

Most Worshipful Prince Hall Grand Lodge

Washington and Jurisdiction

Instructions for completing the Grand Lodge Quarterly Tax Report Form

*** TOP ***

1. Quarter being reported is identified (1st, 2nd, 3rd, or 4th)
2. Name and Number of Lodge
3. City and State if overseas where lodge holds meetings (include the entire address)
4. Days and Times that the meetings are held
5. Beginning and Ending dates of the Quarter that is being reported

*** TOP SECTION LEFT ***

6. Per-Capita Tax amount; (\$15.00 per member, per quarter)
7. Total number of "Active Members" on the rolls; the amount to be paid for each of these members is \$15.00 each
8. Indigent Members on the rolls as approved by your craft). \$1.96 per member.
9. Number of members Received by Demit. Fee of \$5.00 and must include them in your Active Membership.
10. Number of candidates initiated. (\$10.00 each Entered Apprentice Initiated).
11. Dispensations approved from the Grand Master; cost \$3.00 each. (i.e. Changing meeting dates or times, degrees less than 4-weeks, initiating 5 or more candidates.
12. Prince Hall Day Scholarship Assessment a one-time per year mandatory payment due with the 1st Quarter Report; payment is \$1.00 per each member on your rolls to include Active Members, Indigent Members and Grand Lodge Honorary Life Members.
13. Other Assessments or other fees approved by the Grand Body or the Grand Master; paid in the amount and quarters designated on the Assessment.
14. KOPEI (Knights of Pythagoras Education Incentive) a volunteer donation.
15. Masonic Merchandise or Masonic Supplies request accompanying the report submitted.
16. Grand Lodge Building Assessment a \$100.00 assessment payable to the Grand Lodge for each candidate Raised; Brethren who demit into this Jurisdiction must also pay this assessment unless proof of payment in another jurisdiction is provided.
17. Miscellaneous monies paid to the Grand Lodge that is uncategorized on the form.

*** ADJUSTMENTS ***

18. Over Payments (Subtract) amount on file as credit to lodge.
19. Short on last Report (Add) amount on file as due to Grand Lodge based on your report.
20. Total Amount Due is the total amount of the column added together, minus the Over payment Amount if any. Make all Checks or Money Orders payable to "MWP HGL WA."
21. Total Amount Paid is the actual amount of the Check or Money order that accompanies the report submitted.

"TOP SECTION RIGHT - *MEMBERSHIP ***"**

22. Number of **Active Members (current)** on the rolls of your Lodge.
23. Number of Lodge **Indigent Members** as voted and determined by the craft.
24. Number of **Grand Lodge Honorary Life Members** as determined by the Grand Body during Grand Session.
25. **Total Members** is the sum of lines 22, 23 and 24.

***** LODGE WORKS AND ACTIONS *****

26. **Initiated** is the number of candidates who received the 1st Degree during this reporting period. (Quarter)
27. **No. Degrees Given** is the total number of degrees for each candidate during this quarter.
28. **Dropped for Non Payment of Dues (N.P.D.)** members IAW with Lodge's By-Laws that are no longer being carried by the Lodge due to non-payment of dues
29. **Reinstated** Brothers who are regular and in good standing as IAW Lodge's By Laws who have applied to be accepted back into the lodge membership.
30. **Received by Demit** Brothers who have demitted from another lodge or jurisdiction into the lodge during the Quarter being reported.
31. **Demitted** Brothers who have requested and received a demit during the Quarter being reported; when granted is no longer a member of your lodge.
32. **Suspended** members who through some Masonic process and in accordance with the By-Laws of your lodge or The Grand Lodge Code were suspended during this Quarter.
33. **Expelled** members who through some Masonic Process by the Lodge or Grand Lodge, in accordance with the By-Laws or Code are excluded from all Masonic practices permanently.
34. **Deaths** Brothers who were current when they met their demise during the Quarter; Death Certificates must be submitted to the Grand Lodge for Masonic Relief to be paid.

***** NAMES AND DATES *****

Note: This Section is for Names and Dates which coincide with the numbers in the Top Section

35. **Name of Indigent** names of Brothers who are claimed as Indigent per line 23.
36. **Initiated** date, name and degree given during the reporting period; "X" indicates degree received.
37. **Received By Demit** A brother was officially received by demit in your Lodge.
38. **Dropped for Non-Payment of Dues (N.P.D.)** Brothers who were dropped from the rolls during this reporting for non-payment of dues.
39. **Reinstated:** Brothers who were reinstated during this reporting period
40. **Expelled:** Brothers who were officially expelled
41. **Demitted:** Brothers who requested and received a demit from the Lodge

*** **"BOTTOM SECTION"** ***

42. **Total Membership Ending Date** the date from the end of the **previous Quarter**; indicate whether there was an increase or decrease in the lodges total membership.
43. **Total Membership Ending Date** this date should reflect **Current Quarter** being reported.
44. **Clearly print or Type** the name of the Worshipful Master in the space allotted for the Worshipful Master's Signature (**Worshipful Master please sign here**) sign using your pay-roll signature (**no computer generated signatures**). **Clearly Print or Type** the Worshipful Master's Mailing address on the very next line
45. **Clearly print or Type** the name of the Lodge Secretary in the space allotted for the Secretary Signature (**Secretary please sign here**) sign using your pay-roll signature (**no computer generated signatures**). **Clearly Print or Type** the Lodge Secretary's Mailing address on the very next line
46. **Date Received at the Grand Secretary's Office.** Space is reserved for the Grand Secretary's Office "only"
47. **The Lodge's Seal** should be affixed to all reports submitted indicating that the report has been reviewed by the Worshipful Master and attested by the Lodge Secretary and all of the information therein is accurate and true to the best of their knowledge
48. **Validate the form.** Make sure the form you are using is the updated one

NOTE: Lodges, make sure that a copy of this report is maintained in the files of the Lodge.

If you have any questions when submitting reports, contact the Office of Grand Secretary.