

**Ancient Egyptian Arabic Order Nobles Mystic Shrine
of North and South America and its Jurisdiction, Inc.**

Imperial Deputy of the Desert/Oasis Inspection Report (circle one)

Inspecting Deputy

Temple Inspected

Name _____ Name _____ No. _____

Address _____ Oasis _____

_____ Desert _____

Temple Name _____ No. _____ Inspection Date _____ 20 _____

Tel. (____) _____ - _____ FAX (____) _____ - _____ E-mail _____

Section I - Administration

1. I have examined the charter of the Temple and I find that:

a. It was chartered on (give date) _____

b. It is in possession of _____

2. Is the Temple incorporated? Yes ____ No ____ Date incorporated _____
A copy of the incorporation papers must be on file in the Imperial Recorder's Office.

3. Examine the fidelity bond and the creation insurance for the Temple. Give the name of the Insurer, expiration date of policy, and amount of insurance:

Fidelity Insurer _____ Exp. _____ 20____ \$ _____

Creation Insurer _____ Exp. _____ 20____ \$ _____

4. Is a copy of the bonds on file in the Imperial Recorder's Office? Yes ____ No ____

5. Has the Temple filed a 990 or a 990EZ Form with the IRS? Yes ____ No ____

6. Did the Temple adopt an assessment within the last year? Yes ____ No ____

7. Was the assessment approved in accordance with the current Constitution and General Laws? N/A ____ Yes ____ No ____

8. Have all deaths been reported in accordance with the current Constitution and General Laws? N/A ____ Yes ____ No ____

9. Have the death notices (Shrine and local) been sent to the Imperial Recorder's Office? Yes ____ No ____

10. List the date(s) of the Nobles death _____/_____/_____/_____
 _____/_____/_____/_____/_____/_____/_____
 _____/_____/_____/_____/_____/_____/_____
 _____/_____/_____/_____/_____/_____/_____

11 How many dispensations were issued since last July 1st 20 ____? _____

12. How many Nobles were present for this Inspection Meeting? _____

13. List the elected officers who were present: _____

14. Request the Nobles to inform you of any grievance(s) that they have of the Imperial Council or any Imperial Council Officer. Restate grievance(s) here.

15. Place a "Y" for yes or "N" for no to indicate if the Treasurer has the item. Likewise, Place a "Y" for yes or "N" for no to indicate if the item is current (up to date).

	<u>Has</u>	<u>Current</u>	
a.	____	____	Money received record
b.	____	____	Money spent record
c.	____	____	Receipt book
d.	____	____	Check book (Current means minimum signatures are on checks)
e.	____	____	Bank statement (Yes in block two, means it is reconciled monthly)
f.	____	____	Checking Deposit Book
g.	____	____	Savings Deposit Book

16. Place a “Y” for yes or “N” for no to indicate if the Recorder has the item. Likewise, place a “Y” for yes or “N” for no to indicate if the item is current (up to date).

- | <u>Has</u> | <u>Current</u> | |
|------------|----------------|--|
| a. _____ | _____ | Financial Record Card (Sheet 1) in a metal card file prepared on the entire membership, for a total of _____ cards |
| b. _____ | _____ | Un-approved minute book |
| c. _____ | _____ | Bound (permanent) minute book |
| d. _____ | _____ | Visitors and members meeting attendance register |
| e. _____ | _____ | Temple by-laws and roll of membership signature register |
| f. _____ | _____ | Rejection register |
| g. _____ | _____ | Recorder’s pocket receipt book (must be officially approved) |
| h. _____ | <u>_N/A_</u> | Catalogue carrying case for record books, etc. |
| i. _____ | <u>_N/A_</u> | Temple seal |
| j. _____ | _____ | Money received record |
| k. _____ | _____ | Money spent record |
| l. _____ | <u>_N/A_</u> | Unified Peg Board System |
| m. _____ | _____ | Summary and Statistical Information Form |

Section II. – Membership

1. Membership gains and losses since last July 1st 20____

<u>Losses</u>		<u>Gains</u>	
a. Deaths	_____	Creations	_____
b. Transfers Out	_____	Transfers In	_____
c. Drop Outs	_____	Reinstatements	_____
d. Suspensions	_____	Reactivations	_____
e. Withdrawals	_____	Healed	_____
f. Total Losses	_____	Total Gains	_____

2. Temple membership as of last July 1st 20 _____
3. Membership as of the date of inspection _____

Section III - Finance and Budget

1. Has the Temple submitted the following reports/forms, in accordance with the current Constitution and General Laws and paid the appropriate monies?

