



RETURNS TO THE
GRAND COMMANDERY OF KNIGHTS TEMPLAR
OF THE STATE OF MISSOURI

Commandery Name _____

Commandery 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 Recorder)

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 ORDER CONFERRED**

SEND AUDIT WITH RETURN

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

ANNUAL RETURN TO THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF MISSOURI
YEAR ENDING DECEMBER 31, 2009

_____ COMMANDERY NO. _____

LIST ALL OFFICERS FOR THE 2010 YEAR:
Use **FULL LEGAL NAME**, no abbreviations, no nicknames

Commander _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Junior Warden _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Generalissimo _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Std. Bearer _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Capt. General _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Sword Bearer _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

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

Warder _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Recorder _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Prelate _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Senior Warden _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

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

Name of Temple or Lodge where Commandery 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 Conclaves (for example, 2nd Tuesday of each month at 7:30 p.m.)

ANNUAL RETURN TO THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF MISSOURI
YEAR ENDING DECEMBER 31, 2009

_____ COMMANDERY NO. _____

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

Full Name	_____	Date of Birth	_____
Address	_____		
City	_____	State	_____
Phone	_____	Email	_____
Lodge Name	_____	Lodge No.	_____
Chapter Name	_____	Chapter No.	_____
Council Name	_____	Council No.	_____
RC Date	_____	Malta Date	_____
		KT Date	_____
Full Name	_____	Date of Birth	_____
Address	_____		
City	_____	State	_____
Phone	_____	Email	_____
Lodge Name	_____	Lodge No.	_____
Chapter Name	_____	Chapter No.	_____
Council Name	_____	Council No.	_____
RC Date	_____	Malta Date	_____
		KT Date	_____
Full Name	_____	Date of Birth	_____
Address	_____		
City	_____	State	_____
Phone	_____	Email	_____
Lodge Name	_____	Lodge No.	_____
Chapter Name	_____	Chapter No.	_____
Council Name	_____	Council No.	_____
RC Date	_____	Malta Date	_____
		KT Date	_____
Full Name	_____	Date of Birth	_____
Address	_____		
City	_____	State	_____
Phone	_____	Email	_____
Lodge Name	_____	Lodge No.	_____
Chapter Name	_____	Chapter No.	_____
Council Name	_____	Council No.	_____
RC Date	_____	Malta Date	_____
		KT Date	_____
Full Name	_____	Date of Birth	_____
Address	_____		
City	_____	State	_____
Phone	_____	Email	_____
Lodge Name	_____	Lodge No.	_____
Chapter Name	_____	Chapter No.	_____
Council Name	_____	Council No.	_____
RC Date	_____	Malta Date	_____
		KT Date	_____

Total New Members, enter this number on page 10, line 2, _____

ANNUAL RETURN TO THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF MISSOURI
YEAR ENDING DECEMBER 31, 2009

_____ COMMANDERY NO. _____

LIST ONLY THOSE ADMITTED 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 _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
From Commandery _____ Commandery No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
From Commandery _____ Commandery No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
From Commandery _____ Commandery No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
From Commandery _____ Commandery No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____ Date Admitted _____ Dual Mbr.
City _____ State _____ Zip _____
Phone _____ Email _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
From Commandery _____ Commandery No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Total Admissions, enter this number on page 10, line 3, _____

ANNUAL RETURN TO THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF MISSOURI
YEAR ENDING DECEMBER 31, 2009

_____ COMMANDERY NO. _____

**LIST ONLY THOSE REINSTATED (AFTER SUSPENSION) 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 _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Full Name _____ Date of Birth _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Suspend Date _____ Reinstatement Date _____
Lodge Name _____ Lodge No. _____ State _____
Chapter Name _____ Chapter No. _____ State _____
Council Name _____ Council No. _____ State _____
RC Date _____ Malta Date _____ KT Date _____

Total Reinstatements, enter this number on page 10, line 4, _____

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

Total Dimissions, enter this number on page 10, 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 10, line 8, _____

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

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

Total Expulsions, enter this number on page 10, line 9, _____

COMMANDERY NO. _____

RECAPITULATION
(COMPLETE ALL INFORMATION)

1. Membership as of December 31, 2008 _____

MEMBERSHIP ADDITIONS

- 2. **Knighthood** (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, Chapter, or Council** _____
- 11. **Suspended by Commandery 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 COMMANDERY PER CAPITA & KTEF FEES

