

RECOMMENDATIONS:

(In the space below, the Aerie Auditor should set out any recommendations that may care to make in the Aerie meeting that would be for the best interest of and foster more business-like practices in the Aerie itself in an effort to promote its future welfare and betterment.)

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Respectfully submitted:

\_\_\_\_\_  
AERIE AUDITOR

COUNTERSIGNED:

\_\_\_\_\_  
WORTHY PRESIDENT

AUDITOR:  
Retain one copy-File White Copy with Aerie Secretary

MONTHLY REPORT OF  
AUDITOR TO AERIE

FOR THE MONTH OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_

(Enter date this report was made to the Aerie by the Aerie Auditor.)

TO THE OFFICERS AND MEMBERS OF AERIE

NO. \_\_\_\_\_ CITY \_\_\_\_\_ PROV. \_\_\_\_\_

MY BROTHERS:

In compliance with Section 102.1 Statutes F.O.E., I have examined the books and records of all financial officers and committees of the Aerie and herewith submit this monthly report.

I have examined all the books and records of the Secretary and find that they (have) (have not) been properly maintained.

I have examined all the books and records of the Treasurer and find that they (have) (have not) been properly maintained.

I have examined all the books and records of the Board of Trustees and find that they (have) (have not) been properly maintained.

I have examined all the books and records of the committees handling Aerie funds and find that they (have) (have not) been properly maintained.

If any of the books and records were found to have not been maintained in the proper manner, state below what records have been neglected: \_\_\_\_\_

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

and I have given them the instruction as to the proper manner of keeping them in the future.

**ANALYSIS OF BUFFET OPERATION  
AND  
SOCIAL ROOM OPERATION**

Total sales for month.....\$ \_\_\_\_\_  
 LESS  
 Cost of Goods Sold.....\$ \_\_\_\_\_  
 GROSS PROFIT.....\$ \_\_\_\_\_  
 Other social room receipts.....\$ \_\_\_\_\_  
**GROSS SOCIAL ROOM PROFIT...\$ \_\_\_\_\_**  
 Total direct expenses.....\$ \_\_\_\_\_  
 Other social room expenses.....\$ \_\_\_\_\_  
 TOTAL SOCIAL ROOM EXPENSE...\$ \_\_\_\_\_  
**SOCIAL ROOM NET PROFIT.....\$ \_\_\_\_\_**

You should call to the attention of the Board of Trustees the necessity of improving the profit of the Buffet operation, if the above statement does not show at least a **55% GROSS** and **20% NET PROFIT**

The above information is to be secured from the Trustees' weekly reports and monthly summary. Forms 300, 302, 602.

Total applications this month \_\_\_\_\_  
 Total Number Initiated this month \_\_\_\_\_  
 Total Members reported to Membership Dept. \_\_\_\_\_  
 Total Members paid up to date this month \_\_\_\_\_  
 Total Members Less than four (4) months \_\_\_\_\_  
 Total Number of members re-enrolled \_\_\_\_\_

Are all bills approved by the Finance Committee before they are presented to the Aerie for payment? \_\_\_\_\_

Are all bills properly voted upon by the Aerie before the Treasurer's check is issued for payment of them? \_\_\_\_\_

| FUND                     | BENEFIT | GENERAL | SOCIAL | BLDG. |
|--------------------------|---------|---------|--------|-------|
| Prec. Mo. Bal. Brt. Fwd. |         |         |        |       |
| Add Receipts             |         |         |        |       |
| <b>TOTAL</b>             |         |         |        |       |
| Less Expenditures        |         |         |        |       |
| <b>BALANCE</b>           |         |         |        |       |
| Add Bonds                |         |         |        |       |
| Add Savings Accts.       |         |         |        |       |
| Add Savings Accts.       |         |         |        |       |
| Add Other Inv. Or Assets |         |         |        |       |
| <b>TOTAL</b>             |         |         |        |       |
| Less Liabilities         |         |         |        |       |
| <b>Balances</b>          |         |         |        |       |
| Less Earmarked Funds     |         |         |        |       |
| <b>Net Balance</b>       |         |         |        |       |

Have the cash book balances been reconciled with the Bank statements, cancelled and outstanding checks? \_\_\_\_\_