

2024-2025 RECORDER ADMINISTRATIVE INSPECTION REPORT
REVISED MAY 4, 2024

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 _____

FINANCIAL		GRAND COMMANDERY SESSION	
Cash in Treasury		Number of Dais Officers Attended	
Estimated Value of Equipment		Number of Past Commanders Attended	
Amount of Bond or 2 Signatures		CURRENT INSPECTION	
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)		AMOUNT CONTRIBUTED TO CHARITIES	
Date Treasurer and Recorder Books Audited		K.T.E.F.	
MEMBERSHIP		Mollie S. Moseley Eye Foundation Trust	
Number on Roll		Holy Land Pilgrimage	
Number of Emeritus Members		Other Masonic Contributions	
Number Knighted in last 12 Months		TOTAL CONTRIBUTIONS	
Number Reinstated Preceding Year			
Number Suspended Preceding Year			
Number of Deaths Preceding Year			
Net Increase/Decrease in Membership			
Number of Conclaves Opened in Full Form			
Average Attendance			
Christmas Observance Attended by Members			
Easter Observance Attended by Members			

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/Treasurer Records Available/In Order at Inspection	0	1	2	3	4	5	6	7	8	9	10
Charitable Contributions (KTEF, MSM)	0	1	2	3	4	5	6	7	8	9	10
RECRUIT/RETAIN/REINSTATE Membership Activities	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
Elected Officers Present and in Uniform at Divisional Conclave	0	1	2	3	4	5	6	7	8	9	10
Fundraising Activities	0	1	2	3	4	5					
TOTAL SCORE (Maximum Possible 55)											

Commandery Name and No. _____ Date _____

Inspecting Officer Signature: _____

Inspecting Officer Remarks: