

RECONCILIATION OF BANK STATEMENT

Balance in the checking account on _____	\$ _____
Date	
Add: Deposits in transit	\$ _____
TOTAL	\$ _____
Less: Outstanding checks	\$ _____
BALANCE ACCORDING TO BOOKS	\$ _____

BYLAWS

16. Do the Bethel Bylaws allow for a vacation period? _____ If so, when? _____
17. Do the Bethel Bylaws allow for installation other than June and December? _____
18. Comments/Recommendations:

_____ Date _____ Supreme Deputy/Assisting Supreme Deputy

All Supreme Deputies/Assisting Supreme Deputies shall report their activities and the condition of the Bethels under their supervision. Such reports shall be made within two weeks of visitation to the VSG with a copy of the detailed Expense Claim (Form 281). The Chairman of the Finance Committee requires the original receipts with the detailed Expense Claim and a copy of the form. Additional copies of this form shall be mailed to the Supreme Guardian, Associate Guide and Supreme Marshal.

Please attach copies of any written correspondence to the Bethel Guardian.