



## PROVINCE

## DISTRICT

## DATE

RECEIPTS			*DISBURSEMENTS	
Initiation Fees			Candidate Fees to Supreme Office	
Banquet Ticket Receipts			Candidate Equipment	
<b>Miscellaneous Income:</b>			Hall Rent, Renovations and Decorations	
Bank Balance Interest			Team Expense	
Other Interest			Music	
Program Book Ads			Banquet Costs	
Other			Speaker and Guest Expense	
			Postage and Telephone	
			Printing	
			Master’s Travel Expense	
			Secretarial	
			Miscellaneous	
<b>Total Receipts</b>			<b>Total Disbursements</b>	

## \*\*\*COMMITTED EXPENDITURES

**BALANCE SUMMARY				
Received from Predecessor	+			
Balance Forward from Previous Report	+		Total Committed Expenditures (explain below)	
<b>Total Receipts</b>	+		Comments	
<b>Total Disbursements</b>	-			
<b>Balance on Hand</b>			Attach additional documentation if an explanation is required.	

\* List disbursements actually paid from Master’s account.

\*\* Include the book balance of checking, money market and savings accounts.

\*\*\* List monies committed to expenditures during the current audit period, intended for inclusion on the next audit report as disbursements.

INTERROGATORIES

In what bank or banks is money deposited? .....

In what name is same deposited? .....

Is interest paid on balances? ..... If so, what rate? .....

Are any of your funds invested? ..... If so, give a description of the securities and in whose name they are registered. ....

How many candidates initiated since last report? TOTAL: ..... LAY: ..... CLERGY: .....

Certified Correct

Master’s Auditing Committee Signatures

Master’s Signature

## MASTER'S SEMI-ANNUAL REPORT

Section 17(f) of the Laws and Rules of the Fourth Degree of the Knights of Columbus states that "Masters shall on the first day of March and September of each year make a detailed financial report and statement on forms furnished by the Supreme Secretary, forwarding a copy thereof to the Supreme Secretary, Supreme Master and Vice Supreme Master. Said report shall be approved and signed by the auditing committee of three members elected by the District Assembly at its last preceding regular meeting, provided, that where no District Assembly meeting has been held, said report shall be approved and signed by an auditing committee of three members elected by the Assembly of which the Master is a member." The books and accounts of Masters shall be subject to audit at any time by the Supreme Secretary upon order of the Supreme Master.

Section 17(g) states that "It shall be the duty of each Master on the first day of March and September each year to remit to the Supreme Secretary all Fourth Degree funds in his hands in excess of three thousand dollars for deposit in the Fourth Degree Fund to be used for the general purposes of said Fund. Failure of the Master to promptly comply with the provisions of this section shall subject him to removal from office by the Supreme Master."

The following guidelines will aid each Master in completing this report.

### Balance Summary

Received from Predecessor – The amount reported here is listed only once by a NEW Master, and is the amount of funds received from the former Master.

Balance Forward from Previous Report – This amount is the ending balance (Balance on Hand) from the preceding semi-annual report.

Balance on Hand – Compute the ending balance for this report by adding and subtracting each figure as indicated, and enter the total as the balance now on hand. This ending balance should equal the book balance of all checking, savings and money market accounts held by the Master.

Masters may not expend monies for any purpose except the defrayment of expenses incident to the operations of their office, including only:

- (a) The actual expenses of exemplifications.
- (b) One free ticket to each member of the class, to each member of the degree team and to a limited number of honorary guests.
- (c) Maintenance of equipment.
- (d) The expense of visitations to assemblies.

This report is to be completed in quadruplicate. Original copy is for the office of the Supreme Secretary. The second copy is for the Supreme Master, the third for the Vice Supreme Master. The fourth copy is for the Master's files.