

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. Overseas lodges should include the entire address where meetings are held.
4. Specify 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 each.
8. Indigent Members on the rolls as approved by your craft). \$1.96 per member.
9. Number of members Received by Petition. Fee of ten \$10 and must include them in your Active Membership.
10. Number of candidates initiated - ten \$10 each.
11. Dispensations approved from the Grand Master; cost five \$5 each. (i.e. Changing meeting dates or times, degrees less than four 4-weeks, initiating five 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 one \$1 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. Grand Lodge Building Assessment - One hundred \$100 - 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.
16. Masonic Merchandise - Make separate request & separate check.
17. Miscellaneous - money paid to the Grand Lodge that is uncategorized on the form.

***** ADJUSTMENTS *****

18. **Over Payments (Subtract)** - Fill in amount of overpayment on last report.
19. **Short on last Report (Add)** - Fill in amount short on last report.
20. **Total Amount Due** - 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:** The number of candidates who received the **1st Degree** during this reporting period.
27. **No. Degrees Given:** Total number of degrees for each candidate during this quarter.
28. **Dropped for Non Payment of Dues (N.P.D.):** Members who are no longer being carried by the Lodge as active members due to non-payment of dues (IAW with Lodge's By-Laws).
29. **Reinstated:** Brothers who have been voted back into membership by the lodge during the period of reporting.
30. **Received by Petition:** Brothers who have received a demit from another lodge and have been accepted for membership in your lodge during the quarter being reported.
31. **Demitted:** Brothers who have requested and received a demit out of your lodge 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 the reporting quarter.
33. **Expelled:** Members who through some masonic process by the lodge or grand lodge, in accordance with the By-Laws or Code are disqualified from all Masonic practices permanently.
34. **Deaths:** Brothers who were current when they met their demise during the reporting 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. Must show Name and Date each quarter reported.
36. **Degree Given:** Date, name and degree given during the reporting period; "X" indicates degree received.
37. **Received By Petition:** A brother was officially received by petition 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. **Suspended:** Brothers who were officially suspended during the reporting period.
41. **Expelled:** Brothers who were officially expelled during the reporting period.
42. **Demitted:** Names of brothers who requested and received a demit from the Lodge.
43. **Expelled:** Names of brothers who passed away during the reporting period.

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

44. **Total Membership Ending Date:** The date from the end of the **previous Quarter**; indicate whether there was an increase or decrease in the lodge's total membership. Cannot be both.
45. **Total Membership Ending Date:** This date should reflect **Current Quarter** being reported.
46. **Clearly Print or Type** the name of the Worshipful Master. **Worshipful Master must sign;** no computer generated signatures. **Clearly Print or Type** the Worshipful Master's Mailing address.
47. **Clearly Print or Type** the name of the Lodge Secretary. **Lodge Secretary must sign;** no computer generated signatures. **Clearly Print or Type** the Lodge Secretary's Mailing address.
48. **Date Received at the Grand Secretary's Office.** For Office of Grand Secretary use only.
49. **The Lodge's Seal** affixed here. Lodge seal validate report.
50. **Validate the Form.** Make sure the form you are using is current, up to date and approved by grand lodge.

NOTE: All Lodges shall maintain a sealed copy of reports in the files of the Lodge. Any questions on submitting quarterly or annual reports should be referred to the Office of Grand Secretary.