

HOW TO FILL OUT THE ANNUAL REPORT

You will be sent two copies of the Annual Report form as well as a Membership List. This list will include the names of all the members in your Bethel, their addresses and some other information. Please make corrections on this sheet however do not cross any names off the list. Note that the Daughters listed should coincide with the number of Daughters on the Annual Report. **The Membership List must be updated and returned to the Executive Manager** along with the copies of the Annual Report.

1. Time and Place of Meeting:

List the current meeting time, place and address where your meetings are held.

2. First and Second Term Officers:

Please type or print legibly. This information will be retained in a permanent file and it is very important that these names are able to be read.

3. Name and Address of the Bethel Guardian, Associate Bethel Guardian and Guardian Secretary:

Type or print legibly the entire name and address. Please do not list "same as before".

4. Amount sent to Executive Manager for Education/Promotion Funds:

List the total contribution sent to the Executive Manager from both terms during the year (Jan 1, ___ to Dec 31, ___).

Refer to Constitution and Bylaws, B-Bethel 4, Section 4 (a) and (b), which reads:

"Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Education and Promotion Funds."

One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Education Fund and one-third (1/3) forwarded to the Promotion Fund.

Even though the amount contributed is listed annually, your contribution should be sent to the Executive Manager twice a year, immediately following the financial affair.

5. Amount in Treasury:

For insurance purposes it is necessary that the total amount of funds in the Checking and Savings accounts of the Bethel be listed.

6. Signature of the Bethel Guardian and Bethel Guardian Secretary:

Sign and affix the seal of the Bethel to the report only after you have double-checked the figures and have ascertained that all information is correct.

7. Number of members enrolled on January 1 of the previous year:

The Executive Manager will fill in this information with the figures taken from the report submitted for the previous year. **DO NOT CHANGE THIS FIGURE**. If you find that an error was made in the previous report, please contact the Executive Manager for instructions.

8. Increase in Membership:

List each Daughter initiated, reinstated or affiliated during the year. Be sure to type or print legibly the first and last name of the Daughter. Include date of initiation, affiliation or reinstatement. Under the corresponding column, place an "X" or a check mark. Total the number at the bottom of each column. If a Daughter is affiliating from another Bethel, please list the number and location of the Bethel from which she has demitted. This can be done in the space to the right.

9. Total Increases:

This is the total of the initiated, reinstated and affiliated columns. Please double-check these figures prior to forwarding to the Executive Manager.

10. Decrease in Membership:

List each Daughter who has reached Majority, died, demitted (including Bethel number and location, if available), resigned, been suspended or expelled. Type or print legibly the first and last name of the Daughter and include the date that each item occurred. Under the corresponding column, place an "X" or a check mark. Total the number at the bottom of each column. For those who were suspended, expelled or resigned, please give a reason, i.e. non-payment of dues, lack of interest, conduct etc.

11. Total Decreases:

This is the total of the Majority, died, demitted, resigned, suspended or expelled columns. Please double-check these figures prior to forwarding to the Executive Manager.

12. Number of members enrolled as of December 31:

Begin with:

Number of members enrolled on January 1	#7 on example
Add Total Increases	#9 on example
Subtract Total Decreases	#11 on example

This will give you the number of members enrolled as of December 31.

13. Fees to be paid:

Put the total number of Daughters **initiated** during the year in this space. A fee of \$10.00 per Daughter must be paid for all Daughters initiated. DO NOT pay this fee for Daughters who were reinstated or affiliated from other Bethels. Multiply the number of Daughters initiated by \$10.00 and carry this across to #13 on the right hand side of the form. For example, 6 Daughters X \$10.00 = \$60.00.

14. Put the total number of Daughters enrolled in the Bethel as of December 31 in this space. Calculate this amount from #12 on the example. A fee of \$12.00 must be paid for each Daughter. This fee includes the new initiates. Multiply the total number of Daughters by \$12.00 and carry this across to #14 on the right hand side of the form. For example, 15 Daughters X \$12.00 = \$180.00.

15. Total Remittance:

Add the amount from #13 and the amount from #14 and this will give you the amount that you need to send to the Executive Manager.

Make Check payable to the **Supreme Guardian Council**.