

2010 Inspections

Things that are to be at the Annual Inspection for the Inspecting Officer to see.

1. The Current Commandery By-Laws.
2. Officers and Members Attendance Record.
3. The Ritual receipt paper that is signed by the Officers when their Ritual is issued in June.
4. **ALL** of the Commandery's Rituals and Tactics (12 of each), (with revisions posted to date).
5. **ALL** of the Commandery's Codes (normally at least three), (with revisions posted to date).
6. Current inventory with current values.
7. Copies of the Recorders monthly Reports (when applicable).
8. Annual Election Results Form.
9. Minutes of each meeting since last May, signed by the Commander and Recorder.
10. The date the JW gave the Chamber of Reflection Lecture in Open Commandery, (should be part of the minutes).
11. A copy of last year's inspection report (and discrepancy report if issued).
12. The financial records of the Commandery (Including Bank Statements).
13. Commandery Budget if one exists.
14. Top Line Signers List current since June 1, 1982.
15. Copies of the Last Two (2) Annual Returns and **annual dues invoices from Grand Recorder.**
16. Copies of the Last Two (2) Uniform Audit Reports.
17. A copy of the latest Grand Encampment Roster printout.
18. Data to support that your Commandery followed the proper notification procedures in regards those members that you have been suspended. (GEC sections 207 & 208)
19. Audit Committee report.
20. Sample of the records that are kept on each member.
21. Hard copy of computer maintained records.
22. Copies of the Annual Proceedings for the Grand Commandery.
23. A copy **OR** the Original Charter is to be present at all meetings.
24. Copies of Masonic Publications used to communicate with your membership.

Things that the Inspecting Officer will need copies of at the Annual Inspection.

1. Last June's Uniform Audit Report filed with the Grand Recorder.
2. An itemized list of your current inventory with values for each item. NO older than 2 years.
3. A list of all of your committees (The Grand Commandery Code requires that you appoint the following committees, others may be added as you see fit),
Audit/Finance, Dues and Assessments, Grievance.

Other possible committees might be, Jurisprudence, Eye Foundation, Uniform, Membership (Suspensions and Demits), Education Foundation, York Rite, Awards, Holy Land Pilgrimage, Patriotic and Civic Activities, Budget, Calling, Inventory, Robes & Publicity.

4. List of Masonic and Public appearances by the Commandery since last report was sent in.
5. List of Members who have signed petitions since June 1st.
6. The Financial Disclosure Report of the Commandery, includes a list of all financial assets with account numbers and where they are deposited or reside.
7. A list of the Officers by office with wives names (not required but is very handy for IO).

20___ ANNUAL INSPECTION

IAW Section 48, (h) of the Constitution and Statutes of the Grand Encampment of K.T. of the USA, S.K. _____ is assigned as the personal representative of the Right Eminent Grand Commander to inspect _____ Commandery No. _____, _____ Division at _____ Ohio.

FATAL FLAWS are indicated by this symbol - ◇

ADMINISTRATIVE	Y	N	MEMBERSHIP	Y	N
Charter (in asylum)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Festival Participation	<input type="checkbox"/>	<input type="checkbox"/>
By-Laws (available)	<input type="checkbox"/>	<input type="checkbox"/>	Membership Program Implemented	<input type="checkbox"/>	<input type="checkbox"/>
Inventory (not over 2 years old)	<input type="checkbox"/>	<input type="checkbox"/>	Personal Contact / Telephone Committee	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Insurance (adequacy-(replacement-acv))	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SNPD IAW Section 207-208 GEC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Member Conclave Attendance Register	<input type="checkbox"/>	<input type="checkbox"/>	Ladies Group in Temple	<input type="checkbox"/>	<input type="checkbox"/>
Quorum (9 SK's) at all Stated Conclaves	<input type="checkbox"/>	<input type="checkbox"/>	Commandery participated in Church & Civic activities	<input type="checkbox"/>	<input type="checkbox"/>
Quorum (9 SK's) at Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Commandery participated in Holy Day observances	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Complete Set of Annual Proceedings	<input type="checkbox"/>	<input type="checkbox"/>			
Monthly Reports submitted as required	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Annual Reports (2 Years available)	<input type="checkbox"/>	<input type="checkbox"/>	RITUAL AND TACTICS		
General Orders (read and annotated)	<input type="checkbox"/>	<input type="checkbox"/>	Short form opening accomplished correctly	<input type="checkbox"/>	<input type="checkbox"/>
Ohio Grand Commandery Statutes	<input type="checkbox"/>	<input type="checkbox"/>	Knight of Malta from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
Grand Encampment Constitution & Statutes	<input type="checkbox"/>	<input type="checkbox"/>	Pre-chamber Lecture given	<input type="checkbox"/>	<input type="checkbox"/>
12 Rituals on Hand	<input type="checkbox"/>	<input type="checkbox"/>	Prelates escort from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
12 Tactics Manuals on Hand	<input type="checkbox"/>	<input type="checkbox"/>	EC performed all 5 libations per tactics and ritual and from memory	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Officer Attendance Record	<input type="checkbox"/>	<input type="checkbox"/>	Triangle Guard from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
Minutes (signed, election, installation, etc. annotated)	<input type="checkbox"/>	<input type="checkbox"/>	Explanatory Lecture given	<input type="checkbox"/>	<input type="checkbox"/>
Petition Top Line Signer List (per general orders)	<input type="checkbox"/>	<input type="checkbox"/>	Music used to enhance presentation	<input type="checkbox"/>	<input type="checkbox"/>
Member Ledger Book	<input type="checkbox"/>	<input type="checkbox"/>	Stage Crew efficient and effective	<input type="checkbox"/>	<input type="checkbox"/>
Members Notified (annual conclave, inspection, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Lengthy lapses in the work	<input type="checkbox"/>	<input type="checkbox"/>
Hard copy of computer housed records available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Did Commandery use scenery	<input type="checkbox"/>	<input type="checkbox"/>
Required Committees Assigned	<input type="checkbox"/>	<input type="checkbox"/>			
			FULL FORM OPENING		
FINANCIAL			SK's in the lines from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
Uniform Audit Report (UAR) Available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Members of the escort from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
UAR Membership data agrees with Annual Return	<input type="checkbox"/>	<input type="checkbox"/>	Communications accomplished per tactics and ritual	<input type="checkbox"/>	<input type="checkbox"/>
Budget	<input type="checkbox"/>	<input type="checkbox"/>	Flag presented per tactics	<input type="checkbox"/>	<input type="checkbox"/>
Living within income	<input type="checkbox"/>	<input type="checkbox"/>	Were pro-tem's used	<input type="checkbox"/>	<input type="checkbox"/>
Financial Assets Disclosure Form	<input type="checkbox"/>	<input type="checkbox"/>			
			REHEARSAL OF DUTIES		
			Rehearsal of Duties conducted properly	<input type="checkbox"/>	<input type="checkbox"/>

To: S.K. _____ Right Eminent Grand Commander of the Grand Commandery of Knights Templar of Ohio. I have made a rigorous inspection of the records, finances, paraphernalia and performance of this Commandery and have/have not* (circle one) presented a certificate of certification to the Eminent Commander.

Fraternally, _____ Inspecting Officer.

*(Discrepancy Report attached)

white-grand commander, yellow-advisor, pink-inspecting officer, gold-recorder