

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 twoyear 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 of by cheque

3. Installation Return

Due no later than one week following Installation Ceremony

4. Registration Form

Duly signed by Candidate, Proposer, Seconder 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

last 12 m	no rethe								
MMHID	Name	Joined	Code	Address	Errell & Phone	Grand Rank	Sec/Tres	DOB	Leaving Date Reason
1067743 -	Terrence Vincent Allen	15/09/2003	AJ	Unit 8, Cherry Hill Villes, 1 Cherry Hill Drive, Kingston 8, Jamaica,	tervali@gmail.com 925 3522 382 6303			06/06/1948	_
1049310 ,	Bradley Anthony Barrett	18/09/1995	ĄJ	P. O. Bex298, 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, Jameica,	speedbird4521@hotmail.com 941 3991 382 4442			27/08/1977	_
1236960 -	Gernet Leon Beckford	19/09/2011	AJ	7 Rilla Avenue, Kingston 8, Jamaica,	thirdbeck@hotmail.com 576 5677			19/03/1970	_
1240971 -	Keith Newton Blabop	20/01/2014	Ŋ	64 Tammy Crescent, Keystone, Spanish Town St. Catherine, Jameica,	keithbishopmic@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 0626 383 0838			04/09/1935	_
1209743 <	Paul Edward Burgess	20/01/2003	AJ	Jacks Hill, St. Andrew, Jameica,	verpsui7@hotmail.com 702 9738 858 4786			05/04/1947	
1242644	Orville Anthony Byfield	16/01/2012	AJ	15 Fiarboume Road, Kingston 2 , Jamaica,	ellephy2001@yahoo.com 845 1646 838 2799			30/09/1980	_ cours 3/8/2
I -	26 40-4			Halained IE-Founday ID-Delained					

Page 1 of 6 *Codes: AJ=Advanced JJ=Joined JF=Founder JR=Rejoined



Annual Return Invoice

Annual Return Invoice



Annual Return Invoice

THE GRAND LODGE OF MARK MASTER MASONS



SUBSCRIBING MEMBERS OF: Phoenly

Lodge: 0242

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

Number of Members at 31/08/2015

Annual Setures Total

Outstanding Registration free

Total Amount Due

44	Members	- 60	8.00	352.00
	VAT		0%	0.00
1	Year Book	80	13.00	365.00
- 6	New Advanced	00	8.00	0.00
- 6	Joining/Rejoining	- 66	6.00	0.00
	VAT	60	0%	0.00
	Total(Ine VAT)			\$365.00

LIEBURY CERTIFY THIS TO BE A CORRECT RETURN	DATE
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Do not make any reductions in respect of perceived errors without first contacting MMH

PLIASE RETURN THES INVOKEL TO YOUR PROVINCIAL/DISTRICT GRAND SECRETARY/RECORDER/VICE CHANCILLOR WITH A CHECKET MADE PAYABLE TO GLAMMY OR PAY BY INTERNET BANKING TO-

A/C NAME Grand Lodge of Mark Master Masons SOSTICUDE 82-12-08 A/C 60225538 REF MARK0242

YOU ARE T INCLUDE YOUR REPERINCE WHEN PAYING BY BANK TRANSPER OTHERWISE YOUR PAYMENT MAY NOT BE ALLOCATED TO YOUR ACCOUNT GLANNE VAT No 239 0588 43



Installation Return

CATACLY LAND Plage SELECTION MICH. INST

Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas

INSTALLATION RETURN

This firm must be completed using typeserfel or block letters and sent via the Psychologist Crassif Stantony in: The Grand Sunstany, Mark Maurin' Hall, th St. Spens's Street, London, SW1A 195, committeely after the Smitchism of the Master.

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6. DECORATIONS AND HONOUR	S 7. STYLE OR TITLE
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CHANGE OF DETAILS

Secretary / Treasurer / Grand Officer (delete at the	ecessary)
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2. FORENAMES IN FULL.	
3. DECORATIONS AND HONOURS	4.STYLE OR TITLE
5. ADDRESS (I)	
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Registration Form

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Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overstees

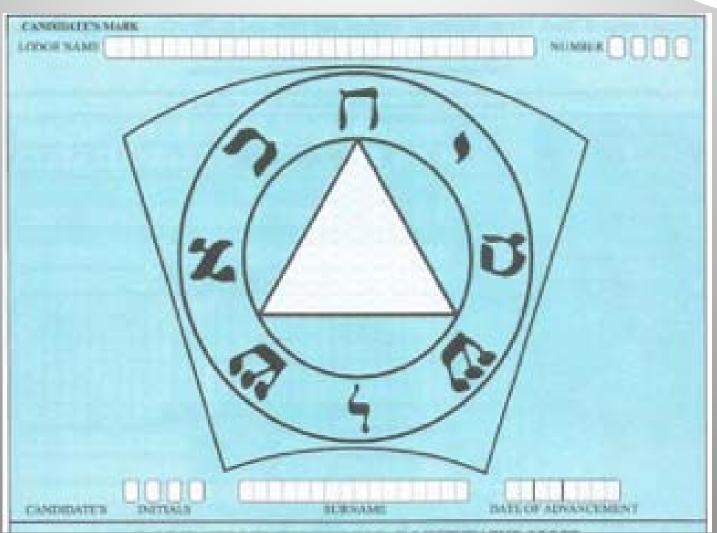
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CANDIDATES MEMBERSHIP DETAILS WITHEN THE ORDER Paus gire the numbers of all the Mark Lidges of which you are no buts been a member regular with the year of adventure and if applicable the date of Innodation under the date of Norths. If them a conflicient spoor glove complete the details on a suppost fame (page 2 only) and attach to the few form.					
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BOXLANCE COLUMNS CONTINUES CONT					





