FORM 2 FILLING INSTRUCTIONS

SAVE A COPY OF THIS EMPTY FORM TO BE USED LATTER AS AN ORIGINAL FORM. AFTER FINISHING DATA ENTRY SAVE THE FORM AS:

FORM2[yyyy-"Council No."-"sequence number within that year"] Ex. FORM2[2005-03-1]

MEMBER NO. fields are not used yet ALL DATES ARE: mm dd yyyy You may use MOUSE and/or TAB, SHIFT TAB, to move on the form fields

This Electronic Form calculates automatically the NET PRESENT MEMBERSHIP end of the Year, the TOTAL DUE, and other intermediary items, based on some fields data. Accuracy of the results depends on the electronic form correct filling, in conformity with the following instructions.

FORM 2 ANNUAL RETURNS is to record data occurred during the year printed. However, data not yet reported in previous years can be recorded as well.

PAGE 2

LONG YELLOW BAR (Council name and number)

Click on it, and click on the name of your Council appearing in the pull-dawn table (Must be filled)

FIRST SHORT YELLOW BAR (RETURN YEAR)

Click on it, and click on the RETURNS year appearing in the pull-dawn table (Must be filled)

SECOND SHORT YELLOW BAR (RETURN YEAR)

is filled automatically with same year as RETURNS YEAR, as you go.

TABLE ELECTED AND APPOINTED OFFICERS FOR THE YEAR

All Officers names (First Name, Middle Name, Last Name) are to be filled. If no Officer has been nominated for some station print n/a on field FNAME.

TABLE TRUSTEES

Field YEAR ENDING has a pull-dawn table. Click on the year that Trustee ends his mandate. (Must be filled). Field TITLE pull-down table has 3 items: PIM, PMIGM and Blank. Click on Blank for companions not PIM or PMIGM.

TABLE AFFILIATIONS and TABLE HONORARY

"Check Mark" field AFFI and HON respectivelly: Make sure you click on it for all Affiliations and Honorary. Observe the counters TOTAL.

Field TITLE pull-down table has 3 items: PIM, PMIGM and Blank. Click on Blank for companions not PIM, not PMIGM.

PAGES 3, 4

DEGREES TABLES: ROYAL MASTER, SELECT MASTER, SUPER EXCELLENT MASTER

Field COUNCIL NO. (Council number) has a pull-dawn table with all our Councils Numbers and 99. Use the Candidate respective Mother Council Number for the DC Jurisdiction Candidates, and 99 for Out of Jurisdiction Candidates having a Courtesy Degree.

"Check Mark" fields RM, SM, SEM, TIM: Make sure you click on it ONLY for candidates of your Councils. Observe the

respective table counters TOTAL.

PAGES 5, 6 **TABLE DIED**

"Check Mark" field DIED: Make sure you click on it for all recorded. Observe the counter TOTAL DEATHS Field TITLE pull-down table has 3 items: PIM, PMIGM and Blank. Click on Blank for companions not PIM not PMIGM

TABLES DEMIT, WITHDRAWN, DROPED NPD BY COUNCIL, DROPED NPD BY CHAPTER, DROPED NPD BY LODGE, , REINSTATED, SUSPENDED FOR UNMASONIC CONDUCT, EXPELLED FOR UNMASONIC CONDUCT. MINISTERS EXEMPT FROM DUES.

"Check Mark" fields DMT, WITR, SUS, SUS, REINS, SUS, XPEL: Make sure you click on it for all recorded. Observe the counters TOTAL.

Field TITLE pull-down table has 3 items: PIM, PMIGM and Blank. Click on Blank for companions not PIM not PMIGM.

BRIEF AND GRAND COUNCIL DUES FOR YEAR ENDING 12/31/_

LONG YELLOW BAR: Is filled automatically with the Council Name and Number selected on page 2. FIRST SHORT YELLOW BAR: Is filled automatically with the RETURNS YEAR selected on page 2.

SECOND SHORT YELLOW BAR: Is filled automatically with the RETURNS previous Year.

Most Fields are filled automatically. Only 4 fields have to be filled manually: MEMBERSHIP ON DECEMBER (previous year), ILLUSTRIOUS MASTER, RECORDER, and Date (filling date). (These 4 fields must be filled)

