

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

Imperial Deputy of the Desert Visitation Report

Temple Name _____ No. _____

Meeting Address _____

Oasis _____ Desert _____

Meeting Date _____ Time _____

Inspection Date _____ 20 _____

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

4. Did the Temple adopt an assessment within the last year? Yes ___ No ___

a. Was the assessment approved in accordance with the current Constitution and General Laws? N/A _____ Yes ___ No ___

b. How much was the assessment? _____

c. What is the purpose of the assessment? _____

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

6. Has the Illustrious Potentate appointed an Advisor to the Court? Yes ___ No ___

7. Does the Temple own the building where it meets? Yes ___ No ___

a. If yes, does the Temple have property insurance? Yes ___ No ___

• Give the name of the Insurer, expiration date, and coverage amount.

Insurer _____ Exp. _____ 20 _____ \$ _____

b. If no, does the Temple have a rental contract? Yes ___ No ___

8. How many Nobles were present for this Meeting? _____

9. List the elected officers who were absent:

10. 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.

11. Place a "Y" for yes or "N" for no to indicate if the Financial Report 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.	___	___	Bank Balance
b.	___	___	Outstanding Checks and Deposits
c.	___	___	Receipts & Deposits
d.	___	___	Approved Disbursements
e.	___	___	Total Funds Available
f.	___	___	Reconciliation of Accounts

12. 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

13. 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).

Has Current

Does Recorder have:

1. Books

- ____ ____ Book of Laws: Constitution and General Laws
- ____ ____ Administrative Policies and Procedures Manual
- ____ ____ Pillar of Society
- ____ ____ Temple Recorders Guide

2. Forms and Documents:

- ____ ____ Membership application forms for initiation or reinstatement
- ____ ____ Transfer of membership forms
- ____ ____ 5 Day Death Notice
- ____ ____ Change of address forms
- ____ ____ Notice of Pay Dues and Order to Show Cause Forms

3. Equipment:

- ____ ____ Briefcase (Temple markings affixed)
- ____ ____ Postage stamps on hand or e-mail address to send information or letters to entire membership
- ____ ____ Small stapler and staple remover

4. Other Equipment: “optional but will make the Recorder much more efficient.

- ____ ____ Laptop or desk top computer with internet access
- ____ ____ Tablet or mobile recorder device. (internet access)

5. *Permanent Record Books*

____ ____ MINUTES AND PROCEEDINGS JOURNAL
The actual proceedings or transactions of all Temple meetings are recorded in this book.

____ ____ TEMPLE BY-LAWS AND REGULATIONS REGISTER

The Temple By-laws and regulations should be kept in this book; another copy should be kept on file with the Recorder's/Temple computer. A back-up copy should also be kept at another site.

_____ NEW MEMBER REGISTER
Newly initiated, reinstated and transferred in (admitted or demit members, must sign their names in this book immediately after their initiation or the first meeting attended after reinstatement or consummation of transfer in (admitted). The date of signing must proceed their signature. The Recorder should then record this information. It's best kept on his computer and back-up files for future reference.

_____ REJECTION REGISTER
Names of all rejected applicants are recorded here. The names of those rejected, or suspended or expelled by other Temples, as far as the Recorder or Temple shall have proper notice thereof

_____ MEMBER AND VISITORS REGISTER
The Outer Guard must require each Noble attending the meeting to sign the register and each visiting Noble must sign his name, and the name, number and location of his Temple.

_____ A regular sized composition notebook for recording in draft form during meetings, the minutes and proceedings.

Section II - Finance and Budget

1. What are the Temple's annual dues? \$ _____
2. Did the Temple adopt a budget for the current year? Yes No
3. What date did the Temple adopt this year's budget? _____20 _____
4. What was the gross income of the Temple last year? \$ _____
5. What is the total estimated income for this year's budget? \$ _____
6. What are the total estimated expenses for this year's budget? \$ _____

Section III – Grenadier Club

1. Did the Temple have a Grenadier Club? Yes _____ No _____
If the answer is "No", go to Section V - Imperial Council Programs.
2. Who currently owns what was the Grenadier Club? _____

3. Does the Temple have a rental contract with the entity that owns what was the Grenadier Club? Yes ____ No ____

4. Does the entity that owns what was the Grenadier Club have insurance? Yes ____ No ____

Give the name of the Insurer, expiration date, and coverage amount.

Insurer _____ Exp. _____ 20____ \$ _____

5. Does the entity that owns what was the Grenadier Club have a business license? Yes ____ No ____

If yes, what name is on the license and the expiration date

Name _____ Exp. _____ 20____

6. Does the entity that owns what was the Grenadier Club have a liquor license? Yes ____ No ____

If yes, what name is on the license and the expiration date

Name _____ Exp. _____ 20____

Section IV - 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 Temple in the past 12 months.

	Dir. Appt.	No. of Rpts.		Dir. Appt.	No. of Rpts.
a. Charity	_____	_____	g. Recreation	_____	_____
b. HBCU	_____	_____	h. Student Aid	_____	_____
c. Membership & Grp. Supv.	_____	_____	i. Military & Vet Affairs	_____	_____
d. Promotions/ Public Relations	_____	_____	j. Voter Registration	_____	_____
e. NCHI	_____	_____	k. Youth	_____	_____
f. SAMS	_____	_____	l. NAACP	_____	_____

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

Section V - Patrol Department

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

Section VI - 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. _____
d. _____	d. _____
e. _____	e. _____
f. _____	f. _____

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? Yes ___ No ___

Additional Comments (if needed)