<u>Report/Form</u>	<u>Date Submitted</u>	<u>Check/Receipt #</u>	<u>Amount</u>
a. Annual Return	_____	_____	\$ _____
b. Semi-Annual Return	_____	_____	\$ _____
c. Creation	_____	_____	\$ _____
d. Reinstatement	_____	_____	\$ _____
e. Transfer In	_____	_____	\$ _____
f. Transfer Out	_____	_____	\$ _____

2. List the balance owed \$ _____ What date will the balance be paid? _____ 20____
3. What are the Temple's annual dues? \$ _____
4. Did the Temple adopt a budget for the current year? Yes ____ No ____
5. What date did the Temple adopt this year's budget? _____ 20 ____
6. What was the gross income of the Temple last year? \$ _____
7. What is the total estimated income for this year's budget? \$ _____
8. What are the total estimated expenses for this year's budget? \$ _____

Section IV – Grenadier Club

1. Does the Temple have a Grenadier Club? Yes ____ No ____
If the answer is "No", go to Section V - Imperial Council Programs.
2. Does the Temple have a permit issued by the Imperial Potentate authorizing it to operate a Grenadier Club? Yes ____ No ____
3. Does the Grenadier Club have a current beverage license? Yes ____ No ____
4. Is an outside Licensed Public Accountant (LPA) or Certified Public Accountant (CPA) employed to ensure that all local, state, and local federal taxes are prepared on the proper forms? Yes ____ No ____

5. Does the Grenadier Club have liability insurance? Yes ____ No ____
Give the name of the Insurer, expiration date, and coverage amount.

Insurer _____ Exp. _____ 20 ____ \$ _____
6. Does the Temple have Workers Compensation? Yes ____ No ____
7. Are all Grenadier Club members who handle money bonded? Yes ____ No ____
8. Are the Illustrious Potentate, Chief Rabban, Treasurer, and Recorder members of The Grenadier Club Board? Yes ____ No ____
9. Do the officers listed in #8 (above), meet weekly to deposit funds, pay bills, order supplies, etc.? Yes ____ No ____
10. In addition to the Temple officers listed in #8 (above), are there at least six other Nobles elected to the Grenadier Club Board? Yes ____ No ____
11. Does the Grenadier Club Board submit an in-depth financial report at all Temple meetings? Yes ____ No ____
12. Is a copy of the report referenced in #11 (above), submitted to the Imperial Potentate and the Imperial Director of Grenadier Clubs or one of his Deputies? Yes ____ No ____
13. Is at least 25% of the net revenue of the Grenadier Club earmarked, held in a special account, and used for local charities? Yes ____ No ____

Section V - Imperial Council Programs

1. On the line below for "Director Appointed " (Dir. Appt.), place "Y" for yes or "N" for no indicating if the Illustrious Potentate appointed the Director). On the line below for "Number of reports" (No. of Rpts.), indicate the number of reports that have been given and submitted to the Deputy of the Oasis in the past 12 months.

	Dir. Appt.	No. of Rpts.		Dir. Appt.	No. of Rpts.
a. Charity	_____	_____	g. Recreation	_____	_____
b. Economic Ed. & Dev.	_____	_____	h. Talent & Scholarship	_____	_____
c. Membership & Gp. Supv.	_____	_____	i. Transportation	_____	_____
d. Promotions	_____	_____	j. Voter Registration	_____	_____
e. Public Relations	_____	_____	k. Youth	_____	_____
f. Publicity	_____	_____	l. Other (specify)	_____	_____

2. Does the Illustrious Potentate call on all committees and directors to give written, monthly, reports to the Temple? Yes ____ No ____

Section VI - Patrol Department

1. Does the Temple have Patrol Units? Yes ____ No ____ If the answer is "yes", list the Patrol Units below:

Section VII - Shrine Clubs

1. Are there Shrine Clubs operating under the Temple's authority? Yes ____ No ____
If the answer is "Yes", how many Shrine Clubs are operating under the Temple? ____

2. Name of the Shrine Club(s)	Total members
a. _____	a. _____
b. _____	b. _____
c. _____	c. _____

3. Does the Shrine Club make monthly, written reports to the Temple? Yes ____ No ____

4. Is a copy of the approval to establish the Shrine Club on file with the Imperial Potentate's Office and the Imperial Recorder's Office? Yes ____ No ____