



Harry Jude Smith
Grand Commander



102 Jessica Meadows Drive
Oley, Pennsylvania 19547
(724) 554-5522
smithhjktpa@gmail.com

August 1, 2022

From the Desk of the Grand Commander

To: Elected Grand Officers, Past Grand Commanders, Division Commanders and other appointed Grand Officers, Officers and Members of the Constituent Commanderies under the Jurisdiction of the Grand Commandery of Knights Templar of Pennsylvania

COMMUNICATION NUMBER ONE

AUDIT and IRS TAX RETURN

Sir Knights:

As of the latest report from the Grand Recorder, he has received all but nine (9) audits. If you have not sent your audit in yet, please get it done. We are well beyond the deadline and I'm patient to a limit. The audits benefit the Constituent Commandery so you have an accurate accounting of where your money is coming in from and going out to. Even if the Commandery merged or closed during the Templar year an audit must be done to show a final accounting of the money of that Commandery. The audits aid you in preparing better budgets for coming years and identify areas of concern in your spending. It also safeguards the Recorder and Treasurer that they can show that all monies have been accounted for.

There are still many Tax Returns that have not been completed and the August 15th deadline is approaching. Most Commanderies can do a simple 990-N electronic filing which only takes a few minutes, while a few need to do a more in-depth return. Either way IT MUST BE DONE. A Tax Return is necessary. The only way an organization can be relieved of having to do their own return is if the overall governing body directs that they will do all the returns for the constituent groups. That is not the case with Grand Encampment. Every Commandery and Grand Commandery must file their own return. A few Commanderies have said that they are on a different financial cycle so they file their return at a different time. If your Commandery is not

working on a May 1st to April 30th financial year, you should be so all the Constituent
Commanderies are on the same cycle.

A reminder to please send a copy of the of the confirmation that you filed your 990-N or a copy
of your Commandery return to the Section Officer, Division Commander, and Grand Recorder
so we can account for everyone having this part completed. Failure to get it done can land you in
hot water with the IRS and result in an unwanted financial burden on the Commandery to fix.
Thank you in advance for your prompt attention to this matter.

Courteously,

Harry J. Smith
Grand Commander

Attest:
Mark G. Mattern, PGC
Grand Recorder