

2026-2027 RECORDER ADMINISTRATIVE INSPECTION REPORT**REVISED MAY 11, 2026**

This page is to be completed by the Recorder and given to the Grand Inspecting Officer at the Divisional 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 _____

MEMBERSHIP		CURRENT INSPECTION	
Number on Roll		Members Present at Inspection	
Number of Emeritus Members		Line Officers Present at Inspection	
Number Knighted in last 12 Months		Uniformed SKs Present at Inspection	
Number Reinstated Preceding Year		Guests Not in Uniform Present	
Number Suspended Preceding Year			
Number of Deaths Preceding Year		AMOUNT CONTRIBUTED TO CHARITIES	
Net Increase/Decrease in Membership		K.T.E.F.	
Members in Arrears (1 Year)		Mollie S. Moseley Eye Foundation Trust	
Members in Arrears (2 Years)		Holy Land Pilgrimage	
Members in Arrears (3 Years)		Other Masonic Contributions	
# of Conclaves Opened in Full Form		TOTAL CONTRIBUTIONS	
Average Attendance			
Members at Christmas Observance		FINANCIAL	
Members at Easter Observance		Cash in Treasury	
Date Recorder Books Audited		Estimated Value of Equipment	
		Amount of Bond or 2 Signatures	
GRAND COMMANDERY SESSION		Annual Membership Dues	
Number of Dais Officers Attended		Fee Charged for Orders	
Number of Past Commanders Attended		Date Treasurer Books Audited	
		IRS Form 990 Filed - date	

List Elected Officers present for Inspection. Place an (X) beside any Officer position not filled with the Elected Officer.

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

COMMANDERY ADMINISTRATIVE 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

Membership Database updated 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

Membership Chairman Appointed (NO=FATAL FLAW) _____ Yes or No

---Name/Email/Number _____

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

ADMINISTRATIVE INSPECTION GRADE											
Recorder Records Available/In Order at Inspection	0	1	2	3	4	5	6	7	8	9	10
Treasurer Records Available/In Order at Inspection	0	1	2	3	4	5	6	7	8	9	10
Elected Officers Present and in Uniform at Divisional Conclave	0	1	2	3	4	5	6	7	8	9	10
Charitable Contributions (KTEF, MSM, HLP, other)	0	1	2	3	4	5	6	7	8	9	10
Membership Activities – Recruit, Retain, Reinstate	0	1	2	3	4	5					
Holy Day Observances participation	0	1	2	3	4	5					
Asylum Improvement	0	1	2	3	4	5					
Fundraising Activities	0	1	2	3	4	5					
TOTAL SCORE (Maximum Possible 60)											

*** The failure of a Commandery to not have the Administrative Inspection completed at the Divisional Administrative Inspection and School of Instruction, or no later than March 1 of the calendar year, will receive an "Incomplete" Administrative Inspection Report. If a Commandery receives an "Incomplete" Administrative Inspection Report for two (2) consecutive years, that Commandery will be liable to the Grand Commandery of Georgia Code Article III, Section 13.*

Commandery Name and No. _____ Date _____

Inspecting Officer Signature: _____

Inspecting Officer Remarks: