

## INSPECTING OFFICER'S REPORT

Commandery \_\_\_\_\_ No. \_\_\_\_\_ Date: \_\_\_\_\_

1. Minutes:

Are Minutes properly written? \_\_\_\_\_  
 Neat and have a good appearance? \_\_\_\_\_  
 Attested by Recorder? \_\_\_\_\_  
 Signed by Eminent Commander? \_\_\_\_\_

2. Membership Book:

Is Membership book up-to-date? \_\_\_\_\_

3. Recorder's Cash book:

Does Cash Book show receipts, disbursements, and current balance? \_\_\_\_\_  
 Has Cash book been audited? \_\_\_\_\_  
 Are Copies of Monthly Reports available? \_\_\_\_\_  
 Are Copies of By-Laws available? Last updated: \_\_\_ / \_\_\_ / \_\_\_

4. Are two copies of Constitution, Rules and Regulations Available? \_\_\_\_\_

5. Treasurer's Books:

Is Check Book Up-to-date? \_\_\_\_\_  
 Have Treasurer's Books been audited? \_\_\_\_\_

8. Number of Rituals Checked? (1979 issue) (11 required) \_\_\_\_\_  
 Number of Tactics? (2011 issue) (10 required) online  
 Number of Officers Hand Books? (5 required) online

9. Inspection Attendance:

Members present \_\_\_\_\_  
 Visitors present \_\_\_\_\_  
 Total present \_\_\_\_\_  
 Members living in Indiana \_\_\_\_\_

10. Inspection Grade:

Opening/ Closing Score: \_\_\_\_\_  
 Order Conferred Score: \_\_\_\_\_  
 Total bonus points (Officer rating/Member) \_\_\_\_\_  
 Red Cross [ ] Malta [ ] Temple [ ]  
 Ritual Score \_\_\_\_\_

11. Reception Attendance:

Members present \_\_\_\_\_  
 Visitors present \_\_\_\_\_  
 GC Officers present \_\_\_\_\_  
 Total present \_\_\_\_\_

12. Activities Grade:

**Total – All Activities** \_\_\_\_\_

13. Commanderies Represented: Total Number \_\_\_\_\_

| Commandery | No. | Members | Commandery | No. | Members |
|------------|-----|---------|------------|-----|---------|
|            |     |         |            |     |         |
|            |     |         |            |     |         |
|            |     |         |            |     |         |
|            |     |         |            |     |         |

14. Distinguished Guests from Grand Commandery: (Name and Title)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

15. Remarks: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspecting officer \_\_\_\_\_

Date \_\_\_\_\_