



GRAND COMMANDERY, KNIGHTS TEMPLAR OF THE STATE OF NEW YORK



ANNUAL INSPECTION FORM

_____ COMMANDERY No. _____ Knights Templar

_____, NEW YORK _____, 20____

INSPECTING OFFICER: SK _____

ACTING GRAND WARDER: SK _____

OFFICERS OF COMMANDERY () *Check Mark If Present*

SIR KNIGHTS FILLING POSITION
AT INSPECTION

Em. Commander: SK _____ () SK _____

Generalissimo: SK _____ () SK _____

Captain General: SK _____ () SK _____

Senior Warden: SK _____ () SK _____

Junior Warden: SK _____ () SK _____

Prelate: SK _____ () SK _____

Treasurer: SK _____ () SK _____

Recorder: SK _____ () SK _____

Standard Bearer: SK _____ () SK _____

Sword Bearer: SK _____ () SK _____

Warder: SK _____ () SK _____

Sentinel: SK _____ () SK _____

Musician: SK _____ () SK _____

Platoon SK _____ Grand Commandery Officers Present

SK _____ SK _____

SK _____ SK _____

SK _____ SK _____

SK _____ SK _____

(Visiting Sir Knights May Be Listed On The Back of This Sheet)

THIS SECTION TO BE FILLED IN BY THE INSPECTING OFFICER – ONLY!

(Note: The opinion of the Inspecting Officer, as to the proper possession, diligent usage and the study of the Ritual and Tactics will be reflected in the rating assigned to the Inspection.)

Table “A-1”: COMMANDER’S / RECORDER’S REVIEW

- | | | | |
|--|-------------------|-------------------|---------------------------------|
| 1.) The condition of the MINUTE BOOK is | _____ Poor | _____ Good | _____ Excellent |
| 2.) The condition of the CASH BOOK is | _____ Poor | _____ Good | _____ Excellent |
| 3.) The Condition of this Commandery’s ARMORY | _____ Poor | _____ Good | _____ Excellent |
| 4.) Were DEATH NOTICES sent to Grand Prelate? | _____ Yes | _____ No | |
| 5.) Were RELIGIOUS ACTIVITIES reported to the Grand Prelate?..... | _____ Yes | _____ No | |
| 4.) Are the MEMBERSHIP RECORDS up to date? | _____ Yes | _____ No | |
| 5.) Are countersigned VOUCHERS used (Recorder to Treasurer)? | _____ Yes | _____ No | |
| 6.) Are countersigned CHECKS used (Two or more signatures used)?... | _____ Yes | _____ No | |
| 7.) Is the CHARTER properly protected and cared for?..... | _____ Yes | _____ No | |
| 8.) Did this Commandery’s Officers attend a ZONE SCHOOL OF INSTRUCTION AND SEMINAR? | _____ Yes | _____ No | |
| 9.) Was this COMMANDERY represented at Grand Commandery? | _____ Yes | _____ No | |
| 10.) Was the previous INSPECTION REPORT read in this Commandery ? | _____ Yes | _____ No | |
| 11.) Are the RECORDS of Recorder and Treasurer reviewed annually?... | _____ Yes | _____ No | |
| 12.) Is the RECORDER new in Office this year?..... | _____ Yes | _____ No | |
| 14.) Has this Commandery used the NEW OFFICERS MANUAL? | _____ Yes | _____ No | |
| 15.) Does this Commandery OPEN & CLOSE per current Tactics? | _____ Yes | _____ No | |
| 16.) Are the STANDARD and BEAUCEANT on display at conclaves? | _____ Yes | _____ No | |
| 17.) Are the RITUALS, TACTICS and HANDBOOKS in the hands of the Officers of this
Commandery? | _____ Yes | _____ No | |
| 18.) Does this Commandery have a PROGRAM to attract new members? _____ | _____ Yes | _____ No | |
| 19.) Does this Commandery have a LONG RANGE PLAN ? | _____ Yes | _____ No | |
| 20.) Did this Commandery confer the ORDERS OF TEMPLARY or assist in a conferral this year?
..... Yes _____ Where? _____ | | _____ No | |
| 21.) Did this Commandery hold or attend a CHRISTMAS TOAST? | _____ Yes | _____ No | |
| 22.) Did this Commandery hold or attend an EASTER OBSERVANCE? .. _____ | _____ Yes | _____ No | |
| 23.) Did this Commandery have any open EVENTS during the year? (Ladies Night; Youth night;
Guest Speaker, Public event) | _____ Yes | _____ No | |
| 24.) Did this Commandery ATTEND the Installation, Inspection or Activity of another Commandery?
..... | _____ Yes | _____ No | |
| 25.) Did this Commandery PARTICIPATE in Honor Guards, Parades, or Civic Activities
or other public or Masonic functions? | _____ Yes | _____ No | |
| 26.) Does the Commandery assist other YORK RITE BODIES in their Chapters and Councils? | _____ Yes | _____ No | _____ What Organizations |

