



Annual Returns and Reports

Mark Masonry Seminar
Saturday, October 31, 2015

W. Bro. Kirkland Douglas



ANNUAL RETURNS

Overview



- In 2013, the Grand Lodge of Mark Master Masons (GLMMM) sought to simplify, modernize and streamline the process by introducing in electronic format, the Annual Return of Members and the related Invoice through a system known as Keystone on Line (KOL).
- Implementation was hampered with various complications, resulting in a somewhat chaotic two-year period

Annual Returns to GLMMM



1. Annual Return of Members
 - Due at the end of the month following the administrative year
2. Payment of Related Invoice
 - Paid online or by cheque
3. Installation Return
 - Due no later than one week following Installation Ceremony
4. Registration Form
 - Duly signed by Candidate, Proposer, Secunder and Secretary/Scribe is to be submitted when adding a Brother to GLMMM Membership list

Annual Returns to GLMMM



SUBMISSION OF RETURNS

- Returns to GLMMM and the District should be sent to W. Bro. Kirkland Douglas, deputy District Grand Secretary for verification and collation.
- W. Bro. Douglas will then liaise with the District Grand Secretary in regards to the submission of the Returns to GLMMM and the District.



Annual Return of Members

Province
Jamaica & Cayman
Islands

Annual Return
THE GRAND LODGE OF MARK MASTER MASONS



SUBSCRIBING MEMBERS OF: Phoenix Lodge 0242

AT ANY TIME DURING THE 12 MONTHS YEAR ENDING: 31/08/2015

Subscribing members in
last 12 months

| MEMID | Name | Joined | Code | Address | Email & Phone | Grand Rank | Sec/Tres | DOB | Leaving Date Reason |
|---------|----------------------------|------------|------|--|--|------------|----------|------------|------------------------|
| 1067743 | Terrence Vincent Allen | 15/09/2003 | AJ | Unit 8, Cherry Hill Villas, 1 Cherry Hill Drive, Kingston 8, Jamaica, | tervail@gmail.com 925 3522 382 6303 | | | 06/06/1948 | --- |
| 1049310 | Bradley Anthony Barrett | 18/09/1995 | AJ | P. O. Box 298, Port Antonio, Jamaica, | ba.barrett@yahoo.com 775 0921 | | | 15/12/1946 | --- |
| 1218502 | Robert Anthony Barrett | 19/09/2005 | AJ | 16 Roehampton Close, Kingston 19, Saint Andrew, Jamaica, | speedbird4521@hotmail.com 941 3991 382 4442 | | | 27/08/1977 | --- |
| 1236960 | Garnet Leon Beckford | 19/09/2011 | AJ | 7 Rilla Avenue, Kingston 8, Jamaica, | thirdbec@hotmail.com 576 5677 | | | 19/03/1970 | --- |
| 1240971 | Keith Newton Blabop | 20/01/2014 | AJ | 64 Tansy Crescent, Keystone, Spanish Town St. Catherine, Jamaica, | keithblabopnik@gmail.com 9837429 7792871 | | | 09/04/1961 | --- |
| 16273 | Leroy Anthony Brown | 16/01/1984 | AJ | P. O. Box 205, Kingston 8, Jamaica, | lab935@yahoo.com 944 0826 383 0838 | | | 04/09/1935 | --- |
| 1209743 | Paul Edward Burgess | 20/01/2003 | AJ | Jacka Hill, St. Andrew, Jamaica, | verpsul7@hotmail.com 702 9738 858 4786 | | | 05/04/1947 | --- |
| 1242644 | Orville Anthony Byfield | 16/01/2012 | AJ | 15 Fairbourne Road, Kingston 2, Jamaica, | elephy2001@yahoo.com 845 1646 838 2799 | | | 30/09/1980 | --- CEASED 31/8/15 |



