

Acknowledgment and Signatures

Committee Chair Auditor Name and Signature

Eric Ware

Date

Worshipful Master Acknowledgment

Willie [Signature]

Date

6-2-26

Secretary or Treasurer Acknowledgment

[Signature]

Date

6/2/2026