

**RECORDER PRELIMINARY INSPECTION REPORT  
2017-2018**

**This page is to be completed by the Recorder and given to the Grand Inspecting Officer at the Inspection.**

In accordance with section 48, (h) of the Constitution and Statues of the Grand Encampment of Knights Templar, of the United States of America, S.K. \_\_\_\_\_ is assigned as the personal representative of the Right Eminent Grand Commander to inspect \_\_\_\_\_ Commandery Number \_\_\_\_\_ at \_\_\_\_\_, Georgia on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Recorder Name \_\_\_\_\_ Recorder Email Address \_\_\_\_\_

<b>FINANCIAL</b>		<b>GRAND COMMANDERY SESSION</b>	
Cash in Treasurer		Number of Dais Officers Attended	
Estimated Value of Equipment		Number of Past Commanders Attended	
Amount of Bond or 2 Signatures		<b>CURRENT INSPECTION</b>	
Annual Membership Dues		Members Present at Inspection	
Fee Charged for Orders		Line Officers Present at Inspection	
Members with Annual Dues in Arrear (1 Year)		Uniformed SKs Present at Inspection	
Members with Annual Dues in Arrear (2 Years)		Guests Not in Uniform Present	
Members with Annual Dues in Arrear (3 Years)		<b>AMOUNT CONTRIBUTED TO CHARITIES</b>	
Date Treasurer and Recorder Books Audited		K.T.E.F.	
<b>MEMBERSHIP</b>		Mollie S. Moseley Eye Trust	
Number on Roll		Holy Land Pilgrimage	
Number of Emeritus Members		Other Masonic Contributions	
Number Suspended Preceding Year		<b>TOTAL CONTRIBUTIONS</b>	
Number Reinstated Preceding Year			
Number of Conclaves Opened in Full Form			
Average Attendance			
Christmas Observance Attended by Officers			
Christmas Observance Attended by SKs			
Easter Observance Attended by Officers			
Easter Observance Attended by SKs			

List the Officers that are participating in the Inspection. Indicate with an (X) any officer position that is filled with a person other than the person elected to fill that position.

<b>OFFICE</b>	<b>NAME</b>	<b>OFFICE</b>	<b>NAME</b>
<b>COMMANDER</b>		<b>TREASURER</b>	
<b>GENERALISSIMO</b>		<b>RECORDER</b>	
<b>CAPTAIN GENERAL</b>		<b>STANDARD BEARER</b>	
<b>SENIOR WARDEN</b>		<b>SWORD BEARER</b>	
<b>JUNIOR WARDEN</b>		<b>WARDER</b>	
<b>PRELATE</b>		<b>SENTINEL</b>	

## COMMANDERY INSPECTOR'S REPORT

### ADMINISTRATIVE

Circle Yes or No

IRS 990 Submitted (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Charter (in Asylum) (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
By-Laws (Available) (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Triangle and Relics (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Treasurer Books in Order (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Recorder Books in Order (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Monthly Reports Submitted as Required (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Annual Reports (2 Years Available) \_\_\_\_\_ Yes or No  
Quorum (9 SK's) at Inspection (Members of this Commandery) (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
GA Grand Commandery Statues (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Grand Encampment Constitution and Statues (On the Web) \_\_\_\_\_ Yes or No  
General Orders (Read and Annotated) \_\_\_\_\_ Yes or No  
Complete Set of Annual Proceedings \_\_\_\_\_ Yes or No  
12 Rituals on Hand (Including Officers) \_\_\_\_\_ Yes or No  
12 Tactics Manuals on Hand (Including Officers) \_\_\_\_\_ Yes or No  
Proof of Insurance \_\_\_\_\_ Yes or No  
Minutes (Signed, Election, Installation, Annotated) \_\_\_\_\_ Yes or No  
Hard Copy of Computer Records Available \_\_\_\_\_ Yes or No  
Required Committees Assigned \_\_\_\_\_ Yes or No

### FINANCIAL

Audit Report Available (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Member Ledger Book \_\_\_\_\_ Yes or No  
Financial Assets Disclosure Form \_\_\_\_\_ Yes or No  
Treasurer and Recorder Bonded (NO = FATAL FLAW) \_\_\_\_\_ Yes or No

### MEMBERSHIP

Knighting within the last 12 months (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
SNPD in Accordance with Grand Encampment Statues (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Commandery Participated in Holy Day Observance (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Represented at School of Tactics \_\_\_\_\_ Yes or No  
Officer Attendance Record \_\_\_\_\_ Yes or No  
Member Attendance Register \_\_\_\_\_ Yes or No  
Represented at last Grand Commandery \_\_\_\_\_ Yes or No

<b>INSPECTION GRADE</b>										
Full Form Openings/Closings	0	1	3	4	5	6	7	8	9	10
Proficiency in Opening/Closing during Inspection	0	1	3	4	5	6	7	8	9	10
Charities (KTEF, MSM)	0	1	3	4	5	6	7	8	9	10
Will Attend Christmas Observance in Asylum	0	1	3	4	5	6	7	8	9	10
Will Attend Easter Observance in Asylum	0	1	3	4	5	6	7	8	9	10
Holy Land Pilgrimage (Sent or Saving to Send Minister)	0	1	3	4	5	6	7	8	9	10
Will Attend Church Service in Uniform as a Group	0	1	3	4	5	6	7	8	9	10
Officers in Uniform at Inspection	0	1	3	4	5	6	7	8	9	10
Orders Conferred and/or Practices	0	1	3	4	5	6	7	8	9	10
Discretionary Points for Effort	0	1	3	4	5	6	7	8	9	10
<b>TOTAL SCORE</b>										

Commandery Name and No. \_\_\_\_\_ Date \_\_\_\_\_

Inspecting Officer \_\_\_\_\_