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| **CATEGORY** | **QUESTION:** | **ANSWER:** | **ACTION:** | **FOLLOW-UP** |
|  | Are disabled members being handled properly? |  |  |  |
|  | Is additional bonding needed? Is it in place? |  |  |  |
|  | Is the FS aware he can be compensated (8 - 10 % of dues collected)? |  |  |  |
|  | Do Financial Secretary's records show funds received? |  |  |  |
|  | Do Financial Secretary's records show funds disbursed to the treasurer? |  |  |  |
|  | Does FS attend MOST mtgs? |  |  |  |
| **Treasurer** |  |  |  |  |
|  | Has IRS form 990 been submitted by 15th day of 5th month after close of accounting period? |  |  |  |
|  | Are funds deposited promptly after receiving them from FS? |  |  |  |
|  | Are the Treasurer’s books in order? |  |  |  |
|  | Does the Treasurer have the council check book MOST of the time? |  |  |  |
|  | Does the Treasurer have a checkbook that has two signature lines and creates a copy of the check? |  |  |  |
|  | Are all checks signed by the treasurer and Grand Knight? |  |  |  |
|  | Does the Treasurer attend MOST meetings? |  |  |  |
| **Grand Knight** |  |  |  |  |
|  | Is the GK managing the Council in accordance with the Supreme and council by-laws? |  |  |  |
|  | Are the Supreme, State and Chapter assessments paid on time? |  |  |  |