

**GENERAL INFORMATION**

Mailing Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Meeting Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Meeting DAY & TIME \_\_\_\_\_ @ \_\_\_\_\_

Package Delivery c/o Name \_\_\_\_\_

City, State and Zip \_\_\_\_\_

**PLEASE HIGHLIGHT THE CORRECT ANSWERS**

ENTER LODGE'S (EIN) TAX ID # \_\_\_\_\_

IS YOUR LODGE INCORPORATED ?  YES  NO

*See Chapter IV, Article XI, Section 3 - re: Incorporation*

IF YES - ENTER CORPORATION # \_\_\_\_\_

DO YOU OWN A LODGE HALL ?  YES  NO

IF YES - ENTER PARCEL # \_\_\_\_\_

IS YOUR LODGE INSURED ?  YES  NO

*See Chapter IV-B, Section H, Paragraph (5) - re: Insurance*

IF YES - COMPANY NAME \_\_\_\_\_

AGENT'S NAME \_\_\_\_\_

POLICY TYPE(S) \_\_\_\_\_

**INSTRUCTIONS**

**THIS REPORT SHALL BE FILLED OUT AND FULLY COMPLETED DURING THE WEEKS FOLLOWING THE LAST REGULAR MEETING OF DECEMBER AND SHOULD BE READY FOR PRESENTATION TO THE LODGE BEFORE THE LAST MEETING IN JANUARY.**

**THE SECRETARY SHALL KEEP A DUPLICATE COPY OF THIS REPORT AND USE AS A REFERENCE FOR THE NEXT REPORT.**

**NEWLY ELECTED INCOMING LODGE OFFICERS**

N.G. \_\_\_\_\_ PHN: \_\_\_\_\_

Address \_\_\_\_\_

V.G. \_\_\_\_\_ PHN: \_\_\_\_\_

Address \_\_\_\_\_

Secty \_\_\_\_\_ PHN: \_\_\_\_\_

Address \_\_\_\_\_

F.S. \_\_\_\_\_ PHN: \_\_\_\_\_

Address \_\_\_\_\_

Treas \_\_\_\_\_ PHN: \_\_\_\_\_

Address \_\_\_\_\_

**THIS REPORT MUST BE SIGNED BY THE OUTGOING OFFICERS**

Noble Grand \_\_\_\_\_  
NAME SIGNATURE

Secretary \_\_\_\_\_  
NAME SIGNATURE

Treasurer \_\_\_\_\_  
NAME SIGNATURE

Finance Cmte \_\_\_\_\_  
NAME SIGNATURE

Finance Cmte \_\_\_\_\_  
NAME SIGNATURE

Finance Cmte \_\_\_\_\_  
NAME SIGNATURE

Finance Cmte \_\_\_\_\_  
NAME SIGNATURE

**MEMBERSHIP SUMMARY**

(Non-Contributing & Associate members MUST be included)

- Number of REGULAR Members from last report - DO NOT CHANGE ANY NUMBERS ON LINE (A)
- (A) Males  + Females  = Members   
 Number of REGULAR Members ADDED during this Term - MUST list on Members Sheet.
- (B) Males  + Females  = Members   
 Number of REGULAR Members DEDUCTED during this Term - MUST list on Members Sheet.
- (C) Males  + Females  = Members   
 TOTAL Number of REGULAR Members at the end of this Term = (A) + (B) - (C) = (D)
- (D) Males  + Females  = Members

**NON-CONTRIBUTING MEMBERS**

- Number of NON-CONTRIBUTING Members at the beginning of this Term
- (E) Males  + Females  = Members   
 Number of NON-CONTRIBUTING Members ADDED during this Term - MUST list on Members Sheet.
- (F) Males  + Females  = Members   
 Number of NON-CONTRIBUTING Members DEDUCTED during this Term - MUST list on Members Sheet.
- (G) Males  + Females  = Members   
 TOTAL Number of Non-Contributing Members at the end of this Term = (E) + (F) - (G) = (H)
- (H) Males  + Females  = Members

**ASSOCIATE MEMBERS**

- Number of ASSOCIATE Members at the beginning of this Term
- (I) Males  + Females  = Members   
 Number of ASSOCIATE Members ADDED during this Term - MUST list on Members Sheet.
- (J) Males  + Females  = Members   
 Number of ASSOCIATE Members DEDUCTED during this Term - MUST list on Members Sheet.
- (K) Males  + Females  = Members   
 Total Number of ASSOCIATE Members at the end of this Term = (I) + (J) - (K) = (L)
- (L) Males  + Females  = Members

**TOTAL NUMBER OF 'DUES PAYING' MEMBERS**

- USE THE 'MEMBERS' NUMBER FOR YOUR PER CAPITA AMOUNTS
- Total Number of DUES PAYING Members at the end of this Term = (D) - (H) - (L) = (M)
- (M) Males  + Females  = Members

**NUMBER OF PAST GRANDS ON YOUR LODGE'S ROLL**

Males  + Females  = Past Grands

**PER CAPITA SUMMARY**

Use the number of Dues paying members (M) x \$ amounts.

