

**2018-2019 RECORDER PRELIMINARY INSPECTION REPORT**  
**REVISED JUNE 4, 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 Foundation Trust |  |
| Number on Roll                               |  | Holy Land Pilgrimage                   |  |
| Number of Emeritus Members                   |  | Other Masonic Contributions            |  |
| Number Suspended Preceding Year              |  | TOTAL CONTRIBUTIONS                    |  |
| 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 Elected Officers present for Inspection. Place an (X) beside any Officer position not filled with the Elected Officer.

| <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 Constitution/Statues (NO = FATAL FLAW) \_\_\_\_\_ Yes or No  
Grand Encampment Constitution/ Statues (On the Web) \_\_\_\_\_ Yes or No  
General Orders (Read and Annotated) \_\_\_\_\_ 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 or Two Signatures (NO = FATAL FLAW) \_\_\_\_\_ Yes or No

### MEMBERSHIP

Knighting within the last 12 months or Practiced Conferral (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

| INSPECTION GRADE                                       |   |   |   |   |   |   |   |   |   |   |    |
|--|---|---|---|---|---|---|---|---|---|---|----|
| Full Form Openings/Closings                            | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Proficiency in Opening/Closing during Inspection       | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Charities (KTEF, MSM)                                  | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Will Attend Christmas Observance                       | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Will Attend Easter Observance                          | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Holy Land Pilgrimage (Sent or Saving to Send Minister) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Will Attend Church Service                             | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Officers in Uniform at Inspection                      | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Orders Conferred and/or Practices                      | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Discretionary Points for Effort                        | 0 | 1 | 2 | 3 | 4 | 5 |   |   |   |   |    |
| Will Hold a Fundraiser                                 | 0 | 1 | 2 | 3 | 4 | 5 |   |   |   |   |    |
| <b>TOTAL SCORE</b>                                     |   |   |   |   |   |   |   |   |   |   |    |

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

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