



RETURNS TO THE
**GRAND CHAPTER OF ROYAL ARCH MASONS
OF THE STATE OF MISSOURI**

Chapter Name _____

Chapter No. _____

Tax ID No. _____

Attach a copy of 990 or 990N with this return (2009)
For the Year Ending, December 31, 2009

(For use by the office of the Grand Secretary)

Date Received _____

Amount Paid _____

Check No. _____

SEND PER CAPITA WITH RETURN

**ATTACH COMPLETE MEMBERSHIP LISTING TO INCLUDE EACH MEMBER FULL NAME,
ADDRESS, CITY, STATE, ZIP, DATE OF BIRTH, AND DATES OF EACH DEGREE CONFERRED**

SEND AUDIT WITH RETURN

RETURN NO LATER THAN MARCH 1, 2010
Late fees are \$10.00 per month after due date.

CHAPTER NO. _____

LIST ALL OFFICERS FOR THE 2010 YEAR:

Use **FULL LEGAL NAME**, no abbreviations, no nicknames

High Priest _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Royal Arch Capt. _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

King _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Master 3rd Veil _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Scribe _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Master 2nd Veil _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Treasurer _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Master 1st Veil _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Secretary _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Sentinel _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Capt. Of Host _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Chaplain _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Prin. Sojourner _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Name of Temple or Lodge where Chapter Meets & Street Address

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____

Date of Annual Election of Officers (for example, 2nd Saturday in December)

Date and Time of Stated Convocations (for example, 2nd Tuesday of each month at 7:30 p.m.)

ANNUAL RETURN TO THE GRAND CHAPTER OF ROYAL ARCH MASONS OF MISSOURI
YEAR ENDING DECEMBER 31, 2009

CHAPTER NO. _____

LIST ONLY THOSE ON WHOM **DEGREES HAVE BEEN CONFERRED (EXALTED)** DURING THE PAST
YEAR (COMPLETE ALL INFORMATION – COPY AND USE ADDITIONAL SHEET IF NECESSARY)

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Total New Members, *enter this number on page 11 line 2,* _____

CHAPTER NO. _____

LIST ONLY THOSE ADMITTED (AFFILIATED) BY DIMIT (TRANSFER) OR CERTIFICATE OF GOOD STANDING (DUAL MEMBER) DURING THE PAST YEAR (COMPLETE ALL INFORMATION – COPY AND USE ADDITIONAL SHEET IF NECESSARY)

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
From Chapter _____ Chapter No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
From Chapter _____ Chapter No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
From Chapter _____ Chapter No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
From Chapter _____ Chapter No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
From Chapter _____ Chapter No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Total Admissions, enter this number on page 11, line 3, _____

CHAPTER NO. _____

**LIST ONLY THOSE REINSTATED (AFTER SUSPENSION OR DIMISSION) DURING THE PAST YEAR
(COMPLETE ALL INFORMATION – COPY AND USE ADDITIONAL SHEET IF NECESSARY)**

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Mark Master Date _____ Past Master Date _____
Most Ex. Mstr Date _____ Royal Arch Date _____

Total Reinstatements, enter this number on page 11, line 4, _____

CHAPTER NO. _____

**LIST ONLY THOSE DIMITTED DURING THE PAST YEAR
(COMPLETE ALL INFORMATION – COPY AND USE ADDITIONAL SHEET IF NECESSARY)**

Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____
Full Name _____	Date Dimitted _____
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	To Chapter Name/No. _____ State _____

Total Dimissions, enter this number on page 11, line 7, _____

**LIST ONLY THOSE SUSPENDED FOR UN-MASONIC CONDUCT DURING THE PAST YEAR
(COMPLETE ALL INFORMATION – COPY AND USE ADDITIONAL SHEET IF NECESSARY)**

Full Name _____	Date _____
Full Name _____	Date _____
Full Name _____	Date _____
Full Name _____	Date _____
Full Name _____	Date _____

Total Suspension for Un-Masonic Conduct, enter this number on page 11, line 8, _____

