

**GRAND SECRETARY
INSTRUCTIONS
QUARTERLY REPORT**

MASONIC QUARTERS ARE AS FOLLOWS,

First Quarter	July 1, To September 30
Second Quarter	October 1 To December 31
Third Quarter	January 1 To March 31
Fourth Quarter	April 1 To June 30

To be in good standing, Lodges must make quarterly remittances in advance.

All members in the Grand lodge must pay \$13.00 per quarter. Payments are due from all members on the rolls at the beginning of the quarter. New members must be reported and paid for within five days after being admitted.

Gold Card members are exempted from Per Capita Tax.

The secretary of each lodge is required to file a complete roster of his lodge's membership with the fourth Quarterly Report to the Grand Secretary. Make all checks Money Orders and drafts payable to: The Most Worshipful Prince Hall Grand Lodge of Missouri. Mail to R.W. Grand Secretary, 4525 Olive St. St. Louis MO 63108

All Raisings, Reinstatements, Demits, Suspensions, and Deaths must be reported within five days using the Five Day Report.

Please refer to the previous Quarterly Report prior to completing the current report and check your figures for accuracy.

Most Worshipful Prince Hall Grand Lodge of Missouri and Jurisdiction
QUARTERLY REPORT

GRAND SECRETARY

Lodge Name		Number	DATE
MEETING DAY S M T W T F S	WK O/T MONTH 1 2 3 4 5	Time of Meeting	
Tax is due on or before the 1st Day of the Quarter			
1st Quarter Jul 1, to Sept 30 _____		Gold Card Members	Date
2nd Quarter Oct 1 to Dec 31 _____		1	
3rd Quarter Jan 1 to Mar 31 _____		2	
4th Quarter Apr 1 to Jun 30 _____		3	
\$ 13.00 Per Member		4	
No of members last report		5	
Increase since last report		6	
Gold Card Members		7	
Non-Relief Members		8	
Decrease since last report		9	
Total membership this report		10	
Total paying, this report		11	
Balance due from last report \$		12	
Amount submitted with report \$			
Check # Amount \$			
Entered, Passed, Raised	Entered — Date	Passed — Date	Raised — Date
1			
2			
3			
4			
5			
6			
Reinstatement	Date		
1			
2			
3			
Received by Demit	Date		
1			
2			
Demit issued	Date		
1			
2			
3			
Suspended	DATE	DATE	DATE
1	3	5	
2	4	6	
Deaths	DATE	Deaths	DATE
1		3	
2		4	

Worshipful Master _____
 Lodge Address _____
 Secretary, _____
 Address, City ST & Zip _____

DO NOT WRITE BELOW THIS LINE

Received from _____ Lodge # _____ Date _____
 Address _____
 _____ Dollars \$ _____
 For Qtr # _____ Per Capita Tax of the Most Worshipful Prince Hall Grand Lodge
 of Missouri and Jurisdiction.
 How Paid _____ Balance Due _____ By _____
R.W. Grand Secretary

GRAND SECRETARY

Rev. 10/06 tc

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