Annual Return Invoice

Annual Return Invoice



Annual Return Invoice

THE GRAND LODGE OF MARK MASTER MASONS



SUBSCRIBING MEMBERS OF: Phoenix

Lodge: 0242

AT ANY TIME DURING THE 12 MONTHS YEAR ENDING: 31/08/2015

| | | | | | |
|--------------------------------------|----|------------------------|---|-------|----------------|
| Number of Members at 31/08/2015 | 44 | Members | @ | 8.00 | 352.00 |
| | | VAT | @ | 0% | 0.00 |
| | 1 | Year Book | @ | 13.00 | 13.00 |
| Annual Return Total | | | | | 365.00 |
| | | | | | |
| Outstanding Registration fees | | | | | |
| | 0 | New Advanced | @ | 8.00 | 0.00 |
| | 0 | Joining/Rejoining | @ | 6.00 | 0.00 |
| | | | | | |
| | | VAT | @ | 0% | 0.00 |
| Total Amount Due | | Total(Incl VAT) | | | £365.00 |

I HEREBY CERTIFY THIS TO BE A CORRECT RETURN..... DATE.....

Do not make any reductions in respect of perceived errors without first contacting MMH

PLEASE RETURN THIS INVOICE TO YOUR PROVINCIAL/DISTRICT GRAND SECRETARY/RECORDER/VICE CHANCELLOR WITH A CHEQUE MADE PAYABLE TO 'GLMMM' OR PAY BY INTERNET BANKING TO:-

A/C NAME: Grand Lodge of Mark Master Masons
 SORT CODE: 82-12-08
 A/C: 60225338
 REF: MARK0242

YOU MUST INCLUDE YOUR REFERENCE WHEN PAYING BY BANK TRANSFER
 OTHERWISE YOUR PAYMENT MAY NOT BE ALLOCATED TO YOUR ACCOUNT

GLMMM VAT No 230 0888 43



Installation Return



Registration Form



CANDIDATE'S MARK

LOOKUP NAME

NUMBER

CANDIDATE'S INITIALS

SURNAME

DATE OF ADVANCEMENT

Annual Return of Membership. Dues, etc., for the Year ended 31st August, 2014

PHOENIX Lodge No 242

ANNUAL DUES, ETC., PAYABLE

| | | | | | |
|------|--|--------|---|--------------------|-------|
| 1. | Total number of members at 31 st August 2013 (from Item 10 of <u>last return</u>) | | ...40..... | | |
| 2. | ADD number ADVANCED during year to 31 st August 2014 (from Item 11, <u>below</u>) | | ... 04..... | | |
| 3. | ADD number JOINED during year to 31 st August 2014 (from Item 11, <u>below</u>) | | ... 0... | | |
| 4. | DUES payable for all the above | | Total: <u>.....44.....</u> \$22,000.00 | @ \$ 500 each : | |
| 5. | ADD (a) Registration fees unpaid for 2 above | | 04..... | @ \$ 1000each | \$ |
| | 4,000.00 : | | | | |
| | (b) Registration fees unpaid for 3 above | | ...0..... | @ \$ 600 each | \$ |
| 0.00 | : | | | | |
| | (c) Total additional payments (see 12 below) | | | @ \$ 500 each | \$ |
| 0.00 | : | | | | |
| 6. | ADD balance carried forward (minus means paid in advance) | | 0.00 | : | \$ |
| | | | | | _____ |
| 7. | TOTAL PAYMENT TO DISTRICT GRAND LODGE | | | | |
| | \$26,000.00 | | | | |

RETURN OF MEMBERSHIP

8. TOTAL number of members for whom dues are being paid (from 4, above) ... 44 ...
9. DEDUCT number of deaths, resignations and exclusions during the year (from 11, below) ... 1 ...
10. TOTAL SUBSCRIBING MEMBERSHIP AS AT 31ST AUGUST, 2014 ... 43 ... **43**

11. Details of alterations in membership (2, 3 & 9 above refer) during year ended 31ST August 2014

| Names of NEW MEMBERS (2 & 3 above) followed by Names of DEATHS, RESIGNATIONS & EXCLUSIONS (9 above) | | DATES | | | | | |
|---|----------------------|-----------------------|---------------------|-------------------|-----------------------|-----------------------|--|
| | | Advanced (2 above) | Joined (3 above) | Died (9 above) | Resigned (9 above) | Excluded (9 above) | |
| Surname | Christian Names | | | | | | |
| CHANG | Harold Mark Goodhind | 16.09.2013 | | | | | |
| HOILETT | Rohan Mark Anthony | 20.01.2014 | | | | | |
| REECE | Dwight St. George | 20.01.2014 | | | | | |
| BISHOP | Keith Newton | 20.01.2014 | | | | | |
| DESNOES | Paul Anthony | | | 19.01.2013 | | | |
| | | | | | | | |

