

The Grand Lodge of Free and Accepted Masons of Ohio SECRETARY'S ANNUAL INSPECTION REPORT

2016

for the Fiscal Year beginning _____ and ending _____
and the Membership Year beginning 8/1/2014 and ending 7/31/2015

General Information

Lodge Name	Lodge Number
Meeting Location Street Address (No P.O. Boxes)	
City, State, ZIP	

<Select District>

<County>

Inspection in the

<Select Degree>

Part A - Membership (All figures to agree with MORI)

- 1 Membership (Master Masons) reported on 2014 annual return: _____
- 2 Master Masons raised (lodge's own candidates only): _____
- 3 Affiliations and reinstatements: _____
- 4 Suspensions for non-payment of dues: _____
- 5 All other losses (deaths, suspensions UMC, suspensions MMX): _____
- 6 Membership (Master Masons) reported on 2015 annual return: _____ Total: 0
- 7 Number of members whose dues are paid by Grand Lodge endowments \$800: _____
\$600: _____
- 8 Have all new Master Masons been examined within two months as required as required by Code §27.02(c)? If "no," identify the date(s) of the minutes of the meeting(s) at which the WM granted an extension. If failure was not excused, enter details and include on Line 5 the loss reported on MORI. Yes _____ No _____

Part B - Meeting Place

- 1 a Does the lodge own its own quarters? Yes _____ No _____
b If not, from whom does it rent? _____
- 2 a Does the lodge own stock or any other interest in a Temple Company? Yes _____ No _____
b If yes, what is the lodge's percentage of ownership? _____
c If yes, on what date was the last Temple Company report presented to the lodge and spread upon the minutes as required by Code §9.05? _____

Part C - Reports to the Membership

- 1 Date Grand Secretary's report of legislative changes approved at preceding Grand Lodge session was read in open lodge: _____
- 2 Date inspection report and review letter were read in open lodge: _____

Part D - Officer Qualification Summary

- 1 Meetings in Lodge's Previous Masonic Year (Installation to Installation)
 - a Stated meetings: _____
 - b Special meetings called in advance (i.e., no funeral or emergency meetings): _____
 - c Total stated and special meetings: _____
- 2 Officer Attendance*

WM	SW	JW	Tr	Secy	SD	JD	Chap	SS	JS	Ty	LEO	Average

* In the first row, enter the number of stated and special meetings attended by each officer during the previous Masonic Year.

In the second row, enter the percentage of the total stated and special meetings attended by each officer during the same Masonic Year.

- 3 For each of the top five line officers, indicate how many lectures and charges each has given in full from memory. Each officer can have a maximum of 3 lectures and 3 charges.
- 4 How does the lodge support Masonic youth groups?

	WM	SW	JW	SD	JD	Total
Lectures:						0
Charges:						

Respectfully submitted,

_____, Secretary

INSTRUCTIONS – GRAND LODGE INSPECTION REPORTS

Where a report calls for attachments, deliver the attachments to the inspecting officer. Only the PDF need be uploaded.

SECRETARY’S REPORT

Most areas of the Secretary’s Report are self-explanatory.

Due to constraints within Acrobat, the percentage of ownership of temple company stock (Part B, Line 2.b.) must be entered as a decimal between 0 and 1. For example, if your lodge owns 50% of temple company stock, enter **.5** and Acrobat will then display your entry as 50%.

Support of Masonic youth groups is a Grand Lodge priority and one of the best ways to bring in new, young members who have already had a quality “masonic” experience. Please note, though, that while our youth groups will always welcome money, an investment of the lodge’s time will result in a far greater return which can directly benefit your lodge for decades to come.

TREASURER’S REPORT

Most areas of the Treasurer’s Report are self-explanatory. Some items were previously reported on the Secretary’s Report but are more appropriately reported here.

As always, *all* money receipts must first be reported as receipts in the Lodge’s operating account. Once accounted for there, receipts may be transferred to other assets such as CD’s, savings, etc. *No money receipts should ever be received directly in or disbursed directly from any account other than the Lodge’s operating account.*

Being a balance sheet, all investment assets (CD’s, brokerage accounts, real estate, building furnishings, etc.) appearing on the Treasurer’s Report should be listed at the same value until sold or otherwise disposed of.

The preceding paragraph does not apply to the Lodge’s inventory, one purpose of which is to aid the Lodge in obtaining insurance at replacement value. The inventory should reflect the full, current *replacement cost* of the assets listed. As a matter of record-keeping, it is permissible for the Lodge’s inventory to report both the value shown by the treasurer and the replacement value.

IN GENERAL

Beginning in 2015 *copies* of the lodge’s and deputy’s inspection reports will be submitted electronically. This requires that date fields be completed uniformly by all submitters. The format is **m/d/yyyy** - i.e., four digit years with no leading zeros. Some date fields may be irrelevant; leave those blank. All other fields must contain a response. If the answer is irrelevant or doesn’t apply, simply enter **N/A**.

Submitting “electronically” also means that the only fully-executed versions of the reports will be the ones in the lodge’s own records. Consequently, do not submit your reports to the deputy until they have been appropriately signed on paper. *After that has been done, and not before*, the secretary shall TYPE the various signers’ names and dates in the appropriate fields, save the reports, and **submit the saved PDF files to the lodge’s assigned deputy. Do not send a scan or submit on paper. Scanned and paper reports will be rejected.** The WM and secretary are responsible for making sure there are no differences between the signed reports and the electronic copies submitted to the deputy.

Some users are reporting problems with totals not updating. If this happens, try tabbing through the fields in the group one by one and this should force the total to update.