- 15. **No. of Knightings** _____ x \$10.00 each (from line 2) _____
- 16. **Membership** _____ x \$22.50 (from line 14) _____
- 17. **Balance owed from 2008 Return** (as designated only by Grand Recorder) _____
- 18. **TOTAL PER CAPITA FEES** (add lines 15, 16, & 17) _____
- 19. **KTEF Contribution, Membership** (from line 14, _____ x \$1.00) _____
- 20. **KTEF Remissions** (from page 9, _____ Remissions x \$1.00) _____
- 21. **KTEF Life Sponsors** (_____ Life Sponsors x \$1.00) _____
- 22. **Total KTEF Credits** (add lines 20 & 21) _____
- 23. **TOTAL KTEF CONTRIBUTIONS** (line 19 minus line 22) _____
- 24. **TOTAL PER CAPITA & FEES BEFORE CREDITS** (add lines 18 and 23) _____

GRAND COMMANDERY PER CAPITA CREDITS

- 25. **2009 Remissions** (from page 9, _____ x \$13.50) _____
- 26. **Living Endowed Members of this Commandery** (_____ x \$22.50) _____
- 27. **Credits from 2008 Return** (as designated only by Grand Recorder) _____
- 28. **TOTAL PER CAPITA CREDITS** (add lines 25 & 26) _____
- 29. **TOTAL AMOUNT OWED GRAND COMMANDERY** (line 24 minus line 27) _____

MAKE CHECK PAYABLE TO GRAND COMMANDERY OF MISSOURI

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

COMMANDERY 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 KT Eye Foundation _____
 Cont. to Holy Land Endowment Fund _____
 Contributions to other charities _____
 Future dues collected _____
 Miscellaneous (*specify*) _____

Total Receipts _____

EXPENDITURES

2008 Per Capita paid to Grand Commandery _____
 Rent/Shared Expenses _____
 New Endowed Mbrship pd to Grand Comm. _____
 Trustees for investment _____
 Fees returned _____
 Charity & relief _____
 Furniture & paraphernalia _____
 Funeral expenses _____
 Recorder Honorarium _____
 Treasurer Honorarium _____
 Refreshments _____
 Printing _____
 Receipts for dues cards _____
 Postage & stationary _____
 Premium on officer's bonds _____
 Safe deposit box rent _____
 Contributions to KT Eye Foundation _____
 Cont. to Holy Land Endowment Fund _____
 Contributions to other charities _____
 Insurance _____
 Past Commander 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 Comm. (*line 5 minus line 6*) _____

_____ COMMANDERY NO. _____

The Recapitulation (page 10), Statistical Information (page 11), Financial Report (page 12) and the Report of the Audit Committee (page 13) of this Annual Report must be presented to the Commandery at its stated conclave next succeeding January 1, read in full in open Commandery, spread upon the minutes of that conclave, and the complete 13 page Annual Report sent to the Grand Recorder no later than March 1, 2010.

REPORT OF AUDIT COMMITTEE

To the Eminent Commander, Generalissimo, Captain General, officers and members of
_____ Commandery No. _____ Knights Templar:

The undersigned Auditing Committee respectfully report they have examined the books and accounts of the Treasurer and Recorder of the Commandery 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 Commandery held by them and found them **to be** / **not to be** correct.

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

Fraternally Submitted,

Audit Committee

To the Grand Commandery of Knights Templar of the State of Missouri:

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

Signature of Retiring Commander

Signature of Incoming Commander

Signature of Recorder

Date

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



Pages 14 thru 18 should NOT to be returned to the Grand Commandery. 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 Commandery. 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 Commanderies 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 Commandery 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 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, Chapter, or Council 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 Commandery. If unsure, refer to the charter. Enter the number of the Commandery. Enter the Tax ID number of the Commandery. Each Commandery is required by the Grand Encampment to have this. Leave Date Received, Amount Paid, and Check No. blank, these are for office use only.

PAGE 2: Enter the name of the Commandery 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 Commandery meets. Provide the complete physical address of the facility, not the mailing address of the Recorder. Provide a phone number if one is available.

Stated Conclaves: Enter the date and time of the stated conclaves of the Commandery in accordance with the approved by-laws of the organization.

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

Enter the total of Knightings at the bottom of the page and on Line 2 of Page 10.

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 Commandery during the current year. Admission includes those admitted by Certificate of Good Standing from another Commandery 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, Chapter, and Council.

Enter the total of Admissions at the bottom of the page and on Line 3 of Page 10.

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 Commandery 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, Chapter, and Council.

