

**RELIEF DEPARTMENT  
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 Relief Department must pay \$3.75 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 Relief Secretary. Make all checks /Money Orders and drafts payable to: The Most Worshipful Prince Hall Grand Lodge of Missouri. Mail to **R.W. Grand Relief Secretary,**

**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 RELIEF DEPARTMENT**

<b>Lodge Name</b>		<b>Number</b>	<b>DATE</b>
<b>MEETING DAY S M T W T F S</b>		<b>WK O/T MONTH 1 2 3 4 5</b>	<b>Time of Meeting</b>
<b>Tax is due on or before the 1st Day of the Quarter</b>			
1st Quarter Jul 1, to Sept 30 _____		<b>Gold Card Members</b>	<b>Date</b>
2nd Quarter Oct 1 to Dec 31 _____		1	
3rd Quarter Jan 1 to Mar 31 _____		2	
4th Quarter Apr 1 to Jun 30 _____		3	
<b>\$ 3.75 Per Member</b>		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 \$			
<b>Entered, Passed, Raised</b>	<b>Entered      —      Date</b>	<b>Passed      —      Date</b>	<b>Raised      —      Date</b>
1			
2			
3			
4			
5			
6			
<b>Reinstatement</b>	<b>Date</b>		
1			
2			
3			
<b>Received by Demit</b>	<b>Date</b>		
1			
2			
<b>Demit issued</b>	<b>Date</b>		
1			
2			
3			
<b>Suspended</b>	<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
1		3	5
2		4	6
<b>Deaths</b>	<b>DATE</b>	<b>Deaths</b>	<b>DATE</b>
1		3	
2		4	
Worshipful Master _____			
Lodge Address _____			
Secretary, _____			
Address, City ST & Zip _____			
<b>DO NOT WRITE BELOW THIS LINE</b>			
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 _____
<b>R.W. Grand Relief Secretary</b>			

**RELIEF DEPARTMENT**

Rev. 10/06 tc

Exhibit B

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