

SCHOOL OF INSTRUCTION FOR INSPECTING OFFICER

INSPECTION FORM

Page 1 – To be completed by constituent Commandery
Items to be reviewed

Page 2 – To be completed by the Inspecting Officer
Items to be reviewed

DUTIES OF INSPECTING OFFICER

- A) - Preparations for Inspection
 - I - Contact the Commander, Treasurer and Recorder to set date.
 - II - Provide advance copies of blank inspection report
 - III - Advise Commander regarding laws, rules, regulations and scope of inspection
 - IV - Advise Recorder regarding minutes, reports, etc.
 - V - Advise Treasurer regarding review of financial records, etc.

- B) - Arrange with Commander to arrive early to review records or set an alternate date for review.

- C) - Review of Treasurer's records including checkbook, savings and investments
 - Hard copies of monthly reports signed by Treasurer

 - Visual verification of checkbook in the name of the Commandery. Should not be a combined York Rite account.

 - Review financial institution statements of Savings and Investment accounts

 - Review copy if Internal Audit report, if any.

- D) - Review Recorder's records including minutes, reports receipts and manuals.
 - Minutes signed by Commander and Recorder should be on file.

 - File of Receipts and Deposits

 - Insure membership role is current

 - Insure Life Eye Sponsor role is current

 - Insure previous annual report is on file and reflects submission date.

 - How are Commandery Communications handled (website, email, social media)

 - Supplies (manuals, rituals, medals, lecture copies and materials).

E) - Inspect equipment for conclaves and orders.

- Quartermaster's records of equipment belonging to the Commandery.
- Robes and accessories for orders and conclaves.

F) - Evaluate floor work and tactics

- Observe floor work and tactics.
 - * Is work done for memory
 - * Short Form Opening (Retire after opening)
 - * Reception of Inspecting officer and Distinguished guests
 - * Flag Presentation
 - * Full Form Opening
 - * Inspection and Pass in Review
 - * Form Triangle
 - * Rehearsal of Duties
 - * Closing Commandery

G) - Inspect uniforms

- Class A of Templar Design (Black with proper symbol of office)
 - * Cap: Chapeau, Service cap or Pillbox of Templar design (Grand Encampment has approved alternate style headwear)
 - * Blouse: 3-button single or 6-button double breasted
 - * Trousers: Black
 - * Shirt: Plain white (no button down collar)
 - * Tie: Plain Black with four-in-hand knot
 - * Footware: Black low-cut shoe (polished) with plain black stocking
 - * Gloves: Buff or bone color of cotton or leather (not white)
 - * Sword: Suspended from appropriate color belt
- Cap and Mantle
 - * Mantle: White Templar design
 - * Cap: Bright red for Sir Knights
Purple for Past Grand Commanders
 - * Trousers: Black
 - * Shirt: Plain white (no button down collar)
 - * Tie: Plain Black with four-in-hand knot
 - * Footware: Black low-cut shoe (polished) with plain black stocking
 - * Gloves: White, of cotton or leather
 - * Sword: Suspended from sling around right shoulder (same color)

Closing Remarks: Comments from the Inspecting Officer