**LIST ONLY THOSE EXPULLED BY LODGE OR CHAPTER DURING THE PAST YEAR. STATE
EITHER BY LODGE OR CHAPTER. (COMPLETE ALL INFORMATION – COPY AND USE
ADDITIONAL SHEET IF NECESSARY)**

Full Name _____	Date _____
By: Lodge <input type="checkbox"/> Chapter <input type="checkbox"/>	
Full Name _____	Date _____
By: Lodge <input type="checkbox"/> Chapter <input type="checkbox"/>	
Full Name _____	Date _____
By: Lodge <input type="checkbox"/> Chapter <input type="checkbox"/>	

Total Expulsions, enter this number on page 11, line 9, _____

CHAPTER NO. _____

RECAPITULATION
(COMPLETE ALL INFORMATION)

1. Membership as of December 31, 2008 _____

MEMBERSHIP ADDITIONS

- 2. **Exalted** (from page 3) _____
- 3. **Admitted** (number admitted by certificate) _____
- 4. **Reinstated** (number restored to membership) _____
- 5. **Total Additions** (add lines 2, 3, & 4) _____
- 6. **TOTAL MEMBERSHIP AFTER ADDITIONS** (add lines 1 & 5) _____

MEMBERSHIP LOSSES

- 7. **Dimitted** (removed from membership by certificate only) _____
- 8. **Suspended for un-Masonic Conduct** _____
- 9. **Expelled** _____
- 10. **Suspended by Lodge** _____
- 11. **Suspended by Chapter for Non Payment of Dues** _____
- 12. **Died** _____
- 13. **Total Losses** (add lines 7, 8, 9, 10, 11, & 12) _____
- 14. **TOTAL MEMBERSHIP AFTER LOSSES** (line 6 minus line 13) _____

GRAND CHAPTER PER CAPITA & FEES

- 15. **No. of Exaltations** _____ x \$10.00 each (from line 2) _____
- 16. **Membership** _____ x \$13.50 (from line 14) _____
- 17. **Balance owed from 2008 Return** (as designated only by Grand Secretary) _____
- 18. **TOTAL PER CAPITA FEES** (add lines 15,16, & 17) _____

GRAND CHAPTER PER CAPITA CREDITS

- 19. **2009 Remissions for Inability to Pay** (from page 9, _____ x \$12.50) _____
- 20. **2009 Remissions for 50-Year Members** (from page 10, _____ x \$12.50) _____
- 21. **Living Endowed Members of this Chapter** (_____ x \$13.50) _____
- 22. **Credit for General Grand Chapter Endowed Members** (as designated only by Grand Sec.) _____
- 23. **Credits from 2008 Return** (as designated only by Grand Secretary) _____
- 24. **TOTAL PER CAPITA CREDITS** (add lines 19, 20, 21, 22 & 23) _____
- 25. **TOTAL AMOUNT OWED GRAND CHAPTER** (line 18 minus line 24) _____

MAKE CHECK PAYABLE TO GRAND CHAPTER OF MISSOURI

(For use by Grand Secretary)
Membership Calculations Verified _____
Financial Calculations Verified _____

CHAPTER NO. _____

FINANCIAL REPORT (COMPLETE ALL INFORMATION)

RECEIPTS

Dues on _____ members _____
 Fees from _____ candidates _____
 New Endowed Membership fees _____
 Return on Endowed Membership _____
 Interest on investments _____
 Interest on Treasurer's balance _____
 Contributions to RARA _____
 Contributions to other charities _____
 Future dues collected _____
 Miscellaneous (*specify*) _____

Total Receipts _____

EXPENDITURES

2008 Per Capita paid to Grand Chapter _____
 Rent/Shared Expenses _____
 New Endowed Mbrship pd to Grand Chapter _____
 Trustees for investment _____
 Fees returned _____
 Charity & relief _____
 Furniture & paraphernalia _____
 Funeral expenses _____
 Secretary Honorarium _____
 Treasurer Honorarium _____
 Refreshments _____
 Printing _____
 Receipts for dues cards _____
 Postage & stationary _____
 Premium on officer's bonds _____
 Safe deposit box rent _____
 Contributions to RARA _____
 Contributions to other charities _____
 Insurance _____
 Past High Priest stipend _____
 Utilities _____
 Miscellaneous (*specify*) _____

