

THE GRAND COUNCIL OF KNIGHT MASONS OF THE U.S.A.



ANNUAL RETURN

From: _____ Council No. _____
 Date Submitted: _____
 Year ending; **December 31,** _____
 Officers for year starting: **January 1, 1** _____
 Date officers installed: _____

Submit report immediately after the Annual Meeting

OFFICE	NAME (PRINT)
EXCELLENT CHIEF EXCELLENT CHIEF ADDRESS	_____
TELEPHONE (H) _____ (Email) _____	
EXCELLENT CHIEF NAT No. _____	
SENIOR KNIGHT	(Email) _____
JUNIOR KNIGHT	(Email) _____
SCRIBE SCRIBE ADDRESS	_____
TELEPHONE (H) _____ (Cell) _____	
(O) _____ (Email) _____	
TREASURER	(Email) _____
SENIOR WARDEN	(Email) _____
JUNIOR WARDEN	(Email) _____
DIRECTOR OF CEREMONIES	(Email) _____
PRIEST	(Email) _____
STEWARD or 1st GUARD	(Email) _____
SENTINEL or 2nd GUARD	(Email) _____

Received by Grand Scribe _____ Signed _____
 (Scribe)

Date _____ Signed _____
 (Grand Scribe)

I. GAINS (CONTINUED) 0 Council No. 0 Year 0

B. Affiliations

	Local No.	National No.	Full name (if known)	Reside State	Knighted Date mm/dd/yy	Previous Council	Dual Y/N	Date Affiliated mm/dd/yy
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Affiliations: Transfer - Dual

C. Restorations

	Local No.	National No.	Full name	Reside State	Restored Date mm/dd/yy	Dual Y/N	Comments
1							
2							
3							
4							

Total Restorations 0

II. LOSSES

	Local No.	National No.	Full name	Dual Y/N	Action Date mm/dd/yy	----- Action -----			
						Death	Demit	SNPD	Trans to Cncl
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total Losses 0

INSTRUCTIONS:

1. FISCAL YEAR—

All Councils of Knight Masons operate on a Calendar Year – January 1 to December 31. Officers are, by Statute, installed at the final (Stated) meeting of the year. Thus the Annual Return reports the membership as of December 31st and the officers for the following year.

2. FEES—

Subordinate Councils must file the Annual Return by January 31st of each year. New or Restored Member fees should be paid when the members are received during the year; otherwise, the following fees are due with the Annual Report:

New Member Registration fee: 25.00 each

New Dual Affiliated Member: 10.00 each

Member Restored (\$10 not previously paid): 10.00 each

There is no fee for Members transferred in and no Annual Per Capita Tax per member.

Annual Filing Fee to be paid with ALL Annual Returns: 1.50

Do not combine payments for Annual Returns with Item orders. Please pay for orders with a separate check.

3. SIGNATURES—

Note that TWO signatures are needed. One applies to the request for inclusion in the IRS Group and the other is for the return itself.

The Annual Return is to be filed in signed duplicate on the forms provided by the Grand Council or downloaded from the Internet.

4. FILING INSTRUCTIONS—

IF INTERNET IS AVAILABLE: Submit a copy as an Email attachment. The Grand Scribe will record the data, check the report against Grand Council records, and send either an email notice of acceptance or a message indicating the differences that must be resolved. Once accepted, send the hard copy in duplicate. If two copies are sent, the signed duplicate will be returned.

FILING BY MAIL: The Grand Scribe will record the data and check the report against Grand Council records. If found correct, the Grand Scribe will return the signed duplicate for your records otherwise telephone or mail will be used to resolve the differences.

Local Numbers are to be assigned in sequence. It assists in identifying omitted reports. A skipped or duplicate local number on a membership report flags a problem that otherwise may persist for many years. Instances have occurred. **Note that Honorary Members are given “0” as the local number.**

INSTRUCTIONS (CONTINUED):

It is not necessary to file both an Annual Return and an Interim Report at the same time. Use the Interim Report during the year so the Grand Scribe does not have all the membership changes arrive at the same time. It is preferred that reports be filed as attachments to Email messages.

Living Past Excellent Chiefs in Good Standin in the Council are reported using their initials, surname, and year of service. Affiliated Past Chiefs are designated by service year(s) followed by the designator "A".

5. FORM 990N—

This is important and not optional. The IRS requires all Councils to file Form 990N annually before May 15. (If a council regularly receives more than \$50,000 per year they must file the full Form 990.) This form can only be filed by Internet. See the Appendix to this pamphlet for instructions.

A copy of the IRS acceptance of the Form 990N or Form 990 filing must accompany the Annual Return.

6. MISCELLANEOUS—

The Grand Council records are only as good as the information provided by the Council Scribes. Please make sure that all names are spelled correctly and Knighting dates are correct before filing.

Interim Reports must be filed within 30 calendar days after meeting being reported.

Annual reports must be filed within 30 calendar days after the Annual Meeting, and no later than December 31st of the year being reported.

There is a Late Filing Fee for reports received after the Annual Meeting. If you have fewer than 100 members this is \$50.00 otherwise it is 0.50 times your membership.

This Excel® worksheet is protected to prevent entering data in areas not intended for that purpose. All data should be entered in the shaded cells. Some of the protected cells contain formulas to speed up the accounting process, while others must be completed manually.