List of Files and “Books" required for Inspection

		Remarks
1	Cash Book	
2	Receipt Book	
3	Ledger of all Membership details, Dues etc.	
4	MANDATES for Current, Savings, and Investment Accounts	
5	Cheque Book *(if applicable)*	
6	Account of the Benevolent Fund	

(MUST be shown as a LIABILITY in the Cash Book)

(The above Account MUST be shown as a **SEPARATE ACCOUNT** to all others in the Preceptory)

		Remarks
7	Savings Account *(where applicable)*	
8	Correspondence File	
9	Regular Minute Book	
10	Committee Minute Book	
11	Book of the **VOW** for all Aspirants	
12	Petition Book or File (Affiliates)	
13	Attendance Register	
14	Register of Preceptory Assets	
15	Current copy of DG Priory Bye-Laws Current Copy of Preceptory Bye-Laws	
16	Current copy of Great Priory Statutes	
17	Current Copy of the Guide to the Ceremonial	

The following items are also to be available for the Inspection: -

		Remarks
1	Date of the last INCOME and EXPENDITURE A/c rendered to the DG Priory, and the DATE of the Audit of that Account. (Must be seen)	
2	The DATE of the last Inspection of these Books, and the Name and Rank of the Inspecting Officer. (Must be inspected)	Remarks

Please ensure that all of the above are available at least **40 minutes** before the Muster, and that any problems are communicated to the **Delegation Leader** at **LEAST 7days** before the date of the Official Visit.

Yours Sincerely and Fraternally,

and in the Bonds of the Order.

† *Pieter Myburgh*

Ven. Fra. P.W.A. Myburgh. DG Secretary.

Remarks	