



**DURHAM
FREEMASONS**
Stronger Together

Lodge Annual Report

To be completed by Lodge Secretary

To assist in completing this form, a blank / sample PDF is available here:
<https://forms.durhamfreemasons.org/How%20to%20Guides.htm>

* Required

About the Lodge

1. Area of the Province *

☐ North West

☐ North East

☐ South West

☐ South East

2. Lodge Name / Number - NE *

Select your answer



3. Lodge Name / Number - NW *

Select your answer



4. Lodge Name / Number - SE *

Select your answer



5. Lodge Name / Number - SW *

Select your answer



6. Name of current WM *

7. Date report completed *



8. This annual report should be completed after consultation with others / the Lodge Committee. Were others / the committee involved in compiling the responses? *

☐ Yes

☐ No

9. Please give details why others / the Lodge Committee was not involved in compiling this report. *

10. Completed by *

Name and position

11. Detailed Position of Lodge *

Include a detailed statement re changes in membership (gains and losses), proposed action plans for the coming year, finance etc. and add any special or unusual event in connection with the Lodge since the last Annual Meeting of Provincial Grand Lodge.

12. How many **subscribing members** does the Lodge have at the time of this report? *

E.g. "40"

13. Thinking about the subscribing members, please estimate how many are "**active**" within this Lodge? *

Active Members could include those who hold an office, perform ritual, support newer members, or, in some way support or promote this Lodge.

E.g. "23"

The value must be a number

Lodge Details

14. What business has the Lodge conducted in the past 12 months? *

- ☐ 1st Degree - Candidate
- ☐ 1st Degree - Practice
- ☐ 2nd Degree - Candidate
- ☐ 2nd Degree - Practice
- ☐ 3rd Degree - Candidate
- ☐ 3rd Degree - Practice
- ☐ Installation - New WM (Brother)
- ☐ Installation - Past Master
- ☐ Business Meeting
- ☐ Gavel Night
- ☐ Long Service Presentation
- ☐ Royal Arch Chapter Talk
- ☐ Talk/Lecture

15. % members attending meetings during the year *

The value must be a number

16. Has your Almoner been in regular contact with members who have not been attending meetings? *

- ☐ Yes
- ☐ No

17. Please give details why the Almoner has not been in regular contact with the members. *

18. Are all brethren in progressive offices intending to advance at the next installation meeting?*

For Example is the Inner Guard Progressing to Junior Deacon, and Deacons progressing to Wardens?

☐ Yes

☐ No

19. Please give details why officers in progressive roles are not progressing? *

20. Do you have a functional Lodge Membership Team*

☐ Yes

☐ No

21. Please give details why the Lodge does not have a functional Membership Team. *

22. Do you have a current and up to date Lodge outline? *

*A Lodge outline is a current statement about your Lodge such as meeting place, times, unique points of note, etc that you can use to explain your Lodge to others. This is more than your profile on the Provincial website and examples can be found here <https://b.ugle.org.uk/membership/members-pathway/documents-resources/plan/what-are-we> under **Lodge information sheets and candidate profiles***

☐ Yes

☐ No

23. If the Lodge does not have a current outline, then the Lodge Membership Officer might consider attending one of the Lodge Membership Officer training seminars planned for 12/07/2024 at Shiney Row or 19/07/2024 at Ferryhill Masonic halls. Details can be found on the Provincial website in Ticket Tailor. *

☐ The LMO plans to attend Shiney Row on 12/07/24

☐ The LMO plans to attend Ferryhill on 19/07/24

☐ The LMO can not make these dates but would be interested in future events

☐ Unknown

24. Do you have a succession plan in place for the next 5 years? *

☐ Yes

☐ No

☐ What's a succession plan?

25. Is your Lodge Mentor planning to attend Mentor Training? *

☐ Yes

☐ No

26. Please give details why the Lodge Mentor has no plans to attend the Mentor Training? *

27. Do you have named Mentors for new and existing members? *

☐ Yes

☐ No



28. Please give details why new members do not have a named Mentor to support them? *

Accounts

29. I confirm that the Lodge Accounts relating to the last accounting period of the Lodge and any other funds maintained by the Lodge (such as Charity Funds) have been audited, with details circulated to all members in accordance with the Book of

Constitutions Rule 153 and the Lodge by Laws, and as such were last approved at a meeting of the Lodge. *

If selecting "Yes" please enter date approved in the "other" box

If selecting "No" please enter a reason + an expected date for the accounts to be completed in the "other" box

Please select at most 2 options.

☐ Yes

☐ No

30. I confirm the Lodge has a copy of the Provincial Guide for Treasurers and Guide for Auditors. *

☐ Yes

☐ No

Auditors

Please enter the name and dates of appointment of 2 auditors (a name is required please do not state 'Incoming xxx')

31. Name of Auditor 1 *

32. Date Auditor 1 appointed *



33. Name of Auditor 2 *

34. Date Auditor 2 appointed *



Charitable Funds

35. The Total of any NON MASONIC charitable donations made by the lodge from 1st April last year up to the 31st March of this year was? *

This information is for MCF – Lodge data will not be identified

The value must be a number

SAMPLE

Other Information

36. ALL LODGES MUST RESPOND TO THIS REQUEST TO COMPLY WITH PROVINCIAL BYLAWS

The Lodge will be represented at the Annual Meeting by: *

*** Insert name and rank of representative if NOT the current Master at the time
of the meeting ***

37. Your Email Address.

A copy of your responses will be emailed to you after submitting this form.
Please enter your email address only with no spaces or additional information.

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