

# **Instructions for filing Annual Return And List of Chapter Companions to Grand Chapter**

## **Companion Scribes Ezra:**

- 1. Please note that the per capita for the year 2020 is \$25.00.**
- 2. Membership information is required for all of your members. Please supply name, rank, address, contact information and date of exaltation if available. Please attach either a spreadsheet or a list of your Companions in the Chapter.**
- 3. Please use this current form for the Annual Return. Errors in reporting are occurring due to the wrong form or out dated forms being used.**
- 4. Please use the attached financial report form for your chapter revenue and expenses.**
- 5. This return and per capita are due by February 1, 2021, please refer to Sections 51.2 and 51.3 of the Constitution.**

**Please email or send in the mail the following to the Grand Scribe Ezra:**

- 1) Annual Return – Form with cheque if paying by cheque.**
- 2) Financial Statement**
- 3) Membership List of ALL COMPANIONS with rank, address, date of exaltation, phone number and email address**
- 4) Cheque must be made out to: Royal Arch Masons of BC & Yukon**
- 5) E-Transfers can be to: [GrandScribeE@GrandChapter.ca](mailto:GrandScribeE@GrandChapter.ca)**
- 6) Send the Security answer by separate email to the Grand Scribe.**

**Send to:**

**REC Peter Guichon  
6323 – 195B Street  
Surrey, BC, V3S 7L8  
Email: [GrandScribeE@grandchapter.ca](mailto:GrandScribeE@grandchapter.ca)**

**Any questions, problems or requests for assistance contact Grand Scribe Ezra at the above address or Cell: 604.880.7390.**

**For assistance on the Financial Return contact the Grand Treasurer. His contact information is on the bottom of the form.**



# 2020 RETURNS



To The

## *GRAND CHAPTER ROYAL ARCH MASONS* of British Columbia and Yukon



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\_\_\_\_\_ Chapter No. \_\_\_ held at  
\_\_\_\_\_, B.C.

for the year ending 31<sup>st</sup> December, 2020

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**Day of Month and time of Regular Convocation:**

\_\_\_\_\_ PM  
\_\_\_\_\_ of month except \_\_\_\_\_

### Chapter Officers as of December 31<sup>st</sup> 2020

Date of Installation: \_\_\_\_\_ day \_\_\_\_\_, 2020

**NOTE: If your Chapter did not have an installation due to COVID check here: \_\_\_\_  
But please fill in information below with the current officers**

Office	Name in full (surname, given)
1 <sup>st</sup> Prin. Z.	
2 <sup>nd</sup> Prin. J.	
3 <sup>rd</sup> Prin. H.	
Treasurer	
Scribe Ezra	
Scribe N.	
Prin. Soj.	
Sen. Soj.	
Jun. Soj.	
M. 4 <sup>th</sup> V.	
M. 3 <sup>rd</sup> V.	
M. 2 <sup>nd</sup> V.	
M. 1 <sup>st</sup> V.	
D. of C.	
Organist	
Tyler	
Historian	

## Members Exalted in 2020

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Exalted</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Exalted</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Exalted</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Exalted</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Exalted</b>	

<b>Total Number Exalted</b>	
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**AFFILIATED in 2020**

Chapter No. \_\_\_\_\_

Title & Name of Companion	
Address (incl. Postcode)	
Telephone No.	(     )
Email Address	
Birthdate ( dd/mm/yy )	
Wife's/Partner's Name	
Affiliated from Chapter Name	Jurisdiction of:
Craft Lodge Name	Jurisdiction of:
Date Affiliated	

Title & Name of Companion	
Address (incl. Postcode)	
Telephone No.	(     )
Email Address	
Birthdate ( dd/mm/yy )	
Wife's/Partner's Name	
Affiliated from Chapter Name	Jurisdiction of:
Craft Lodge Name	Jurisdiction of:
Date Affiliated	

