



Local Lodge Compliance Review Report and Checklist

Ohio Lodge Name _____

Lodge Mailing Address _____

Lodge City State Zip+4 _____

Lodge Contact Name _____

Lodge Contact Email _____

Lodge Contact Telephone _____

Lodge Officer Roster (attach contact information for each)

 President _____

 Vice-President _____

 Secretary _____

 Treasurer _____

Lodge Incorporation

 Date of Incorporation _____

 Date of Renewal _____

 File Number _____

Lodge Federal EIN _____

____ **Proof of Liability Fidelity Insurance (bond)**

Company _____
Bond/Policy # _____
Effective Date _____

____ **IRS Documents**

Form Filed _____
Tax Preparer _____
Filed Date _____
Fiscal Year End _____
Tax Filing Due Date _____

____ **Independent Financial Review (CPA or Internal Committee)**

Conducted by _____
(printed name(s) and membership #(s))

____ **Fundraising Contract(s)**

Company _____
Effective Dates _____

____ **Copy of Meeting Minutes (attach most recent copy)**

____ **Copy of Current Constitution and Bylaws (attach current version)**

Last Revision Date _____

____ **Financial Report(attach most recent copy)**

_____ Lodge Contact Information

Website	_____
Hosting Company	_____
Webmaster Name	_____
Contact email	_____
Contact telephone	_____
Social Media Site #1	_____
Social Media Site #2	_____
Social Media Site #3	_____

_____ Please attach Lodge Income Log and Expense Documents

(documentation of income documentation and expense vouchers)

_____ Report Completed by

Name	_____
Title	_____
Date	_____