Enter the total of Reinstatements at the bottom of the page and on Line 4 of Page 10.

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, Chapter, or Council), suspension for non-payment of dues in the Commandery, 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 Commandery 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 Commandery.

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 Commandery, 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 Commandery that the Sir Knight has been duly elected to membership. Then you issue the Dimit to the Sir Knight.

For a Sir Knight who is only transferring his membership, if you issue a Dimit before you receive notice of his election to another Commandery, 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 10.

PAGE 6: SUSPENSION FOR UN-MASONIC CONDUCT: Enter the full legal name and date action was taken by the Commandery. If Suspension was in a prerequisite body, then that Sir Knight would only be suspended (Page 7, top section) by the Commandery 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 10.

PAGE 6: EXPELLED BY LODGE, CHAPTER, COUNCIL, OR COMMANDERY: 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 10.

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

Enter the total of Suspensions by Lodge, Chapter, or Council at the bottom of this section and on Line 10 of Page 10.

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

No suspension for non-payment of dues should be initiated unless and until the Commandery has had direct contact with the Sir Knight, 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 Commandery for Non-Payment of Dues at the bottom of this section and on Line 11 of Page 10.

PAGE 8: DEATHS: Enter the full legal name and date of death. If member was a Past Commander, select Yes. Dates must include month, day and year. If you are unsure, contact the Sir Knight'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 10.

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

Enter the total of Remissions at the bottom of the page, in the first blanks of Lines 20 and 25 on Page 10.

PAGE 10: RECAPITULATION:

Line 1: This number provided to you by the Grand Commandery 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 Commandery 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 Knightings 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 \$22.50 and enter the total.

Line 17: If an entry is made here by the Grand Recorder, 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 current membership from Line 14. Multiply this number by \$1.00 and enter the total.

Line 20: In the first blank, enter the total number of remissions as recorded on Page 9. Multiply this number by \$1.00 and enter the total.

Line 21: In the first blank, enter the total of Knights Templar Eye Foundation Sponsors in your Commandery. This information may be found on the green membership printout provided to you by the Grand Encampment two times each year. Multiply this number by \$1.00 and enter the total.

Line 22: Add Lines 20 & 21 and enter the total. This number represents those Sir Knights you do NOT have to pay KTEF \$1.00 per member on.

Line 23: Subtract Line 22 from Line 19. This represents your membership KTEF \$1.00 per member minus remissions and Life Sponsors.

Line 24: Add Lines 18 & 23 together and enter the total. This number represents the Total of Per Capita owed by your Commandery for the current year not counting remissions and credits from previous annual returns. This is the number you should use in your next year's budget.

Line 25: In the first blank, enter the total number of remissions as recorded on Page 9. Multiply this number by \$13.50 and enter the total. Although you are required to pay Grand Encampment per capita on remitted members, you are not required to pay Grand Commandery of Missouri per capita on remitted members. Here is where you apply for that credit.

Line 26: In the first blank, enter the total number of living endowed members of your Commandery. Multiply this number by \$22.50 and enter the total.

Line 27: If an entry is made here by the Grand Recorder, it represents a credit you have on file from previous annual returns.

Line 28: Adds Lines 25 & 26 together and enter the total Grand Commandery credits for this return.

Line 29: Subtract Line 27 from Line 24 and enter the total. Make check payable to GRAND COMMANDERY OF MISSOURI for this amount and return with your completed return to the Grand Recorder no later than March 1.

PAGE 11: STATISTICS: Complete all information identified.

PAGE 11: DUAL/PLURAL MEMBERS: Enter the full legal name of all Sir Knights who hold dual/plural membership in your Commandery, meaning your Commandery is NOT their home Commandery. Identify the name and number, city, and state of the Commandery where the member's primary membership is located. Enter the date affiliated with your Commandery.

PAGE 12: 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 13: REPORT OF AUDIT COMMITTEE: This report is required in accordance with the Laws and Regulations of the Grand Commandery 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 Eminent Commander. It shall also be signed by the Retiring Commander, Incoming Commander, Recorder, and dated. If the officer year is different from the fiscal year, the Incoming Commander and Retiring Commander shall be signed by the same Commander.

PAGE 13: SEAL: Many Commanderies forget to seal their return. This is the Grand Commandery's proof that you are in possession of Grand Commandery property, your seal. Please apply, affix, emboss the seal of your Commandery in the appropriate location at the bottom of this page.

Pages 14 thru 18 should NOT to be returned to the Grand Commandery. They may be discarded after you are finished with them.