

## ANNUAL REPORT FOR Councils of R&S of MD

1. Verify that all membership information has been entered correctly into the Membership Management System (MMS). This includes current Elected Officers and Past Thrice Illustrious Masters. Remember to list any plural PTIM 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 Recorder 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. Councils may remit dues to any member they may choose. This decision does not reduce the amount owed to the Grand Council.
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.

## **Annual Council Financial Account Report**

As required by the Standing Resolution passed on Oct. 28, 2023, 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: \_\_\_\_\_

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

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: \_\_\_\_\_

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.**

# Annual Report of Councils of R&SM in MD

Save after each section

<b>TOTALS: COUNCIL NAME and NUMBER</b>		
<b>Total Membership: September 1,</b>		
<b>ADDITIONS</b>		
① Greeted		
Reinstatements		
<b>Total Additions</b>		
<b>SUBTRACTIONS</b>		
<b>Number of Plural Members</b>		
<b>Deaths</b>		
<b>Suspensions (NPD's and Lodge Actions)</b>		
<b>Demits</b>		
<b>Total Subtractions</b>		
<b>② TOTAL MEMBERSHIP: AUGUST 31,</b>		
<b>③ Number of General Grand Council Life Memberships</b>		
Greeting Fee (\$10.00 X ①)		
Council Assessment (\$11.50 X ②)		
Deduct General Grand Council Life Memberships (-\$2.50 X ③)		
Check No.	Total Amount Paid to:	
	GRAND COUNCIL OF R&SM OF MARYLAND	
	COUNCIL DONATIONS (make check payable to CMMRF)	
CRYPTIC MASONS MEDICAL RESEARCH -> Check #		

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