



Knights of Columbus—Manitoba State Council
District Deputy's Inspection of Financial Secretary's & Treasurer's Books

Date: _____ Council Name _____ No. _____

District Deputy _____ District No: _____

Financial Secretary

Treasurer

A) Is there a warrant voucher (countersigned by the Grand Knight) issued to the treasurer authorizing him to issue a cheque?

Yes No

B) Are all payments received recorded on the record of cash receipts (with description) and on the members ledger card, if applicable? (Charities should be clearly marked.)

Yes No

C) Is the record of cash receipts added & does it balance with the amount given to the Treasurer?

Yes No

D) Is there a receipt from the Treasurer for all monies turned over to him?

Yes No

E) Is there a roll being kept of all members showing their age, address, occupation and initiation date?

Yes No

F) Has the State and Supreme Per Capita been paid?

Yes No

A) Does the Treasurer have a warrant voucher (countersigned by the Grand Knight) for each cheque issued?

Yes No

B) Are all cheques being signed by the Grand Knight and the Treasurer?

Yes No

C) Are all cash receipts and cheques recorded in the Treasurer's record book on the appropriate month and added at the end of the month showing the description?

Yes No

D) Does the review of the record book indicate that it has been reconciled with the bank statement on a monthly basis?

Yes No

E) Does the receipts issued by the Treasurer match the deposits?

Yes No

F) Does the Treasurer keep a separate account of what monies are in the council charities account and the general council fund? (Only 10% of the monies raised for charities can be used for administration—ensure that no more than 10% is being recorded as a general council account.)

Yes No

G) Inspect the last Semi-Annual Audit. Is it current and has it been signed by the Trustees and Grand Knight?

Yes No

When complete forward this copy to the Manitoba State Office.

District Deputy's Signature