Title & Name of Companion	
Address (incl. Postcode)	
Telephone No.	(     )
Email Address	
Birthdate ( dd/mm/yy )	
Wife's/Partner's Name	
Affiliated from Chapter Name	Jurisdiction of:
Craft Lodge Name	Jurisdiction of:
Date Affiliated	

Title & Name of Companion	
Address (incl. Postcode)	
Telephone No.	(     )
Email Address	
Birthdate ( dd/mm/yy )	
Wife's/Partner's Name	
Affiliated from Chapter Name	Jurisdiction of:
Craft Lodge Name	Jurisdiction of:
Date Affiliated	

<b>Total Affiliates 2020</b>	
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## Members Restored in 2020

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Restored</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Restored</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Restored</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Restored</b>	

<b>Title &amp; Name of Companion</b>	
<b>Address (incl. Postcode)</b>	
<b>Telephone No.</b>	(    )
<b>Email Address</b>	
<b>Birthdate ( dd/mm/yy )</b>	
<b>Wife's/Partner's Name</b>	
<b>Craft Lodge Name</b>	<b>Jurisdiction of:</b>
<b>Date Restored</b>	

	<b>Total Number Restored This year</b>	
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**DIED, DEMITTED, SUSPENDED or EXPELLED in 2020**

\_\_\_\_\_ Chapter No. \_\_\_\_

**DIED**

Name and Title of Companion		Date of Death (dd/mm/yy)
1		
2		
3		
4		
		<b>Enter Total No.</b>

**DEMITTED**

Name and Title of Companion		Date Demitted (dd/mm/yy)
1		
2		
3		
4		
5		
6		
7		
		<b>Enter Total No.</b>

**SUSPENDED**

Name and Title of Companion		Reason	Date Suspended (dd/mm/yy)
1			
2			
3			
4			
5			
6			
7			
		<b>Enter Total No.</b>	

**EXPELLED**

Name and Title of Companion		Date Expelled (dd/mm/yy)
1		
		<b>Enter Total No.</b>

**COMPANIONS IN CARE FACILITIES WHOSE DUES ARE PAID BY CHAPTER**

Name and Title of Companion		
1		
2		
3		
		<b>Enter Total No.</b>

# 2020 MEMBERSHIP

CHAPTER No. \_\_\_\_\_

**Please note:-** A penalty may be imposed if the Return is not in Grand Chapter Office by 1<sup>st</sup> February, 2021 Refer to Sections 51.2 and 51.3 of the Constitution

Number of Members as of 1 <sup>st</sup> Jan 2020 (Same as Dec 31, 2019)	
Number of Members Exalted in 2020	
Number of Members Restored in 2020	
Number of Members Affiliated in 2020	
<b>Subtotal A</b>	
Number of Members Deceased in 2020	
Number of Members Suspended in 2020	
Number of Members Demitted in 2020	
Number of Members Expelled in 2020	
<b>Subtotal B</b>	
<b>Total number of members on the roll as of Dec. 31, 2020 (carry forward to 2021) (subtotal A minus subtotal B)</b>	

## FEES PAYABLE TO GRAND CHAPTER

Number of Members from Subtotal A box above		
Members resident in Care Facilities - dues paid by Chapter	-	
Number of Members Suspended in 2020	-	
Number of Members deceased (whom dues were unpaid)	-	
<b>Members for per capita calculations</b>		
Total Members X \$25.00 per capita		
Affiliated X \$10.00 (one time registration fee)		
<b>Total Payable to Grand Chapter</b>		

## FUNDS & PROPERTY as at 31<sup>st</sup> December 2020

Chapter Furniture		\$
Real Estate & Buildings		\$
Funds Invested		\$
Cash on Hand & Receivables		\$
<b>Total</b>		\$
Outstanding Dues		\$

Grand Chapter Use Only

Payment Received on: \_\_\_\_\_ Receipt No. \_\_\_\_\_



To:

**GRAND CHAPTER ROYAL ARCH MASONS  
of BRITISH COLUMBIA and YUKON**

We, the Excellent First Principal Z. and Scribe Ezra of

\_\_\_\_\_ Chapter No. \_\_\_\_\_

Do hereby certify that the attached Returns are true and correct as shown  
by the books of the Chapter. ***\*\*Please ensure page 10, Financial Report is completed\*\****

In witness whereof, we have signed this Report and affixed the

seal of the Chapter this \_\_\_\_\_ day of \_\_\_\_\_ 2021

(Chapter seal)

\_\_\_\_\_  
(Excellent First Principal Z.)

