

ANNUAL REPORT FOR ROYAL ARCH CHAPTERS

1. Verify that all membership information has been entered correctly into the Membership Management System (MMS). This includes current Elected Officers and Past High Priests. Remember to list any plural PHP as a non-voting member for your chapter. This Must be completed prior to submitting this report.
2. Print the Annual Return Report from the Membership Management System.
3. Print the Plural Member Report from the Membership Management System. You will need to subtract these members from your membership totals printed on the MMS Annual Report.
4. Using the above two Reports, complete the Maryland Annual Report Assessment Page to confirm the assessment due to the Grand Chapter. Include any donations.
5. A confirmation copy must be attached for the IRS 990N provided by the IRS.
6. This report is due to the Grand Secretary NO LATER THAN September 30th of each year.
7. Dues Cards will be printed based on the information entered in the Membership Management System as of September 30th.
8. SAVE your form as you're filling it in. When completed, please SAVE and email your electronic version to billmdra@gmail.com. Mail hard copy with checks to:

William Eppig
1221 Seron Ct.
Eldersburg, MD. 21784
9. Chapters may remit dues to any member they may choose. This decision does not reduce the amount owed to the Grand Chapter.
10. Please note if a member is suspended by Grand Lodge/Lodge action. This must be resolved before the Chapter can reinstate such a member.

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Save after each section

Annual Chapter Financial Account Report

Required by Article XII, Section 3 (b), please complete the following form. No Account numbers needed.
Copy this form if needed.

Financial Institution: _____

Name(s) on the Account: _____

Signature(s) on the Account: _____

Type of Account: Savings ☐ Checking ☐ Investment ☐ Deposit Box ☐

Financial Institution: _____

Name(s) on the Account: _____

Signature(s) on the Account: _____

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Financial Institution: _____

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Signature(s) on the Account: _____

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Financial Institution: _____

Name(s) on the Account: _____

Signature(s) on the Account: _____

Type of Account: Savings ☐ Checking ☐ Investment ☐ Deposit Box ☐

Does your Chapter use a shared deposit account with other York Rite Bodies to collect yearly dues or other items? Yes ☐ No ☐

If yes, Does the Chapter have a signatory on the account? Yes ☐ No ☐

If yes, who is it: _____

MAKE SURE TO ATTACH YOUR IRS 990N WHEN SENDING IN THIS FORM.

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| | | |
|---|--|---------------|
| TOTALS: CHAPTER NAME: | | |
| Total Membership: September 1, | | |
| ADDITIONS | | |
| ① Exaltations | | |
| Reinstatement | | |
| Total Additions | | |
| SUBTRACTIONS | | |
| Number of Plural Members | | |
| Deaths | | |
| Suspensions (NPD'S and Lodge Actions) | | |
| Demits | | |
| Lodge Suspension | | |
| Total Subtractions | | |
| ② TOTAL MEMBERSHIP: AUGUST 31, | | |
| ③ Number of General Grand Chapter Life Memberships | | |
| Exaltation Fees (\$10.00 X ①) | | |
| Chapter Assessment (11.50 X ②) | | |
| Deduct General Grand Chapter Life Memberships (-\$3.00 X ③) | | |
| Council of Anointed High Priests Assessment | | + \$40 |
| Check No. | Total Amount Paid to: | |
| | GRAND CHAPTER OF ROYAL ARCH MASONS OF MARYLAND | |
| CHAPTER DONATIONS (make check payable separately to each) | | |
| Royal Arch Research Assistance > Check #: | | |
| * D. Ross Vansant Scholarship Fund > Check #: | | |

***Make check payable to the Grand Chapter and on Memo line note D. Ross Vansan**

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