Total Expenditures _____

DUES

Annual dues charged each member _____
 Uncollected dues _____
 Owing 1 years dues _____
 Owing 2 years dues _____
 Owing 3 years dues _____
 _____ members have paid in advance _____

INDEBTEDNESS

The following unpaid bills and obligations were due as of December 31, 2009. Do not include 2009 per capita.

SECURITIES OWNED

List securities owned, investments in Temple Assoc. or building funds, bonds or other securities.

BALANCE STATEMENT

1. Balance on hand December 31, 2008 _____
 2. Total receipts for 2009 _____
 3. Total (*add lines 1 & 2*) _____
 4. Total expenditures for 2009 _____
 5. Balance on hand December 31, 2009 _____
 (*line 5 must equal line 3 minus line 4*)

FINANCIAL REPORT

1. Cash on hand December 31, 2009 _____
 2. Value of real estate & investments _____
 3. Value of paraphernalia _____
 4. Amount of uncollected dues _____
 5. Total assets (*add lines 1 thru 4*) _____
 6. Amount of indebtedness _____
 7. Value of Chapter (*line 5 minus line 6*) _____

CHAPTER NO. _____

*The Recapitulation (page 12), Financial Report (page 13) and the Report of the Audit Committee (page 14) of this Annual Report must be presented to the Chapter at its stated convocation next succeeding January 1, read in full in open Chapter, spread upon the minutes of that convocation, and the **complete 14 page Annual Report** sent to the Grand Secretary **no later than March 1, 2010.***

REPORT OF AUDIT COMMITTEE

To the High Priest, King, Scribe, officers and members of
_____ Chapter No. _____ Royal Arch Masons:

The undersigned Auditing Committee respectfully report they have examined the books and accounts of the Treasurer and Secretary of the Chapter for the year ending **December 31, 2009**, compared the vouchers and found them **to be** / **not to be** correct. They have also examined the accounts of the Trustees and securities of the Chapter held by them and found them **to be** / **not to be** correct.

We find the Treasurer and Secretary **to be** / **not to be** bonded. We find all monies **to be** / **not to be** deposited in the name of the Chapter. We **find** / **do not find** that there are at least two signatures on all accounts in which the monies of this Chapter are deposited.

Fraternally Submitted,

Audit Committee

To the Grand Chapter of Royal Arch Masons of the State of Missouri:

We certify that the return of this Chapter and Audit Committee Report herewith submitted is correct to the best of our knowledge and belief.

Signature of Retiring High Priest

Signature of Incoming High Priest

Signature of Secretary

Date

ATTACH COMPLETE MEMBERSHIP LISTING TO INCLUDE EACH MEMBER FULL NAME, ADDRESS, CITY, STATE, ZIP, DATE OF BIRTH, AND DATES OF EACH DEGREE CONFERRED



Pages 15 thru 19 should NOT be returned to the Grand Chapter. They may be discarded after you are finished with them.

Annual Return Instructions: Please read these instructions in full

The Annual Return has been only slightly updated in an effort to make it easier for you to complete and provide the information needed to maintain the membership records of the Grand Chapter. Many of you requested an annual return which is shorter and more brief; we find that this cannot be accomplished and fit the needs of all Chapters of Missouri. Your organization may not have need for all the information requested, but others do.

With all due respect to Secretaries and Recorders, your return may be typed or neatly printed, and I stress neatly printed. Please try to have your return typed if you know your writing is difficult to read.

Some of you have refused to submit the audit with your return; this will not be acceptable for any future returns. Some of you have questioned the need of the audit, however, it is a requirement outlined in the Laws and Regulations of the Grand Chapter and therefore required.

