



**MASTER'S and RECORDER'S REPORT**

To be filled out in advance and handed to the Visiting Officer at the time of his Visit on \_\_\_\_\_20\_\_\_\_\_

PLEASE ANSWER EVERY QUESTION

Visit \_\_\_\_\_, 20\_\_\_\_\_

To: \_\_\_\_\_ Council of \_\_\_\_\_, Massachusetts

**CHARTER**

Condition of Original Charter: \_\_\_\_\_

Is the original kept in a fire-proof place? YES -  NO  
(Bank Vault recommended)

Has the Council a certified copy? YES -  NO  
(Recommended. Proper to use except on Visits and Installations)

Date Certified by Grand Recorder \_\_\_\_\_

**RECORDS**

How many books of Record? \_\_\_\_\_

Current book where kept? \_\_\_\_\_

Previous books where kept? \_\_\_\_\_

Are there two copies of the Grand Constitutions? YES -  NO

Are Grand Council Proceedings kept where members can freely examine them YES -  NO

Does the Recorder maintain Membership Records on a computer? YES -  NO

If so, how often is the data backed up? \_\_\_\_\_

Does the Recorder use a hard copy of the data YES -  NO

**BY-LAWS**

Are By-Laws entered in a separate book? YES -  NO

Are members required to sign? YES -  NO

Have all members signed? YES -  NO

Have all amendments been entered? YES -  NO

All approved by Grand Council? YES -  NO

Has the Illustrious Master read the Grand Constitutions and General

Regulations

and the By-Laws of this Council this year? [\_\_\_]YES - [\_\_\_] NO

FINANCIAL

Has the Council a cash balance in hand with all bills paid? [\_\_\_]YES - [\_\_\_] NO

Has the Council a Permanent Fund? [\_\_\_]YES - [\_\_\_] NO

Are all Life Memberships paid into that Fund? [\_\_\_]YES - [\_\_\_] NO  
(Constitutional Requirement)

Has the Council a Charity Fund? [\_\_\_]YES - [\_\_\_] NO

Are Treasurer and Recorder bonded? [\_\_\_]YES - [\_\_\_] NO

Fee for the Degrees \$ \_\_\_\_\_ For Affiliation \$ \_\_\_\_\_

Life Membership \$ \_\_\_\_\_ Annual Dues \$ \_\_\_\_\_

Does the Council carry Insurance on its equipment?[\_\_\_]YES - [\_\_\_] NO

Has the Council a good safe? [\_\_\_]YES - [\_\_\_] NO

MEMBERSHIP

Members paying dues \_\_\_\_\_ Life Members \_\_\_\_\_

Members exempt from dues \_\_\_\_\_ Total Membership \_\_\_\_\_

Assemblies year ending August 31

Regular \_\_\_\_\_ Special \_\_\_\_\_

Average Attendance

Regular \_\_\_\_\_ Special \_\_\_\_\_

List Social Activities of the Year

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REMARKS

Additional Remarks to be made on the back of this report.

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Illustrious Master

\_\_\_\_\_  
Recorder