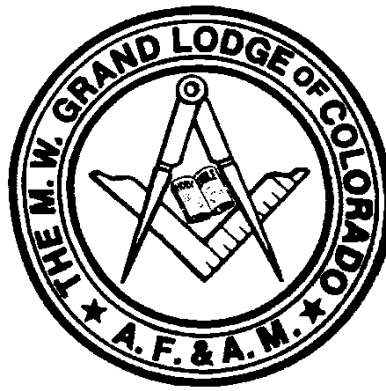


Lodge Self-Evaluation Guide

of the
The Most Worshipful Grand Lodge
Ancient Free and Accepted Masons
of Colorado



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Lodge Self-Evaluation Guide

Introduction

- A. Each Lodge is encouraged to conduct a self-evaluation review at least once a year. Where possible, this self-evaluation should be conducted at least 60 days prior to the District Lecturer (DL) conducting his external review. When a Lodge is not able to conduct such a self-evaluation, the guide can be used jointly by the DL and the Lodge during the DLs review.
- B. It is important to note that this Guide is not “all inclusive”, but rather focuses on the most common challenges that a Lodge faces in their safety, administrative, and financial processes. Every Lodge can expand on this Guide by adding additional questions in those areas that the Lodge feels needs greater review, as their Master may direct.
- C. The DL is always ready to assist as necessary in providing advice, guidance, instruction, and sharing “good practices” from other Lodges. Lodges are encouraged to actively engage their DL in these reviews. In those rare cases where a serious irregularity is identified during these reviews, the Lodge should immediately inform the DL.

Purpose

The purpose of this guide is to provide each Lodge, during their internal periodic review of safety, administrative, and financial procedures, with a checklist against which they can evaluate their processes and information.

1. Where shortcomings are identified, the Lodge should take action to remedy them, and can ask for help from their DL for assistance.
2. Additionally, this Guide can be used by the DLs to assist them in their annual review of Lodge processes.
3. Lodges will provide a copy of this self-evaluation to the DL for his information at the time of his external review.

Preparation Checklist

In preparing for use of this Guide, Lodges will find it helpful to have the following documents and information readily available:

1. Lodge Bylaws
2. Minutes of all Stated and Special Communications for the past 12 months
3. Any Grand Lodge dispensations for the past 12 months
4. Membership rosters, if not maintained on-line through eSecretary
5. Dues payment rolls, if not maintained on-line through Dues Manager
6. Records of all funds received by the Secretary
7. Receipts for all funds transmitted to the Treasurer
8. Bank Statements for the past 12 months
9. Investment Statements for the past 12 months (if any)
10. Book of Constitutions (BOC)
11. Handbook for Officers of Constituent Lodges
12. Copy of previous Self-Evaluation (if any)

NOTE: when possible, online access to eSecretary and Dues Manager will often make the review faster and more accurate.

Self-Evaluation Process

A. Self-Evaluation Information

1. Date of Self-Evaluation: May 7, 2019
2. Lodge Officers Present and Position:
Master / Warden: W.B. Kevin Townley
Secretary: W.B. Richard Werpy
Treasurer: W.B. Dave Williams
Other: _____

B. Building Safety and Insurance

Conduct a general walk-around of the Lodge building. Are there:

- 1. any potential safety hazards (flammable liquids / paint storage, storage Y/N
- 2. of food, water leaks, etc.)? Y/N
- 3. Are there adequate and safe access and egress routes from the building to be used in case of emergency? Y/N
- 4. Are fire extinguishers regularly checked and operational? Y/N
- 5. Has a local Fire Marshall inspection been conducted annually? Y/N

(Some Lodges may not be able to get a local Fire Marshall to conduct such an inspection.)

- 6. Does the Lodge carry adequate liability insurance for its activities, including any community activities outside of the Lodge building? Y/N

Coverage Amount: \$ _____

Annual Premium: _____

- 7. Is there an adequate financial reserve at the Lodge to cover any deductible amount on such insurance policy? Y/N

Any safety concerns should be shared with the Temple Board / Building Society, etc., as appropriate.