	Description	Members	Amounts	Totals
(N)	GL OPERATIONS	<input type="text"/>	@ \$ 15.50	= \$ <input type="text"/>
(O)	SGL ASSESSMENT	<input type="text"/>	@ \$ 18.50	= \$ <input type="text"/>
(P)	OF/R BENEFICIAL FUND	<input type="text"/>	@ \$ 3.00	= \$ <input type="text"/>
(Q)	OF/R NEWSPAPER	<input type="text"/>	@ \$ 8.00	= \$ <input type="text"/>
(R)	RETIREMENT FUND - NO FUNDING NEEDED AT THIS TIME			
(S)	DISASTER FUND - NO FUNDING NEEDED AT THIS TIME			
(T)	PER CAPITA TOTAL	<input type="text"/>	@ \$ 45.00	= \$ <input type="text"/>
(U)	NEW INITIATED MEMBERS	<input type="text"/>	@ \$ 10.00	= \$ <input type="text"/>
(V)	TOTAL AMOUNT DUE GRAND LODGE >>			\$ <input type="text"/>
	Total Amount is equal to: (T) + (U) = (V)			

MAKE CHECK PAYABLE TO: "GRAND LODGE OF CALIFORNIA"  
 AND MAIL, ALONG WITH THE ENTIRE COMPLETED REPORT TO:  
 Grand Lodge of California, 14414 Oak St. #B, Saratoga, CA. 95070

**PAYMENT OPTIONS**

- 1 Pay the entire TOTAL AMOUNT DUE OF \$  IN JANUARY  
 ONE REPORT and ONE PAYMENT for the entire year.  
 OR
- 2a Pay 1st 1/2 of the TOTAL AMOUNT DUE OF \$  IN JANUARY
- 2b Pay 2nd 1/2 of the TOTAL AMOUNT DUE OF \$  IN JULY

Those LODGES who do use Option #1 will NOT be invoiced in JUNE

Those LODGES who do NOT use Option #1 will be invoiced in JUNE  
 for the remaining (2nd 1/2) portion of their Per Capita Assessment.

**CHECKBOOK SUMMARY - YEAR**

<b>RECONCILED CHECKBOOK #1 BALANCE ON 1-Jan</b>	<b>\$</b>	<b>-</b>	[a]
DUES (# of Members x \$45.00 - as per CODE)	\$ _____		
FEES (ALL Initiation, Degree & Transfer Fees)	\$ _____		
RENTALS (ALL Hall, Property, Business)	\$ _____		
INVESTMENTS (ALL Interest, Dividends, etc.)	\$ _____		
OTHER REVENUES (explain on seperate sheet)	\$ _____		
<b>TOTAL OF ALL REVENUES ONLY</b>	<b>\$</b>	< Not a Sub Total	[b]
RELIEF (Lodge Members, Families, etc.)	\$ _____		
BENEFITS (Death, etc for Lodge Members)	\$ _____		
EDUCATION CHILDREN (Scholarships, etc.)	\$ _____		
DONATIONS (ORDER RELATED)	\$ _____		
DONATIONS (Non-Order Related)	\$ _____		
PER CAPITA (Amount paid to Grand Lodge)	\$ _____		
LODGE HALL (Rent, Utilities, Maintenance, etc.)	\$ _____		
COMPENSATIONS (Desk Officers, etc.)	\$ _____		
SOCIAL - ENTERTAINMENT	\$ _____		
OTHER EXPENSES (explain on separate sheet)	\$ _____		
<b>TOTAL OF ALL EXPENSES ONLY</b>	<b>\$</b>	< Not a Sub Total	[c]
<b>RECONCILED CHECKBOOK #1 BALANCE ON 31-Dec</b>	<b>\$</b>		[d]
The Reconciled Balance is equal to: [a] + [b] - [c] = [d]			
NUMBER OF MEMBERS BURIED	_____	= \$ _____	
NUMBER OF MEMBERS, FAMILIES RELIEVED	_____	= \$ _____	
NUMBER OF SCHOLARSHIPS GRANTED	_____	= \$ _____	