PHOENIX Lodge No 242

ANNUAL DUES, ETC., PAYABLE

1.		er of members at 31 st August 2013 Item 10 of <u>last return)</u>		40		
2.		r ADVANCED during year to 31 st August 20 Item 11, <u>below)</u>	014	04		
3.		r JOINED during year to 31st August 2014 Item 11, <u>below)</u>		0		
4.	DUES payab	le for all the above	Total:	44 @ \$ 500 \$22,000.00	each :	
5.	ADD (a) 4,000.00	Registration fees unpaid for 2 above :		04 @ \$ 1000 e	ach	\$
0.00	(b)	Registration fees unpaid for 3 above :	•••	0 <u>@</u> \$6 00	each	\$
0.00	(c)	Total additional payments (see 12 below) :		<u>@</u> \$500	each	\$
6.	ADD balan	ce carried forward (minus means paid	d in advance	0.00	:	\$

 TOTAL PAYMENT TO DISTRICT GRAND LODGE \$26,000.00

KETTURD		

8. TOTAL n	umber of members for whom	dues are bein	g paid (from	4, above)		44	
9. DEDUCT	number of deaths, resignatio	ns and exclusion	ons during t	he year (from :	11, below)	1	
10. TOTAL S	SUBSCRIBING MEMBERSHIP	AS AT 31 ST AU	JGUST, 201	4 43		43	
11. Details o	f alterations in membership (2, 3 & 9 above	refer) durin	g year ended	31 st August 2	2014	
	EW MEMBERS (2 & 3 above)			DATES			
	ONS & EXCLUSIONS (9 above)	Advanced (2 above)	Joined (3 above)	Died (9 above)	Resigned (9 above)	Excluded (9 above)	
Surname	Christian Names					L	
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			
	of additional payments include (ly been made) :-	ed at 5 (c) abov			rtc. for which	n payment ha	s <u>not</u>
13. I hereby	certify this to be a correct ret	turn:					
			(Sc	ignature)		Secretary	
		KIRKLAI	ND S,T. DOU	GLAS		Name and Ad	dress in full (print
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KINGSTON 8, JAMAICA

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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





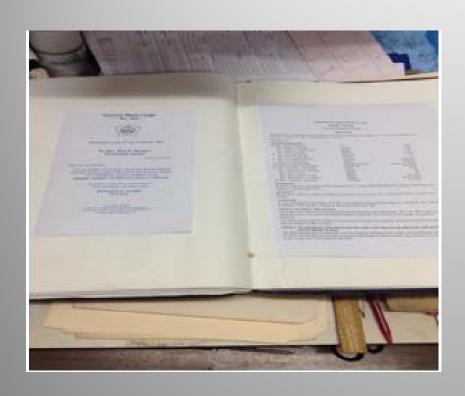
PHOENIX MARK LODGE No. 242
Regular Meeting
Monday, January 19, 2015
MINUTES
ing held at the Masonic Building, Barbad mencing at 7.10 p.m.

IM
MMM
MMM
MMM
MMM
PDGStB



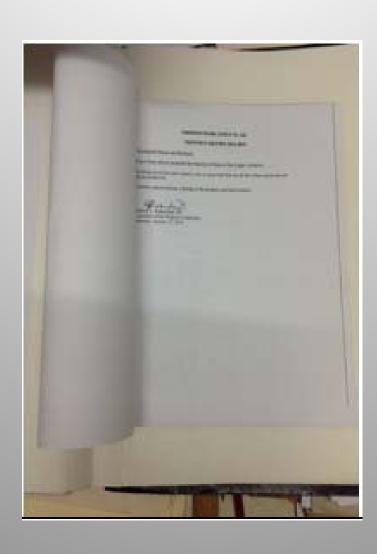
- The Summons, preferably, should be pasted on the left hand page of the Minute Book.
- The Minutes, Committee Report, Audit Report, Statements of Account, Almoner's Report etc., if taken at a meeting, stapled together and pasted in the Minute book on the right hand side (in the manner illustrated on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













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

- 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.
- 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. Errol 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	5	0.00
Outstanding Balance	5	0.00
Cess	8	0.00
Total	5	0.00

Due and payable on May I of each year.

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



Summons



o Paul A Spanis	MMM	10
	MMM	Chaplain
o Howard Brown	PDSGW	Treasurer
	MMM	Reg. of Ma
o Errol Campbell	DGTreasurer	Almoner
	PDGIG	Secretary
o David W. Morgan, o Kirkland S.T. Douglas	DDGSecretary	DC
o. Arthur B. Clarkson	DGJW	SD
o. Sherold G.A. Phillibert	MMM	JD
o. Sherold Circ.	MMM	Asst. DC
o. Gary I. Neill o. Trevor W. Stines	PDGSO	
o. Dr. Warren S. Jengelley	MMM	Asst. Sec
o Dr. Warren S. Jengens	MMM	Organist
o. Roger A. Desnoes o. Whycliffe O. Cameron	MMM	IG
O. Wayenine O. Camerott	PDGAlm	Steward
ro. Bradley A. Barrett ro. Robert A. Barrett	MMM	Steward
ro. Richard A. Desnoes	MMM	Steward
ro. Garnett L. Beckford	MMM	Steward
ro. Orville A. Byfield	MMM	Steward
ro. Harold M.G. Chang	MMM	Steware
ro. Rohan M.A. Hoilett	MMM	Stewari
ro. 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.

hipful Master's address: Treasurer's address: Almaner's add

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

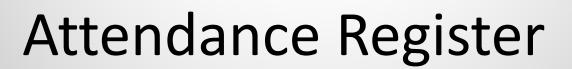


 A declaration must be duly signed, witnessed and dated prior to balloting and the ceremony of Advancement for every candidate.

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.





- 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