Additional Comments for Safety and Insurance: _____

C. Administrative Procedures: It will probably not be possible to check every entry in every record, but the self-evaluation process should check enough samples of information to identify any weaknesses or deficiencies. If problems are identified, then a larger sample of records should be reviewed.

- 1. Does the Secretary feel adequately trained? Y/N

(If no, identify needed training in the comment section below, and ask the DL to assist.)

2. Is the Lodge in compliance with BOC Section 109 (Reports of Officers)? Y/N
3. Is the Lodge in compliance with BOC Section 110 (Book of Constitutions) ? Y/N
4. Have all (if any) amendments to the bylaws been approved by the Grand Lodge,
5. and posted to the official copy of the bylaws? Y/N
5. Minutes of all Stated and Special Communications:
 - a. Have all Minutes been signed? Y/N
 - b. Do the Minutes reflect the topic and presenter of Masonic Education for each Stated Meeting? Y/N
 - c. For each Special Communication, do the Minutes record the purpose(s) for that Special Communication? Y/N
 - d. Do the Minutes reflect the initiating, passing, raising, or proficiency examination of any material or member of the Lodge? Y/N
6. Do the records in the Grand Lodge e-Secretary reflect the same information about initiating, passing, raising, proficiencies? Y/N
7. If Masonic Charges were brought in the Lodge, do the Minutes record the reading in full of such Charges? Y/N
8. Were any Grand Lodge dispensations noted in the Minutes and appropriately followed? Y/N
9. Do the Minutes record the reading of any petitions, and their appropriate disposition? Y/N
 Does the appointed investigation committee for a petition for the Degrees of Masonry usually include a Past Master, as shown in the Minutes? Y/N
11. Does the Lodge comply with BOC Section 144?
 - (a) Notification to members to appear by registered or certified mail, at least 20 days prior to the communication at which he must appear ? Y/N
 - (b) Vote to suspend or remit dues, not later than June each year? Y/N
 - (c) Vote taken by written ballot? Y/N
12. Was a budget passed for the current Masonic Year? Y/N
13. Is a copy of the budget attached to the Minutes when passed? Y/N
14. Are all expenditures not included in an annual budget noted in the Minutes as having been approved by vote of the Lodge? Y/N

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| 15. Did the Master order the payment of all expenditures approved by the Lodge? | Y/N |
| 16. Does the Secretary receive all funds due to the Lodge? | Y/N |
| 17. Does the Secretary transmit all funds received to the Treasurer taking his receipt therefore? | Y/N |

Additional Comments – Administrative Procedures: _____

D. Financial Procedures

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| 1. Does the Treasurer feel adequately trained? | Y/N |
| (If not, identify needed training in the comment section below, and ask the DL to assist.) | |
| 2. Is there a specific officer or committee that is tasked with oversight and planning for the Lodge ? | Y/N |
| 3. Is there a formal process for developing the Lodge budget and other financial plans ? | Y/N |
| 4. Compare the Secretary’s records with the Treasurer’s records | |
| a. Were all funds documented in the Treasurer’s receipts deposited into Lodge accounts, as shown on statements for those accounts? | Y/N |
| b. Do the amounts reported as received for dues match the amounts required by the Bylaws and are they reflected in Dues Manager (or other records maintained by the Lodge)? | Y/N |
| 6. Are bank account statements and investment account statements reconciled (balanced) on a regular basis to identify discrepancies? | Y/N |
| 7. Do all expenditures by the Treasurer match approved expenditures as reflected in the Minutes and as ordered by the Master? | Y/N |

*(Any discrepancies in (a) receipts and deposits, or (b) between authorized payments and actual payments, which cannot be satisfactorily explained, should be immediately brought to the attention of the DL.)

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| 8. Do all accounts have a primary and secondary signatory person? | Y/N |
| 9. Does the Lodge understand their investment accounts (if any), including Types of investments, fees, etc.? | Y/N |
| 10. Are the investment account statements reviewed for discrepancies, and are investments reviewed for performance? | Y/N |
| 11. Is the Lodge current on all required filings with the IRS, including the 990-N tax return? | Y/N |

Additional Comments – Financial Procedures: _____

Follow-Up Actions (when, who, how):

#1 _____

#2 _____

#3 _____

#4 _____
