

**Grand Chapter Royal Arch Masons**

**Of the District of Columbia**

**Statement of Annual Returns**

 Capitular Year:

Capitular year membership information will be generated automatically from the York Rite Information System (YRIS) shortly after December 31st annually. Secretaries should generate their Annual Return in YRIS for the period January 1, (year) through December 31, (year) and use that information to complete the Statement of Annual Returns.

1. Was your membership data updated in YRIS by December 31st?

 2 Did you review your membership roster and “suspend” any Companions for

 Non-Payment of Dues (NPD) per the Grand Chapter Code?

 3 Did you update the Past High Priest information in YRIS and update your

 Chapter Officers?

 4 Has your Chapter Treasurer completed and submitted the Chapter Financial

 Statement to the Grand Treasurer by February 1st?

 5 Has your Treasurer filed the appropriate Form 990 with the IRS for this year?

 6 When were, or do you plan to hold your Chapter elections for the next Capitular

 Year?

 7 How many total members did you have on December 31st (based on YRIS)?

 7a How many members are Ministers or Clergy and exempt from Dues?

 7b Annual Grand Chapter Per Capita Dues ($17.00/member)

$

 Assessment = (line 7 minus line 7a X line 7b)

 8 How many Companions were Exalted between January 1 and December 31st?

 8a Grand Chapter Assessment for each new Companion Exalted ($5.00)

 Assessment = (line 8 X line 8a)

$

 9 How many Companions were reinstated between January 1 and December 31st?

 9a Grand Chapter Reinstatement Assessment ($7.00)

$

 Assessment = (line 9 X line 9a)

$

 10 TOTAL PER CAPITA ASSESSMENT DUE TO THE GRAND CHAPTER BY FEBRUARY 28TH:

 Please explain any NO answers given above