

20____ ANNUAL INSPECTION

IAW Section 48, (h) of the Constitution and Statutes of the Grand Encampment of K.T. of the USA, S.K. _____ is assigned as the personal representative of the Right Eminent Grand Commander to inspect _____ Commandery No. _____, _____ Division at _____ Ohio.

FATAL FLAWS are indicated by this symbol - ◇

ADMINISTRATIVE	Y	N	MEMBERSHIP	Y	N
Charter (in asylum)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Festival Participation	<input type="checkbox"/>	<input type="checkbox"/>
By-Laws (available)	<input type="checkbox"/>	<input type="checkbox"/>	Membership Program Implemented	<input type="checkbox"/>	<input type="checkbox"/>
Inventory (not over 2 years old)	<input type="checkbox"/>	<input type="checkbox"/>	Personal Contact / Telephone Committee	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Insurance			SNPD IAW Section 207-208 GEC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(adequacy-(replacement-acv))	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ladies Group in Temple	<input type="checkbox"/>	<input type="checkbox"/>
Member Conclave Attendance Register	<input type="checkbox"/>	<input type="checkbox"/>	Commandery participated in Church		
Quorum (9 SK's) at all Stated Conclaves	<input type="checkbox"/>	<input type="checkbox"/>	& Civic activities	<input type="checkbox"/>	<input type="checkbox"/>
Quorum (9 SK's) at Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Commandery participated in		
Complete Set of Annual Proceedings	<input type="checkbox"/>	<input type="checkbox"/>	Holy Day observances	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monthly Reports submitted as required	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Annual Reports (2 Years available)	<input type="checkbox"/>	<input type="checkbox"/>	RITUAL AND TACTICS		
General Orders (read and annotated)	<input type="checkbox"/>	<input type="checkbox"/>	Short form opening accomplished correctly	<input type="checkbox"/>	<input type="checkbox"/>
Ohio Grand Commandery Statutes	<input type="checkbox"/>	<input type="checkbox"/>	Knight of Malta from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
Grand Encampment Constitution & Statutes	<input type="checkbox"/>	<input type="checkbox"/>	Pre-chamber Lecture given	<input type="checkbox"/>	<input type="checkbox"/>
12 Rituals on Hand	<input type="checkbox"/>	<input type="checkbox"/>	Prelates escort from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
12 Tactics Manuals on Hand	<input type="checkbox"/>	<input type="checkbox"/>	EC performed all 5 libations		
Officer Attendance Record	<input type="checkbox"/>	<input type="checkbox"/>	per tactics and ritual and from memory	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minutes (signed, election,			Triangle Guard from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
installation, etc. annotated)	<input type="checkbox"/>	<input type="checkbox"/>	Explanatory Lecture given	<input type="checkbox"/>	<input type="checkbox"/>
Petition Top Line Signer List			Music used to enhance presentation	<input type="checkbox"/>	<input type="checkbox"/>
(per general orders)	<input type="checkbox"/>	<input type="checkbox"/>	Stage Crew efficient and effective	<input type="checkbox"/>	<input type="checkbox"/>
Member Ledger Book	<input type="checkbox"/>	<input type="checkbox"/>	Lengthy lapses in the work	<input type="checkbox"/>	<input type="checkbox"/>
Members Notified			Did Commandery use scenery	<input type="checkbox"/>	<input type="checkbox"/>
(annual conclave, inspection, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
Hard copy of computer housed			FULL FORM OPENING		
records available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SK's in the lines from Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
Required Committees Assigned	<input type="checkbox"/>	<input type="checkbox"/>	Members of the escort from		
			Inspected Commandery	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL			Communications accomplished		
Uniform Audit Report (UAR) Available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	per tactics and ritual	<input type="checkbox"/>	<input type="checkbox"/>
UAR Membership data agrees with			Flag presented per tactics	<input type="checkbox"/>	<input type="checkbox"/>
Annual Return	<input type="checkbox"/>	<input type="checkbox"/>	Were pro-tem's used	<input type="checkbox"/>	<input type="checkbox"/>
Budget	<input type="checkbox"/>	<input type="checkbox"/>			
Living within income	<input type="checkbox"/>	<input type="checkbox"/>	REHEARSAL OF DUTIES		
Financial Assets Disclosure Form	<input type="checkbox"/>	<input type="checkbox"/>	Rehearsal of Duties conducted properly	<input type="checkbox"/>	<input type="checkbox"/>

To: S.K. _____ Right Eminent Grand Commander of the Grand Commandery of Knights Templar of Ohio. I have made a rigorous inspection of the records, finances, paraphernalia and performance of this Commandery and have/have not* (circle one) presented a certificate of certification to the Eminent Commander.

Fraternally, _____ Inspecting Officer.

*(Discrepancy Report attached)

white-grand commander, yellow-advisor, pink-inspecting officer, gold-recorder