Suggestions are welcome. Please email to: hfcoleman@msn.com

GRAND COUNCIL CRYPTIC MASONS OF THE DISTRICT OF COLUMBIA



ANNUAL RETURNS FOR YEAR ENDING 12/31/ ELECTED AND APPOINTED OFFICERS FOR THE YEAR

	MEMBER NO.	STATIO	N	FNAME	MNAME	LNAME	
		Illustrious Ma	ster				
		Deputy Mas	ter				
		PCW			field all the control		
		Treasure					
		Recorder					
		Captain of the	Guard				
		Conductor of					
		Marshal					
		Stewart					236
		Chaplain					
		Sentinel					
			TRII	STEES			HELP
		VEAD	1110	O.LLO			
	MEMBER NO.	YEAR ENDING	TITLE	FNAME	MNAME	LNAME	
			AFFILIA	ATIONS			
MEMBER	NO. AFFI AFFIL	IATION DATE	TITLE	FNAME	MNAME	LNAME	HELP
MEMBER	(m	m/ dd/ yyyy)	IIILL	FINAIVIE	IVINAIVIE	LIVAIVIE	HELF
						shet take t	
63 6							
			1				
	TOTAL	AFFILIATION	IS				
			HONG	DRARY			
			11011				
MEMBER	NO. HON HONG	DRARY DATE	TITLE	FNAME	MNAME	LNAME	

				BREES			
COUNCIL NO	MEMBER NO. F	RM	ROYAL MAST DATE	MASTER FNAME	MNAME	LNAME	HELF
			OTAL ROYAL MASTER				
COUNCIL NO	MEMBER NO. S	M	SELECT SELECT MAST DATE	MASTER FNAME	MNAME	LNAME	HELP
			OTAL SELECT MASTER				
COUNCIL.			SUPER EXCELL	ENT MASTER			
NO.	MEMBER NO. SE	EM SI	UPER EX MAST DATE	FNAME	MNAME	LNAME	HELP
			OTAL SUPER EXCELLE	ENT MASTER			

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		TRICE IL	LUSTRIOUS MAS	TER	
COUNCIL	MEMBER NO. TIM	TRICE IL. MAST DA	TE FNAME	MNAME	LNAME HELP
П					
		TOTAL TRICE ILL	JSTRIOUS MASTER		
		RFI	NSTATED		HELF
MEMBER	NO. REINS REINSTA			MNAME	LNAME
ШП					
	TOTAL	REINSTATED			Sant Star
			DIED		
	MEMBER NO. DIED	DIED DATE	FNAME	MNAME	LNAME
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L]		
		TOTAL DEATHS			

	WITHD	RAWN		
MEMBER NO. WITR WITHDRAWN DATE	TITLE		MNAME	LNAME HELF
	DE	VIIT		
MEMBER NO. DMT DEMIT DATE DEMIT DATE TOTAL DEMITS		FNAME	MNAME	LNAME
DROF	PPED NE	PN BY COUNCII		
MEMBER NO. SUS REINSTATED DATE			MNAME	LNAME
DRO	PPED N	PN BY CHAPTE	R	
MEMBER NO. SUS REINSTATED DATE	TITLE	FNAME	MNAME	LNAME
TOTAL DROPED NPN	 BY CHAP1	TER		

u	ι	DROPPED	NPD BY LODG	E		
MEMBER NO. SUS	SUSP NPD LDG DATE	TITLE	FNAME	MNAME	LNAME HELF	
	TOTAL DROPED NP	D BY LODG	iE			
	SUSPEND	ED FOR U	INMASONIC CO	NDUCT		
MEMBER NO. SUS	SUSP UNMASO DATE SUSP UNMASO DATE TOTAL SUSPENDED		FNAME	MNAME	LNAME	
	EXPELLE	FOR UN	MASONIC CONE	DUCT		
MEMBER NO. XPEL	EXPEL UNMAS DATE	TITLE	FNAME	MNAME	LNAME	
	TOTAL EXPELLED FO	DR UNMASC	ONIC CONDUCT			
MINISTERS EXEMPT FROM DUES						
	MEMBER NO. XPT	TITLE	FNAME	MNAME	LNAME	

TOTAL MINISTERS EXEMPT FROM DUES

GRAND COUNCIL CRYPTIC MASONS OF THE DISTRICT OF COLUMBIA



BRIEF AND GRAND COUNCIL DUES FOR YEAR ENDING 12/31/

MEMBERSHIP LOSSES		MEMBERSHIP GAINS
Withdrawn		Royal Master
Demit		Select Master
Suspended NPD by Council		Super Excellent Master
Suspended NPD by Chapter		Thrice Illustrious Master
Suspended NPD by Lodge		Affiliated
Suspended for unmasonic conduct.		Reinstated
Expelled for unmasonic conduct Deaths		Honorary
Total Losses		Total Gains
MEMBERSHIP ON DECEMBER 31,	BALANCE: GAINS OR LOSSES	NET PRESENT MEMBERSHIF ON DECEMBER 31,
G	RAND COUNCIL DUE	S
TOTAL MEMBERS	x 5.0	0 =
MEMBERS GREETED	x 1.0	0 =
MEMBERS REINSTATED	x 5.0	0 =
	SUB-TOTAL	
MINISTERS EXEMPT FROM	DUES x 5.0	00 = .
	TOTAL DUE	
Council Seal	Atte	Illustrious Master
orm 2-Annual Return Rev 4, 2008	Date made (mm/do	i/ yyyy)