GENERAL INFORMATION

Date Fields: A date must be complete, as in day, month, and year. Month and year are not acceptable for any date fields.

Dimits: Many do not understand the Dimit section. A member may only dimit from your organization if their dues are paid in full for the current year, they request in writing such dimit, and (1) they choose to cease their membership in your organization, or (2) transfer their membership. You will issue a Certificate of Dimit to that member without vote. If you do not have a *form*, you may simply write a letter stating the necessary information, i.e., is a member in good standing and at his request is issued said dimit for the purpose of... You are required to inform the Grand Secretary/Recorder of this action when it happens, not just at the end of the year. A member who has not paid their dues for the current year may not request a dimit and have it granted.

Suspensions: A member must be suspended if they have not paid their dues and the organization has chosen not to remit their dues. A member may **not** request a dimit in order to terminate their membership if they are not current in their dues. Additionally, in the Return, there are two sections under suspensions (1) member has been suspended by the prerequisite organizational membership, i.e., Lodge for non-payment of dues (SNP - Suspended), and (2) suspended by your organization for NPD – Non-Payment of Dues. We need you to complete the annual return properly so we can get an accurate accounting for why members were suspended.

Paper Return: In completing your return, if you find you need additional pages, simply have the necessary page copied and insert it where appropriate. You **may** use a blank sheet of paper for additional entries **only if** you supply us with all the necessary information. It **must** be typed or neatly printed.

Electronic Return: In completing your return, if you find you need additional pages, you will need to complete the page in question, print it off, then complete the page again with the new information and print it off again. To print a single page of the report, select File, Print, choose Print Current Page, and select OK. The form is set up for you to use the TAB key to move from field to field. You may use SHIFT-TAB to back up or simply click on the field.

If you have any questions with the completion of your Annual Return, please contact the office and we will assist you.

DETAILED INSTRUCTIONS

COVER PAGE: Enter the official name of the Chapter. If unsure, refer to the charter. Enter the number of the Chapter. Enter the Tax ID number of the Chapter. If your Chapter doesn't have one, you must get one. Leave Date Received, Amount Paid, and Check No. blank, these are for office use only.

PAGE 2: Enter the name of the Chapter and Number at the top of *each page on the return*. List all Officers or officers-elected/appointed for next year. Use full legal names and complete all information requested. No officer may hold two offices at the same time.

Meeting Location: Enter the name of the Masonic Temple or Lodge where the Chapter meets. Provide the complete physical address of the facility, not the mailing address of the Secretary. Provide a phone number if one is available.

Stated Convocations: Enter the date and time of the stated convocations of the Chapter in accordance with the approved by-laws of the organization.

PAGE 3: EXALTATIONS: Enter the full legal name, date of birth, address, city, state, zip, phone number of each new member Exalted during the year. Enter his email address if one is available. No Exaltation may be authorized unless the member's Lodge membership is verified, provide the appropriate information. Enter the date each Degree was conferred.

Enter the total of Exaltations at the bottom of the page and on Line 2 of Page 11.

PAGE 4: ADMISSION (AFFILIATION) BY DIMIT OR CERTIFICATE (DUAL MEMBERSHIP). Enter the full legal name, date of birth, address, city, state, zip, phone number of each member who has gained membership in your Chapter during the current year. Admission includes those admitted by Certificate of Good Standing from another Chapter by for those seeking to rejoin via a legal Dimit presented to the body for action. Enter all information requested so we can update our membership database. Obviously, you may not admit anyone unless you can validate their prerequisite membership in the Lodge.

Enter the total of Admissions at the bottom of the page and on Line 3 of Page 11.

PAGE 5: REINSTATEMENTS: Enter the full legal name, date of birth, address, city, state, zip, phone number of each member who has gained membership in your Chapter during the current year through Reinstatement. Enter all information requested so we can update our membership database. Obviously, you may not reinstate anyone unless you can validate their prerequisite membership in the Lodge.

Enter the total of Reinstatements at the bottom of the page and on Line 4 of Page 11.

