

SUBORDINATE COUNCIL ANNUAL REPORT

This Annual Statement and Financial Report should be completed and distributed as follows:

1. Supreme Secretary, 61 Batterymarch Street, Boston, MA 02110
2. Your Grand Secretary
3. Council File Copy

INSTRUCTIONS

On Page 1, enter Name and Number of Council and current date.

Line 1: State name of hall and/or building in which Council meets. If in "Members Homes" so designate. If no meetings, enter "no meetings held."

Line 1A: Give full address of meeting hall.

Line 1B: Enter time and day(s) of meeting(s); "8:00 P.M. – 1st and 3rd Wednesday," or 8:30 P.M. 2nd Tuesday.

Line 2: Enter amount of Council Dues. (per member annually)

Line 3: Enter total amount of allowances paid to each officer last year. On line 4 list other officers, if any, and allowance paid.

Line 4: Estimate average attendance at your regular meetings.

Line 5: Answer "Yes" or "No."

Line 6: This includes any outright contributions (not loans) granted to assist a distressed member.

Line 7: Enter number of fraternal and social events.

Line 8: List projects sponsored under the International Fraternal Service Program. Enter the amount appropriated by the Council, do not include amount received from the Supreme Council.

Line 9: List recognized charitable contributions, such as: Red Cross, Salvation Army, Community Fund, United Way, etc. Enter amount contributed.

Line 10: List recognized other charitable contributions, such as: Local Disaster Funds, Special Community Projects, etc. Enter amount contributed.

Page 2, **REPORT OF ELECTION OF OFFICERS**

1. Enter Name and Number of Council [top of form].
2. Enter member's Certificate Number in the appropriate space. List Officers, Grand Council Representatives, Alternates, Junior Committee members, Fraternal Activities Committee members and their addresses for the ensuing year. Please type or print names and addresses.

Page 3, **FINANCIAL REPORT** (required for Bonding of Council Officers)

1. Enter Name and Number of Council.

A General Fund:

1. Enter effective date of report
2. Report, in appropriate column, ALL GENERAL FUND MONEY and/or Securities held by the Treasurer, or other Council Officers.
3. List names and address of banks, account numbers, and balances as of date of report. **ATTACH COPY OF BANK STATEMENTS.**
4. Enter total amount of outstanding checks as of date of report. Do not list checks, enter total only.
5. Outgoing Council Officers should certify this report.

B Mailing Instruction:

1. Mail originals to Home Office.

Report should be completed and submitted to the Supreme Secretary at the Home Office on or before June 30.