**ASSET SUMMARY**

VALUE OF LODGE HALL (Use Amount from Property Tax Bill)	\$ _____
VALUE OF CEMETERY Name: _____	\$ _____
VALUE OF ALL OTHER PROPERTY	\$ _____
CHECKING #1 Bank Name: _____	\$ _____
This amount needs to be the same as your reconciled <u>31-Dec</u> balance.	
CHECKING #2 Bank Name _____	\$ _____
SAVINGS #1 Bank Name: _____	\$ _____
Are any these funds RESTRICTED? (YES) or (NO) If YES, explain in detail on separate sheet	
SAVINGS #2 Bank Name _____	\$ _____
Are any these funds RESTRICTED? (YES) or (NO) If YES, explain in detail on separate sheet	
CD #1 Bank Name: _____	\$ _____
Are any these funds RESTRICTED? (YES) or (NO) If YES, explain in detail on separate sheet	
CD #2 Bank Name: _____	\$ _____
Are any these funds RESTRICTED? (YES) or (NO) If YES, explain in detail on separate sheet	
PORTFOLIO #1 Brokerage: _____	\$ _____
Are any these funds RESTRICTED? (YES) or (NO) If YES, explain in detail on separate sheet	
PORTFOLIO #2 Brokerage: _____	\$ _____
Are any these funds RESTRICTED? (YES) or (NO) If YES, explain in detail on separate sheet	
ALL OTHER ASSETS (Loans, Accounts Receivables, etc.)	\$ _____
LODGE FURNISHINGS AND PARAPHANELIA	\$ _____
<b>TOTAL OF ALL LODGE ASSETS ON 31-Dec</b>	<b>\$</b>
PROPERTY MORTGAGE(S)	\$ _____
OUTSTANDING LOANS (Grand Lodge, Banks, etc.)	\$ _____
OUTSTANDING CREDIT ACCOUNTS (Cards, Stores, etc.)	\$ _____
ALL OTHER LIABILITIES	\$ _____
<b>TOTAL OF ALL LODGE LIABILITIES ON 31-Dec</b>	<b>\$</b>
<b>TOTAL NET LODGE ASSET VALUE ON 31-Dec</b>	<b>\$</b>

**SAFE DEPOSIT BOX INFORMATION**

Bank Name: \_\_\_\_\_

Box Nbr: \_\_\_\_\_

**MEMBERS ADDED IN THIS TERM**

	FULL NAME	M / F	DATE OF BIRTH	DATE OF INITIATION	DATE OF Transfer/Card	DATE OF Reinstatement	DATE OF Associate	ERROR Last Report	OCCUPATION OR SKILLS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

**MEMBERS DEDUCTED IN THIS TERM**

	FULL NAME	M / F	DATE OF BIRTH	DATE OF Transf or W/D	DATE OF DEATH	DATE Suspended	DATE Expelled	ERROR Last Report	PG	OTHER INFORMATION or CHARTER TERMINATION
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

**ASSOCIATE MEMBERS (Verify status in their Home Lodge)**

**NON-CONTRIBUTING MEMBERS (Date of Action by Lodge Needed)**

	FULL NAME	HOME LODGE AND NUMBER		FULL NAME	DATE OF INITIATION	DATE OF ACTION
1			1			
2			2			
3			3			
4			4			
5			5			
6			6			
7			7			
8			8			

**MEMBERSHIP CHALLENGE GRANT PROGRAM - OLD (BEFORE 12/31/2010) INITIATED MEMBERS ONLY**

	FULL NAME	INITIATED	1ST	2ND	3RD		FULL NAME	INITIATED	1ST	2ND	3RD
1						11					
2						12					
3						13					
4						14					
5						15					
6						16					
7						17					
8						18					
9						19					
10						20					

**MEMBERSHIP CHALLENGE GRANT PROGRAM - NEW (01/01/2011 - 12/31/2011) INITIATED MEMBERS ONLY**

	FULL NAME	INITIATED	1ST	2ND	3RD		FULL NAME	INITIATED	1ST	2ND	3RD
1						11					
2						12					
3						13					
4						14					
5						15					
6						16					
7						17					
8						18					
9						19					
10						20					