12. Details of additional payments included at 5 (c) above (e.g. dispensation fees etc. for which payment has not previously been made) :-

13. I hereby certify this to be a correct return:

.....
(Signature)

KIRKLAND S.T. DOUGLAS

.....
5 SAVOY TERRACE, P.O. BOX 217

.....
KINGSTON 8, JAMAICA
.....

Secretary

Name and Address in full (print)

Date: **22.01.2015**



ANNUAL REPORTS

OVERVIEW

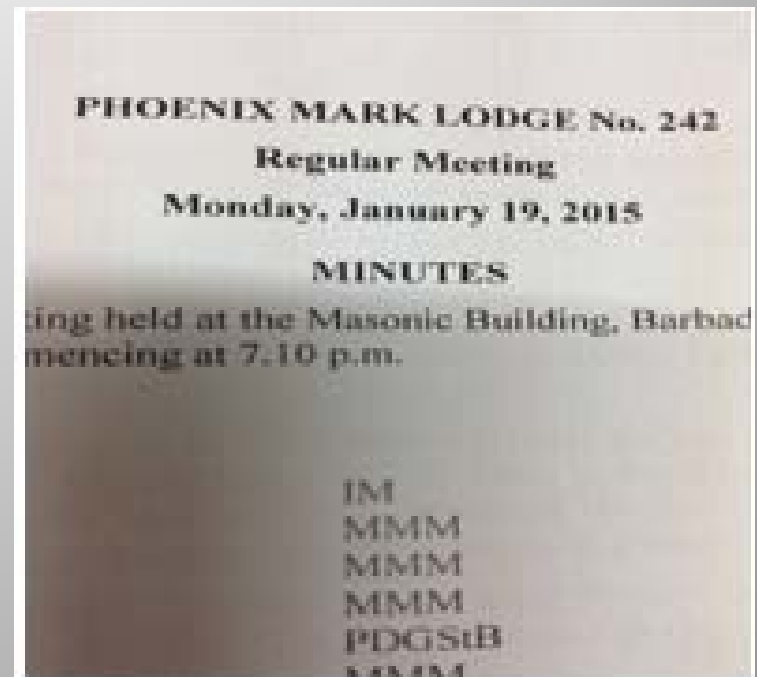


- In preparing Annual Reports for the various Lodges in the Mark and Royal Ark Mariner (RAM) Orders, the District has experienced a number of instances where Minutes are not properly filed. The impropriety of filing Minutes fall in two categories:
 - The Physical filing of Summons, Minutes and other Documents in the Minute Book
 - Recording Procedures in Summonses, Minutes, Declaration Book, Register of Members and Attendance Register



The **Physical filing** of Summons, Minutes and other Documents in the Minute Book

