September 2, 2020

Dear Chapter Secretaries and Treasurers:

The following is a list of items that Darlene and I have compiled from the audits done thus far. Darlene will be expecting to see these items when she does her audits next year. Some of these things will not be noted until we get back to having meetings.

- Worthy Matron has signed her duties
- The officers that were installed are listed
- The method in which elections and installation was done and when
- Chapter Committees are listed to include audit and information and education
- The audit for 2021 was done. The audit for 2020 is required to be done prior to audit teas this year. It needs to be reported to the chapter and a vote to accept made and recorded in the minutes.
- Warrants were signed by the Worthy Matron
- 990N (or similar) was filed and accepted for 2020, chapter made aware of and reflected in minutes.
- Reading of minutes of your last held meeting and Chapter business that was done each month during the pandemic
- Per Capita with sum is listed for 2020
- Secretary and Treasurer books show each month’s activity
- Secretary and Treasurer books are reconciled monthly. This does not mean that the secretary makes a copy of her activity for the treasurer to paste in his/her book.
- Worthy Matron signs minutes of meeting held prior to pandemic, initials each month during the pandemic
- Listing of mailings to membership or when a ZOOM (or other media) was held for contact of members
Items noted during audits

- Names of Masons suspended or expelled were not listed in the minutes
- Motion to pay bills and vote either not done or not recorded. This was a change at least five years ago that even though it may be a budgeted item a vote to pay must be taken.
- Flag ceremony, was the flag presented or posted.

SAMPLE

April 2 and 16, 2020

- No meetings held due to Coronavirus pandemic
- Installation done by proclamation on April 2, 2020
- Officers installed are:..................
- Committees for the year are:...............  
- 990N was filed and accepted on April 21, 2020
- Warrants # were paid to in the amount of
- Treasurer balance

May 7 and 21, 2020

- No meetings held due to Coronavirus pandemic
- Newsletter sent to membership advising them of installation, officers and committees on April 20, 2020
- Per Capita billing (list items) with a total of $1,218.00 was paid on May 22, 2020
- Warrants # were paid to in the amount of
- Treasurer balance

June 4 and 18, 2020

- No meetings held due to Coronavirus pandemic
- Zoom meeting held on June 18th, the 15 attending gave updates of how they are doing and whom they have been in contact with. It was great to have ____ who lives in Arizona join us.
- Warrants # were paid to in the amount of
- Treasurer balance

I hope this helps. If you have any further questions, please contact me.

Star love,

Pamela Lee, Worthy Grand Matron