



Grand Commandery Knights Templar of Indiana



Commandery Name _____

No. _____

Dear Sir Knight, _____,

Date: _____

The Grand Commandery has given me the responsibility of notifying you of your inspection this season. The information indicates the asylum at _____ will open at _____ on _____. I will arrive at _____ in order to inspect the books, records and reports. Please have the following inventory of the following books and records available when I arrive:

Minutes

Bank Statements

Membership Printout

Activity Sheet

Warrants

Annual Report

Copy of By-Laws

Recorder's Cash Book

Check Book

Recorder's Questionnaire

990-N

Monthly Reports

Audit Report

Treasurer's Cash Book

I am enclosing copies of the following: Inspecting Officers Report, Sign-In Sheet, Activity Sheet, Recorder's Questionnaire and Grade Sheets. Please fill-out and complete the Activity Sheet and the Recorder's Questionnaire before I arrive. Place the Grand Commandery Sign-In Sheet with your attendance register and ask your Sentinel to ensure all Sir Knights register to ensure credit for attending your inspection. Thank you!

I am looking forward to an enjoyable visit with _____. If you have any questions, please do not hesitate to call me at _____.

Courteously,

Name _____

Title _____

Battalion ____ Commander



Attachments (Inspecting Officer's Report, Sign-In Sheet, Activity Sheet, Recorder's Questionnaire and Grade sheets).