Physical Filings

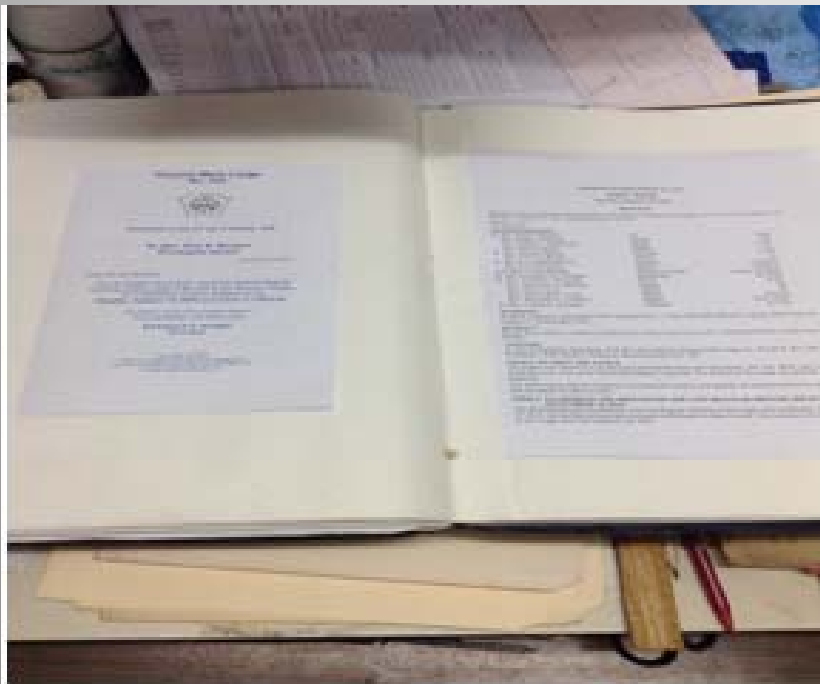


Physical Filings

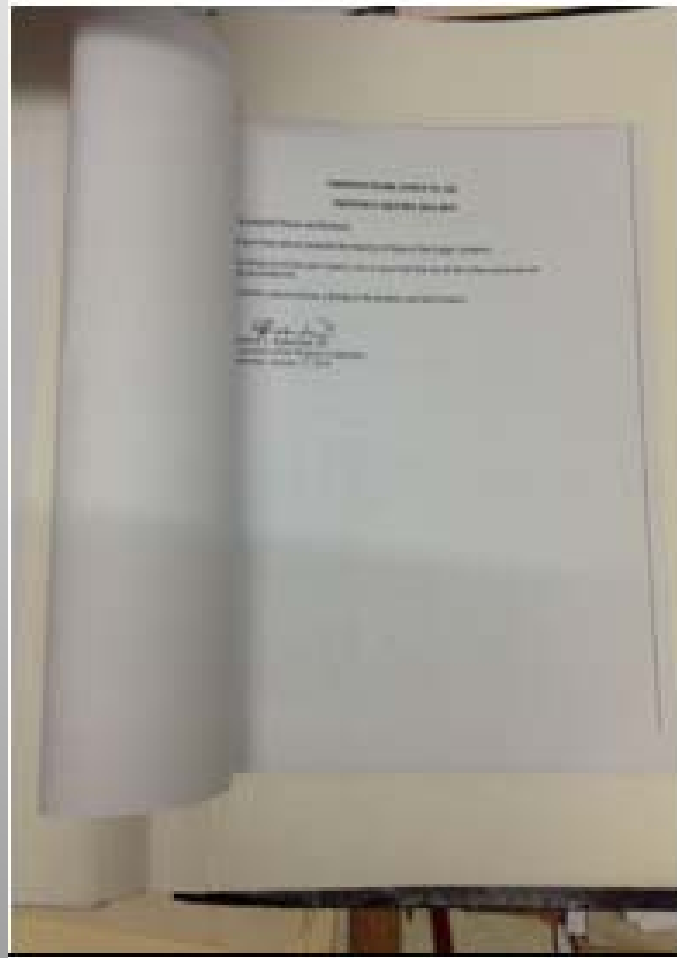


- The Summons, preferably, should be pasted on the left hand page of the Minute Book.
- The Minutes, Committee Report, Audit Report, Statements of Account, Almoner's Report etc., if taken at a meeting, stapled together and pasted in the Minute book on the right hand side (*in the manner illustrated on the following slides*).
- This make for tidier, more secure and easy navigation of the documents in the Minute Book.

Physical Filings



Physical Filings





Recording Procedures in Summonses, Minutes, Declaration Book, Register of Members and Attendance Register

Summons



- Secretaries/Scribes should ensure that the Summons provide a number of important information as illustrated on the following slides.
 - Dates of meetings
 - Dues Status and Due Date
 - Contact information for WM, Treasurer, Almoner, Secretary
 - Notices and reminder of protocols to be observed