\_\_\_\_\_  
(Scribe Ezra)

**REMEMBER: All Cheques to be made out to: Royal Arch Masons of BC & Yukon.**

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This section for Grand Chapter use only.

Received: \_\_\_\_\_ day of \_\_\_\_\_ 2021

## Amendments made during 2020

\_\_\_\_\_Chapter No.\_\_\_\_\_

In order for Grand Chapter to keep the database updated and as accurate as possible, please make a note of amendments made during the course of the year (i.e. change of address, email, telephone number etc.) and include this sheet with your return for 2020. Alternatively, amendments can be forwarded each month either by mail or email to Grand Scribe Ezra. The sheet will, no doubt, be well used by the time it is to be returned, but it is the information we need, and it doesn't have to be pretty!!!

Name of Companion	Amendment

## Charitable Donations

In the interest of gaining a detailed and complete picture of the charitable work of Chapters in this Grand Jurisdiction, it is requested that all donations made on behalf of the Chapter be listed.

Society, Organization or Individual	Amount

**INCOME:**

Annual Dues.....	\$ _____ X _____	=	\$ _____
	(Amount) (No. comp's)		(Total collected)
Initiations.....	\$ _____ X _____	=	\$ _____
	(Amount) (No comp's)		(Total collected)
Donations.....		=	\$ _____
			(Total collected)
Other Income...(Specify source)	_____	=	\$ _____
		=	\$ _____
		=	\$ _____
		=	\$ _____
		=	\$ _____
<b>**TOTAL INCOME</b>			= \$ _____

**EXPENSES:**

Annual per capita.....	_____	=	\$ _____
	(number of companions)		
Annual Rent.....		=	\$ _____
Regalia & repairs.....		=	\$ _____
Postage.....		=	\$ _____
Computer costs (Cartridges, etc).....		=	\$ _____
Stationary & office supplies .....		=	\$ _____
Telephone/fax costs.....		=	\$ _____
Printing & stationary.....		=	\$ _____
Scribe E Stipend.....		=	\$ _____
Miscellaneous.....		=	\$ _____
	(Explain)		
<b>**TOTAL EXPENSES</b>			= \$ _____
Difference between Income & Expenses (+/-)			= \$ _____

\_\_\_\_\_  
(First Principal)

\_\_\_\_\_  
(Scribe E or Treasurer)

Date \_\_\_\_\_ 2021

(\*\*\*)Please add a separate sheet if you wish to present any further information(\*\*\*)

**BALANCE SHEET, \_\_\_\_\_ CHAPTER, No. \_\_\_\_\_**

**As of \_\_\_\_\_ of \_\_\_\_\_ 2020**  
(Day) (Month)

<b><u>Assets</u></b>	<b><u>Cost</u></b>	<b><u>Fair Market Value (FMV)</u></b>
Cash & Term Deposits:		Cost only (Cash in bank/term deposits) etc.
Accounts Receivable: (Please list)		(Any receivables due _____ the Chapter)
Investments: (Please list)		Cost + FMV (Income bearing investments, etc.)
Other Assets: (Land, building, please list)		Cost only (Long-term assets such as land, building)
TOTAL:	_____	_____

**Liabilities**

Accounts Payable (Please list)		Cost only (Any \$ owing by the Chapter)
Long-Term debt		(\$ owing on land, building, etc.)
TOTAL:	_____	_____

NOTE: This is intended to assess the assets & liabilities of each chapter (the net financial health) If there are any assets/liabilities not listed please include them on this statement. IF you have any problem completing this form you may obtain assistance from the Grand Treasurer at (604)562-2855 or e.mail: lvtbal@gmail.com