

Chapter Number.....

Year 20.....

Grand Chapter of Royal Arch Masons of Saskatchewan

Return of the names of Members added to, or removed from the Register of _____ Chapter, Number _____ held at _____ in the _____ District, since the date of the last return namely, December 31st, 20____, Including the names of all Companions who have been Marked, Received or Exalted in the same period.

ABSTRACT		REMITTANCE	
Number of members as per last return		Per Capita.....Members @ \$20.00per member	\$.....
Add - Initiations			
Joinings		Less amount previously submitted	\$.....
Restorations			
TOTAL		AMOUNT DUE	\$.....
Deduct-Resignations		For registering Initiations and Grand Chapter	
Suspensions		Certificates @ \$7.00	\$.....
Deaths		For registering Joining from Chapters	
Total Membership 31 st December 20.....		Under G.R.Saskatchewan @ \$5.00	= \$.....
Deduct number of Life Members whose		For Registering joinings from other	
Fees have been commuted to Grand Chapter		Jurisdictions. @ \$5.00	\$.....
Number of members on whom dues are		Constitutions.@ \$.....	= \$.....
Payable		Dispensations@ \$5.00.....	= \$.....
Number of regular convocations held		For Invoice #.....	= \$.....
Number of emergent convocations held		Other misc.
Average attendance of Members
Average attendance of Visitors
Annual Dues Per Member
Resident
Non-Resident
Petitions Accepted
M.M.M.
M.E.M.
R.A.M.
Number of members owing dues:		TOTAL	\$.....
One Year only	\$.....		
Two Years or over	\$.....	Remittance made by:-	
TOTAL	\$.....	
Cash on hand	\$.....	
Investments	\$.....	
Property held (including Real Estate)	\$.....	
Value of Regalia etc.	\$.....	
Insurance held	\$.....	
Charitable donations made	\$.....	

Please send in return as soon as possible after the last meeting in December. If it is impossible to include remittance, send returns. Send remittance as soon as possible afterwards.



Signed.....Z

Signed.....Scribe "E"

INSTRUCTIONS TO SCRIBES E.

1. The Scribe E's Register, next to the Minute Book, is perhaps the most important Record in the Chapter, because if the S.E. enters in the Register immediately after every Convocation the date and particulars of the work done, he will have no trouble in making out correct Returns—as the Return will be a Copy from the Register, and no other book need be consulted for that purpose.

2. All additions to membership should be reported by Scribe E. to the Grand Scribe E. as soon as possible after each Exaltation or Affiliation on the forms "Application for Registration" which will be furnished by Grand Scribe E. on application.

3. Whenever the name of a Companion is entered in the Minute Book, Register, or Returns to the Grand Chapter, it should be entered in full.

4. When entering names on the Return, write them correctly and legibly (if possible use typewriter) thus:—Jones, George Henry. The Grand Scribe E. is frequently called on to correct errors in names through their having been incorrectly or illegibly written in the first place.

5. All names once on the rolls must be returned as members, until reported by the Chapter as dead, resigned, suspended or excluded. If a brother is admitted on the last day of the year for which the Return is made, his name must be included in the list of Members and the fee for his registration, etc., must be forwarded.

6. Dues are payable on the present number of members; that is, on the number on the Roll at the date of the Return.

7. Give the exact date of each degree Conferred, resignation, death, suspension, exclusion and reinstatement. The only dates to be entered on the Return are those included in the period which the Return covers.

8. In each affiliation give the date, the names and number of the Companion's former Chapter, and the name of the Grand Chapter to which it owes allegiance, also give date and Lodge in which the Companion was raised and Lodge of which he is at present a member, together with the rank or past rank which the applicant holds as reported in the forms "Application for Registration".

9. The blanks for signatures in the Returns require to be filled with the actual Signatures of the Z. and Scribe E. These are not only intended for authorizing the Return, but also for the use of the Grand Scribe E. in verifying any document purporting to emanate from the Chapter.

10. Always show in the proper place the number of members for whom commutation fees have been sent.

11. Be sure to forward all necessary fees with Return, also all amounts owing by the Chapter to Grand Chapter for Supplies, etc., as it is desirable to have no outstandings at the end of the year, so that the Chapter may be entitled to representation in Grand Chapter.

12. **Send these Returns Promptly.** They should be in the hands of the Grand Scribe E. on or before the 31st December. To delay forwarding until after the installation of officers is needless, and occasions inconvenience.