Summons



AGENDA
REGULAR MEETING
January 19, 2015

- 1 To open the Lodge.
- 2 To approve the minutes of the last regular meeting, held on September 15, 2014.
- 3 To consider matters arising from the minutes.
- 4 **Masonic Education** - To receive lectures on the Degree of Mark Master Mason and the Tracing Board of the Degree of Mark Master Masons
- 5 To receive the Almoner's Report
- 6 To receive the Property Committee Report.
- 7 A. Elections - Worshipful Master, Treasurer and Tyler
The Brethren named below are the only ones who have expressed their willingness to fill the offices next to their names for the ensuing year. In accordance with rule 73(i), 84(i) and 84(ii) respectively of the Constitutions and Regulations, it is the intention of the WM (unless any other member present at the Meeting calls for a ballot) to declare the elections in favour of:
 - i. Bro. Garth Emerson Jackson as Worshipful Master
 - ii. Bro. Erol Campbell as Treasurer
 - iii. To elect the Tyler.
- 8 To transact any other business that may properly be brought before the Lodge.
- 9 To close the Lodge.

| | | |
|----------------------------|-----------|-------------|
| Dues in Arrears | \$ | 0.00 |
| Dues 2013/14 | \$ | 0.00 |
| Outstanding Balance | \$ | 0.00 |
| Cess | \$ | 0.00 |
| Total | \$ | 0.00 |

Due and payable on May 1 of each year.

THE CORRECT TIE TO BE WORN AT MEETINGS IS EITHER THE MARK GRAND LODGE TIE OR A PLAIN BLACK TIE.

Summons



| | | |
|------------------------------|--------------|-----------|
| Bro. Paul A. Keaton | MMM | JO |
| Bro. Howard O. Lewis | MMM | Chaplain |
| Bro. Lenny A. Brown | PDSGW | Treasurer |
| Bro. Carl A. McDonald | MMM | Reg. of M |
| Bro. Errol Campbell | DGTreasurer | Almoner |
| Bro. Owen W.R. Francis | PDGIG | Secretary |
| Bro. David W. Morgan, | DDGSecretary | DC |
| Bro. Kirkland S.T. Douglas | DGJW | SD |
| Bro. Arthur B. Clarkson | MMM | JD |
| Bro. Sherold G.A. Phillibert | MMM | Asst. DC |
| Bro. Gary I. Neill | PDGSO | Asst. Sec |
| Bro. Trevor W. Stines | MMM | Organist |
| Bro. Dr. Warren S. Jengolley | MMM | IG |
| Bro. Roger A. Desnoes | MMM | Steward |
| Bro. Whycliffe O. Cameron | MMM | Steward |
| Bro. Bradley A. Barrett | PDGAlm | Steward |
| Bro. Robert A. Barrett | MMM | Steward |
| Bro. Richard A. Desnoes | MMM | Steward |
| Bro. Garnett L. Beckford | MMM | Steward |
| Bro. Orville A. Byfield | MMM | Steward |
| Bro. Harold M.G. Chang | MMM | Steward |
| Bro. Rohan M.A. Hoilett | MMM | Steward |
| Bro. Derick W. Crump | PM | Tyler |

Meetings are held on the third Monday of January, May and September of each year. Installation meeting is in May.

Shipful Master's address: _____ Treasurer's address: _____ Almoner's address: _____

Minutes



- Minutes must slavishly follow the sequence of the Agenda and record accurately the proceedings of the meeting.
- Minutes are considered draft documents until approved by the Lodge and signed by the WM/WC and Secretary/Scribe at a regular meeting.

Declaration Book



- A declaration must be duly signed, witnessed and dated prior to balloting and the ceremony of Advancement for every candidate.

Register of Members



- Every Lodge shall keep a register of its members and of their Marks, and once in each year, before September 30th transmit to Grand Secretary details of the subscribing membership of the lodge and of changes in membership during the preceding twelve months period ending on 31st of August.

Attendance Register



- The Secretary/Scribe must ensure that members and visitors sign the Attendance Register at meetings in order that proper records of attendance at Lodge meeting can be kept.
- Concurrence between the data reported in the Minutes and that of the Attendance register must be achieved.

CONCLUSION



- The Secretary/Scribe in the present era must be as vigilant and industrious in his duties as his predecessors were. The landscape has changed a bit and he now has much more tools to accomplish his tasks, to do them well and in a timely manner.
- The District's wish going forward is that its Secretariat bolstered by fifteen conscientious Secretaries/Scribes will be a well oiled machine befitting the envy of the Order.



Thank You