PAGE 6: DIMITS: Note: A member may not just quit. They may leave the organization only by death, dimit, suspension by a prerequisite organization (Lodge), suspension for non-payment of dues in the Chapter, or expulsion.

Enter the full legal name, date Dimit was issued, indicate whether or not the dimit was issued for the purpose of a Transfer, and if for Transfer, identify the name and state of the Chapter transferred to, of each member who has requested and been granted a Dimit for the purposes of terminating their membership or for transfer to another Chapter.

A Dimit may only be issued if the member was in good standing (dues paid in full for the current year) and said request was submitted in writing from the member. Dimits do not have to be voted on and approved by the Chapter, they are issued immediately upon request only if their dues are current.

Transfers by Dimit should only be issued once you have been notified by the gaining Chapter that the Companion has been duly elected to membership. Then you issue the Dimit to the Companion.

For a Companion who is only transferring his membership, if you issue a Dimit before you receive notice of his election to another Chapter, the member is actually without membership until that election. This could cause a member to loose valuable time towards Veteran Membership.

Enter the total of Dimissions at the bottom of this section and on Line 7 of Page 11.

PAGE 6: SUSPENSION FOR UN-MASONIC CONDUCT: Enter the full legal name and date action was taken by the Chapter. If Suspension was in a prerequisite body, then that Companion would only be suspended (Page 7, top section) by the Chapter for failure to maintain membership in those prerequisite organizations, not reported here.

Enter the total of Suspensions for Un-Masonic Conduct at the bottom of this section and on Line 8 of Page 11.

PAGE 6: EXPELLED BY LODGE OR CHAPTER: Enter the full legal name and date action was taken. The date the expulsion was effective is the date effective in all organizations.

Enter the total of Expulsions at the bottom of this section and on Line 9 of Page 11.

PAGE 7: SUSPENSIONS BY LODGE: Enter the full legal name and date Suspension was issued by the Companion's Lodge and the date. The date of Suspension is the actual date of suspension by the Lodge. This suspension is automatic and does not have to be voted on by the Chapter. Do not list in this section those Suspended by the Chapter for Non-Payment of Dues.

Enter the total of Suspensions by Lodge at the bottom of this section and on Line 10 of Page 11.

PAGE 7: SUSPENSIONS BY CHAPTER FOR NON-PAYMENT OF DUES: Enter the full legal name and date Suspension was acted upon by the Chapter. These suspensions do not include those Companions suspended in another body for non-payment of dues, those would be reported in the above section. Suspensions by Chapter for Non-Payment of Dues can only be approved by vote of the Chapter. We do not suspend Companions that have 50-years of membership or very close thereto.

No suspension for non-payment of dues should be initiated unless and until the Chapter has had direct contact with the Companion, his family, or have reasonable knowledge that he is not going to pay his dues. No suspension shall be issued unless and until you have notified the member of their pending suspension and given them a reasonable time to respond.

Enter the total of Suspension by Chapter for Non-Payment of Dues at the bottom of this section and on Line 11 of Page 11.

PAGE 8: DEATHS: Enter the full legal name and date of death. If member was a Past High Priest, select Yes. Dates must include day, month, and year. If you are unsure, contact the Companion's Lodge Secretary or the Grand Lodge for this information.

Enter the total of Deaths at the bottom of the page and on Line 12 of Page 11.

PAGE 9: REMISSIONS FOR INABILITY TO PAY: Enter the full legal name and date of remission. You may not remit a Companion's dues in any year except the year being reported. Remissions must be voted on by the Chapter. Chapters need to have good contact with the Companion or family to validate the need for remission.

Enter the total of Remissions at the bottom of the page, in the first blank of Line 19 on Page 11.

PAGE 10: REMISSIONS FOR 50-YEAR MEMBERS: Enter the full legal name and date of remission. You may not remit a Companion's dues in any year except the year being reported. Remissions for 50-year members need NOT be voted on by the Chapter.

Enter the total of Remissions for 50-year members at the bottom of the page, in the first blank of Line 20 on Page 11.

