



## **DEADLINES**

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### ■ **DECEMBER 31**

- Officer Listing
- Bond Application
- 990 Certification
- All Officers must be Virtus compliant

### ■ **MARCH 1**

- Audit Statement and Report
- Bank Signatory Cards
- Documentation

## **AUDITING INSTRUCTIONS**

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The chief ranger will appoint a three-member Auditing Committee, including the chairperson, to audit the court's books and accounts each January. The chairperson should serve a full year.

The audit is conducted to determine:

1. Court's exact financial standing
2. Receipts collected by financial secretary/treasurer
3. If all court reimbursements, youth allowances, or other funds from the High Court have been properly entered and accounted for
4. If expenditures read at court meetings and ordered paid have been paid
5. Whether collected receipts have been turned over to the treasurer
6. That bank statement verifies money in treasury

All receipts, expense vouchers, and bank deposit slips and statements must agree. Any differences must be accounted for and mistakes corrected. All funds should be deposited by the treasurer in the court's name in the court-designated bank. Two court officers must sign the bank signatory cards. Same officer signatures must also appear on all court checks.

Books should be closed December 31. Before the audit, the treasurer should procure a bank statement showing deposit balances as of December 31. The Audit Report is due by March 1 of each year. When the court accepts the audit, the recording secretary retains one copy and sends copies to the Home Office/Assistant Vice President Fraternal and state secretary. Failure to comply jeopardizes the court's reimbursement, its ability to participate in Matching Funds activities, and may result in cancellation of court financial officers' bonds.



**COURT INFORMATION**

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Court Name/No. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Meetings held on \_\_\_\_\_ of each month at \_\_\_\_\_  
 Address/City/State/Zip \_\_\_\_\_

**LOCAL COURT OFFICER INFORMATION**

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**Chief Ranger** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Vice Chief Ranger** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Financial Secretary** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Treasurer** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Youth Director** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Spiritual Director** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_



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 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
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**Vice Chief Ranger** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Financial Secretary** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Treasurer** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Youth Director** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
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**Spiritual Director** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
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 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Financial Secretary** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
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**Treasurer** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

**Youth Director** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No  
 Address/City/State/Zip \_\_\_\_\_

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# OFFICER LISTING BOND APPLICATION

**DEADLINE: DECEMBER 31**

## COURT INFORMATION

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Court Name/No. \_\_\_\_\_

## LOCAL COURT WEB ADMINISTRATOR INFORMATION

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**Web Administrator** \_\_\_\_\_ Telephone \_\_\_\_\_

Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_

## LOCAL COURT OFFICER INFORMATION

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**Trustee** \_\_\_\_\_ Telephone \_\_\_\_\_

Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_

**Trustee** \_\_\_\_\_ Telephone \_\_\_\_\_

Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_

**Trustee** \_\_\_\_\_ Telephone \_\_\_\_\_

Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_

## BOND COVERAGE

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Court Name/No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bond coverage for the chief ranger and financial secretary or treasurer is automatically set at \$500,000 by the surety company selected by the High Court. Officers will be bonded after the Fraternal Department receives this application. Two officer names must appear on bank account.

\_\_\_\_\_  
 RECORDING SECRETARY SIGNATURE



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**Web Administrator** \_\_\_\_\_ Telephone \_\_\_\_\_

Policy No. \_\_\_\_\_ Email \_\_\_\_\_ Virtus Compliant  Yes  No

Address/City/State/Zip \_\_\_\_\_

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