

## INSTRUCTIONS FOR THE SUPPLEMENTARY REPORT TO THE ANNUAL REPORT

1. The Supplementary Report must be prepared and sent with all financial transactions to the Grand Lodge between Annual Reports and within 30 days of the action. **(Remember to keep a copy for your files!)**
2. Enter the name of each person affected by this report. State the age and the date of the action.
3. Attach the original application or reinstatement application to the Supplementary Report.
  - a. Applications must be completed and all applicable questions must be answered.
  - b. Applicants must be recommended by two members in good standing in the lodge in which they wish to join.
  - c. All applicable dates at the bottom of the forms must be given and certified by the Secretary.
  - d. The name of the precinct in which the applicant votes must be given.
  - e. Please provide a Social Security Number.
  - f. The Secretary must notify all applicants aged 55 years or older wishing to join, be reinstated, or demit in from out of state that they will not be eligible for benevolence. However, the applicant may join or be reinstated at any age for the fellowship, etc.
4. Pay all dues and assessments due the Grand Lodge up through the next 30 June.
  - a. Benevolence Dues of \$1.00 per each month are due on each eligible member (younger than 55 yrs) beginning with the month following their becoming a member. The same is true for those members demitting into North Carolina from out of state.
  - b. Grand Lodge Tax of \$1.00 per each month is due on all members beginning with the month following their becoming a member. The same is true for those members demitting into North Carolina from out of state.
  - c. St. John's and Prince Hall/Americanism Day contributions of at least \$1.00 per member are to be collected and reported on the Supplementary Report.
  - d. District Tax of \$1.00 per member is to also be collected.
5. There is a fee of \$2.00 for demits within North Carolina and a fee of \$5.00 for demits coming into North Carolina. Demits coming into North Carolina must be accompanied by a completed reinstatement form for Grand Lodge information (no medical examination is required).

\*\*Please do not place orders for supplies on the Supplementary Report. Supplies should be ordered separately on an order form.

\*\*It is not necessary to mail items to the Grand Lodge using Certified Mail, Registered Mail, or Express Mail.