PAGE 11: RECAPITULATION:

Line 1: This number provided to you by the Grand Chapter may not be altered. This is the number you will start with in calculating your membership returns. If there is an error in this number, it is because the Chapter has failed to add or subtract membership on previous annual returns. You may correct it by finding out who is not accurately recorded in your membership records and reporting them on this return.

Line 2: From Page 3.

Line 3: From Page 4.

Line 4: From Page 5.

Line 5: Add Lines 2, 3, & 4 together and record.

Line 6: Add Lines 1 and 5 together and record.

Line 7: From first section of Page 6.

Line 8: From middle section of Page 6.

Line 9: From bottom section of Page 6.

Line 10: From top section of Page 7.

Line 11: From bottom section of Page 7.

Line 12: From bottom of Page 8.

Line 13: Add Lines 7, 8, 9, 10, 11, & 12 together and record.

Line 14: Subtract Line 13 from Line 6 and record.

Line 15: In the first blank, enter the number of Exaltations found either on Line 2 or page 3. Multiply this number by \$10.00 and enter the total.

Line 16: In the first blank, enter the current membership number from Line 14. Multiply this number by \$13.50 and enter the total.

Line 17: If an entry is made here by the Grand Secretary, it shall be paid with this return. This represents a balance due from previous annual returns.

Line 18: Add Lines 15, 16, & 17 together and record.

Line 19: In the first blank, enter the total number of remissions as recorded on Page 9. Multiply this number by \$12.50 and enter the total. You are required to pay General Grand Chapter per capita of \$1.00. Here is where you apply for that credit.

Line 20: In the first blank, enter the total number of 50-year member remissions as recorded on Page 10. Multiply this number by \$12.50 and enter the total. You are required to pay General Grand Chapter per capita of \$1.00. Here is where you apply for that credit.

Line 21: In the first blank, enter the total number of living endowed members of your Chapter. Multiply this number by \$13.50 and enter the total. You are not required to pay Grand Chapter of Missouri per capita on living endowed members. Here is where you apply for that credit.

Line 22: If an entry is made here by the Grand Secretary, it represents a credit to each Chapter for their members who are Endowed Members of the General Grand Chapter.

Line 23: If an entry is made here by the Grand Secretary, it represents a credit you have on file from previous annual returns.

Line 24: Adds Lines 19, 20, 21, 22, & 23 together and enter the total Grand Chapter credits for this return.

Line 25: Subtract Line 24 from Line 18 and enter the total. Make check payable to GRAND CHAPTER OF MISSOURI for this amount and return with your completed return to the Grand Secretary no later than March 1.

PAGE 12: DUAL/PLURAL MEMBERS: Enter the full legal name of all Companions who hold dual/plural membership in your Chapter, meaning your Chapter is NOT their home Chapter. Identify the name and number, city, and state of the Chapter where the member's primary membership is located. Enter the date affiliated with your Chapter.

PAGE 13: FINANCIAL REPORT: Complete all information requested. Total of receipts should match in the Balance Statement on this page, likewise for total of expenditures. Under the Balance Statement, Line 1 should be the same as Line 5 from your previous annual return.

PAGE 14: REPORT OF AUDIT COMMITTEE: This report is required in accordance with the By-Laws of the Grand Chapter of Missouri. The Committee should select the appropriate check boxes, no box groups shall be skipped. It shall be signed by the Audit Committee appointed by the High Priest. It shall also be signed by the Retiring High Priest, Incoming High Priest, Secretary, and dated. If the officer year is different from the fiscal year, the Incoming High Priest and Retiring High Priest shall be signed by the same High Priest.

PAGE 14: SEAL: Many Chapters forget to seal their return. This is the Grand Chapter's proof that you are in possession of Grand Chapter property, your seal. Please apply, affix, and emboss the seal of your Chapter in the appropriate location at the bottom of this page.

Pages 15 thru 19 should NOT be returned to the Grand Chapter. They may be discarded after you are finished with them.