

## Annual Report

The Annual Return is generated by the Grand Lodge Office based on the information filed by the Constituent Lodges on the Monthly Reporting Form. Therefore, it is essential that the Secretary of each Constituent Lodge file the December Report no later than January 15<sup>th</sup> in the following year in order that the Grand Lodge Office may prepare an Annual Return and return it to the Constituent Lodge Secretary for verification. Once verified, the Constituent Lodge Secretary should sign the Annual Return, affix the Lodge Seal, obtain a check from the Constituent Lodge Treasurer for the amount due to Grand Lodge and return it before March 1<sup>st</sup>. Returns received by the Grand Lodge after March 1<sup>st</sup> are subject to substantial penalties as outlined on page 26 of the Grand Constitution. The Constituent Lodges may not refuse to pay the Grand Lodge fees which have been collected from members or Petitioners and which are, in any case, the property of the Grand Lodge and not the Constituent Lodge.

**Reference: Grand Constitution, Article XIII, Section 7-B page 26.**