Table “A-2”: STATISTICAL REPORT

- 1.) **STATED CONCLAVES:** Number Required by By-Laws: _____ Number held this Year: _____
- 2.) **MEMBERSHIP:** At the time of the Last Inspection: _____ At the Present Time: _____
- 3.) **RESIDENT STATUS:** How many members reside within 40 miles of the Asylum? _____
- 4.) **KNIGHTING STATUS:** How many Companions are waiting to take the Orders? _____
- 5.)
 _____ Knighted this year (Sept. – Sept): _____ Restored: _____ Affiliated: _____ **Total Gain:** _____
 _____ Died: _____ Demitted: _____ Suspended: _____ **Total Loss:** _____

ANNUAL INSPECTION: _____ **Commandery No.** _____ **KT**
 _____, 20_____

Table "D"

List the name of any activity and number present from your Commandery at **Inspections, Installations, Pilgrimages, Zone Functions, Annual Grand Commandery Conclave, and Annual Conclave of your Commandery.** List any degree work performed as a Commandery while in uniform in any Masonic body.

TABLE "D" Templar Activities

	Activity & Date	Total Present
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

TABLE "E"

List all contributions made by the Commandery. Show to whom and the dollar amount given.

TABLE "E" Contributions Made

	Contribution Made To	Amount
1		
2		
3		
4		
5		
6		

COMMENTS BY THE COMMANDERY

What program is used to attract new members in your Commandery? (Briefly describe below)

What is the Long Range program plan of your Commandery? (Briefly describe below)

What changes would you like to see in Grand Commandery operations or its assistance to Commanderies?

ANNUAL INSPECTION: _____ Commandery No. _____ KT
_____, NY _____, 20_____

Signature of the Treasurer: _____ Date: _____

Signature of the Recorder: _____ Date: _____

ANNUAL INSPECTION: _____ Commandery No. _____ KT
_____, NY _____, 20_____

GRADING OF THE INSPECTION BY THE INSPECTING OFFICER

RATING SYSTEM:

- Opening and Closing of the Commandery in Full Form – **Up to 20 points**
- Recorder’s Worksheets – **Up to 10 points (minus 5 points if delivered after Inspection)**
- Recorder’s Minutes and Records – **Up to 5 points**
- Treasurer’s Books and Table F – **Up to 10 points (5 points for records and 5 points for Table F)**
- Armory and Paraphernalia & Furnishings – **Up to 5 points**
- Meetings held versus By-Law Requirements – **Up to 5 points**
- Commandery Activities – **Up to 5 points**
- Ritual Requirement – **Up to 10 points**
- Inspection Formation – **Up to 10 points**
- Sword Manual – **Up to 10 points**
- Officers in Full Uniform at Inspection – **Up to 10 points (1 per Officer)**
- Additional credit for each non-officer Sir Knight of the Commandery in uniform - **¼ point**

GRADE FOR THE COMMANDERY’S INSPECTION

- Opening and Closing of the Commandery in Full Form: _____
- Recorder’s Worksheets: _____
- Recorder’s Minutes and Records: _____
- Treasurer’s Books and Table F: _____
- Armory and Paraphernalia & Furnishings: _____
- Meetings held versus By-Law Requirements: _____
- Commandery Activities: _____
- Ritual Requirement: _____
- Inspection Formation: _____
- Sword Manual: _____
- Officers & Sir Knights in full Uniform at Inspection: _____

TOTAL POINTS: _____

- Excellent Grade (A) – 90 points to 100 points
- Good Grade (B) – 71 points to 89 points
- Fair Grade (C) – 61 points to 70 points
- Poor Grade (D) – 50 points to 60 points
- Failing Grade (F) – 50 points or below

LETTER GRADE FOR INSPECTION: _____

Signature of Inspecting Officer: _____

Date: _____

(Upon completion of the Inspection Report the Grand Commandery Officer should send a Copy to the Grand Commandery Inspection Review Committee, a copy to the Zone Commander, a Copy to the Commander and a Copy to the Recorder of the respective Commandery. This should be done within the next two weeks following the Inspection where at all possible. Electronic copy is preferable.)

Date: (Copies Forwarded): _____

ANNUAL INSPECTION: _____ Commandery No. _____ KT
_____, 20____

**COMMENTS AND RECOMMENDATIONS MADE BY THE INSPECTING OFFICER
ON THE INSPECTION TO HELP ENHANCE THE COMMANDERY**

1.) **Rationale or Explanation for the Inspection Grade:**

2.) **Recommendations To Help The Commandery With Its Next Inspection:**

3.) **Positive Suggestions To Improve the Commandery Meetings and Membership Activities:**



INSPECTION REVIEW COMMITTEE ONLY
DATE RECEIVED: _____