**GRAND INSPECTOR’S OFFICE**

**INSPECTION CHECK SHEET**

LODGE NAME/DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

INSPECTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORSHIPFUL MASTER:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SECRETARY**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_**

TREASURER**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_**

***(Yes or No - comment as necessary; use back if necessary)***

***Secretary’s Corner/Records***

*\_\_\_\_\_\_\_Grand Lodge Constitution (March 3, 2012 Edition)*

*\_\_\_\_\_\_\_Grand Lodge SOPs (18) Edicts (0)*

*\_\_\_\_\_\_\_Lodge Charter*

*\_\_\_\_\_\_\_Lodge Bylaws (Should be less than five years old)*

*\_\_\_\_\_\_\_Lodge Seal (Check for conformance with Bylaws)*

*\_\_\_\_\_\_\_Trestle Board (For the current year)*

*\_\_\_\_\_\_\_Widows List*

*\_\_\_\_\_\_\_Secretary’s Handbook*

*\_\_\_\_\_\_\_Attendance Book (Should be current)*

*\_\_\_\_\_\_\_Agenda*

*\_\_\_\_\_\_\_Budget (Current Year)*

*\_\_\_\_\_\_\_Minutes*

*\_\_\_\_\_\_\_30/60/90-Day Letters*

*\_\_\_\_\_\_\_Financial Worksheets*

*\_\_\_\_\_\_\_Secretary’s Receipt Book*

*\_\_\_\_\_\_\_Membership Ledger (Electric or Paper copy)*

*\_\_\_\_\_\_\_Orders on the Treasurer/Payment Vouchers*

*\_\_\_\_\_\_\_Lodge Audit Report*

*\_\_\_\_\_\_\_Insurance Policy*

***Treasurer’s Corner/Records***

*\_\_\_\_\_\_\_Treasurer Receipt Book*

*\_\_\_\_\_\_\_Bank Statements (Current year)*

*\_\_\_\_\_\_\_Bank Account Reconciliations (At least monthly)*

*\_\_\_\_\_\_\_Cash Book (Properly Completed)*

*\_\_\_\_\_\_\_Check Book (Properly completed)*

*\_\_\_\_\_\_\_Bank Deposit Slips (Current Year)*

*\_\_\_\_\_\_\_Treasurer Report*

*Opening & Closing of the Lodge: (Comment on any significant issues observed)*

**OGI Form 010 – Grand Inspector’s Office Inspection Check Sheet - Instructions**

1. OGI Form 010, Grand Inspector’s office Inspection Check Sheet, is the document used by Grand Inspector (GI) staff to conduct inspections of Lodges, both during Lodge meetings or outside of Lodge meetings.
2. The check sheet enable the GI’s staff to:
   1. Verify that the lodge has certain required items on hand, such as the GL Constitution, SOPs, Lodge Charter, Bylaws, Lodge Seal, Trestle Board, Secretary’s Handbook
   2. Ensure that the Lodge uses appropriate resources and follows proper procedures to administer the affairs of the Lodge, including use of agendas, attendance books, an approved budget, recording of minutes, issuance of 30/60/90-day letters, etc.
   3. Determine if the Lodge uses approved records and/or systems to record, maintain, account for and report on the financial activities of the Lodge
   4. Establish whether the Lodge has the proper insurance coverage to protect the Lodge in the event of a physical or financial loss
   5. Observe whether the Lodge meets standards for conducting ritualistic activities, such as openings, closings, etc.
3. Members of the GI’s staff will complete the check sheet for each Lodge inspection, beginning with entering information to identify the Lodge, district, date of the inspection, inspector’s name and title, and the names of the Worshipful Master, Secretary and Treasurer of Lodge. GI staff will then address each item listed on the check sheet and comment as appropriate.
4. GI staff will make recommendations, where warranted, to address any deficiencies noted and will highlight positive observations, as well.
5. Lodge inspections may be conducted on the initiative of the GI or by request of the DDGM or Lodge. Inspections may also be conducted in coordination with the Office of the Grand Lecturer, whether announced or unannounced.
6. GI staff will provide oral and/or written feedback to the Lodge and DDGM of the results of the inspection.
7. The inspection check sheet is a Microsoft Word document that may be completed electronically or manually.