



Annual Lodge Financial Report

Date _____

Lodge Name and Number _____

Financial Audit for 1/1/2023 to 12/31/2023

Beginning Cash Balance \$ _____
(should be carried forward from previous year's audit)

Cash Receipts

Lodge Refunds: _____

Lodge Rentals/Bookings: _____

Interest Income: _____

Other Income *(Please list)* _____:

Itemize _____

Total Cash Receipts: \$ _____
(sum of all monies) (starting balance and all income)

Cash Disbursements

1. Administration/Operations

Salaries/Remunerations

Lodge Officer *(list position/amount)* _____:

Lodge Officer *(list position/amount)* _____:

Other *(list position/amount)* _____:

Lodge Expenses

Bank Fees: _____

Accounting - Audit: _____

Taxes: _____

Other Expenses *(office supplies, postage, etc.):*

Itemize _____

Total Administration: \$ _____

2. Meeting/Activity Expenses

Food: _____

Meeting/Activity Space Rental: _____

Door Prizes: _____

Other Expenses _____:

Itemize _____

Total Meeting/Activity Expenses: \$ _____

3. Donations/Advertising/Scholarships: *(Please list)*

Total Donations: \$ _____

Total Cash Disbursements: \$ _____
(Administration, Meeting, Donations)

Ending Cash Balance of the Operating Account: \$ _____



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Please list all other bank accounts and investments that the lodge may have.

Financial Institution

_____	Balance of the Account	\$ _____
_____	Balance of the Account	\$ _____
_____	Balance of the Account	\$ _____
_____	Balance of the Account	\$ _____
_____	Balance of the Account	\$ _____
_____	Balance of the Account	\$ _____
_____	Balance of the Account	\$ _____
	Total Balance of all Lodge Assets:	\$ _____

Please list members of the Audit Committee (*must be signed by at least 3 members*) or Accountant:
Lodge President, Secretary, or Treasurer cannot be an Audit Committee member.

_____	Signature
_____	Signature
_____	Signature
Accountant/CPA signature if completed by an Accountant/CPA	Signature

ATTESTATION

We, the below signed Officers of Lodge _____, do hereby attest to the best of our knowledge and in the faithful performance of our duties, that the preceding or attached documentation is a true and accurate accounting of the financial activities and status of Lodge funds for the time period indicated.

Lodge President Signature

Lodge Secretary / Financial Secretary / Treasurer Signature

Date

Date

This audit should be signed and dated as of the date the audit is completed.

Must be returned by **May 15, 2024** - along with IRS Form 990 (if applicable).

Date sent to SPJST Home Office