



# JOB'S DAUGHTERS INTERNATIONAL SUPREME GUARDIAN COUNCIL

## Confidential Report of the Supreme Deputy and/or Assisting Supreme Deputy

Date of this inspection: \_\_\_\_\_ Bethel No. \_\_\_\_\_

Date of last inspection: \_\_\_\_\_ City \_\_\_\_\_

### MEMBERSHIP

1. Number of Bethel members on last Annual Return: \_\_\_\_\_

2. Number of active Bethel members: \_\_\_\_\_

3. Number of members admitted since last Annual Return: \_\_\_\_\_

4. Number of persons present at inspection of Bethel: \_\_\_\_\_

_____ Officers	_____ Members Admitted	_____ Members of Bethel Guardian Council
_____ Substitute Officers	_____ Other Job's Daughters	_____ Other Adults
_____ Bethel Choir members		

5. What Bethel Officers were absent? \_\_\_\_\_

6. What members of the Bethel Guardian Council were absent? \_\_\_\_\_

Reason for absence: \_\_\_\_\_

7. Amount of Annual Dues: \$ \_\_\_\_\_

8. Amount donated in (Spring/Winter) term to Promotional and Educational Fund: \$ \_\_\_\_\_

9. Bethel Activities (Membership/HIKE/community, etc.): \_\_\_\_\_

10. Was Bethel Room properly set up? (Preparation Room/Paraphernalia/floor plan) \_\_\_\_\_

11. Regalia (Condition/conform to law): \_\_\_\_\_

### BETHEL

12. Does BGC hold regular monthly meetings? \_\_\_\_\_

13. Does the BGC keep minutes? \_\_\_\_\_

14. Do the Executive members of the BGC vote on all applications? \_\_\_\_\_

15. Were the financial books audited at the end of each term? \_\_\_\_\_

# RECONCILIATION OF BANK STATEMENT

Balance in the checking account on _____	\$ _____
Date	
Add: Deposits in transit	\$ _____
TOTAL	\$ _____
Less: Outstanding checks	\$ _____
BALANCE ACCORDING TO BOOKS	\$ _____

## BYLAWS

- 16. Do the Bethel Bylaws allow for a vacation period? \_\_\_\_\_ If so, when? \_\_\_\_\_
- 17. Do the Bethel Bylaws allow for installation other than June and December? \_\_\_\_\_
- 18. Comments/Recommendations:  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Supreme Deputy/Assisting Supreme Deputy

All Supreme Deputies/Assisting Supreme Deputies shall report their activities and the condition of the Bethels under their supervision. Such reports shall be made within two weeks of visitation to the VSG with a copy of the detailed Expense Claim (Form 281). The Chairman of the Finance Committee requires the original receipts with the detailed Expense Claim and a copy of the form. Additional copies of this form shall be mailed to the Supreme Guardian, Associate Guide and Supreme Marshal.

Please attach copies of any written correspondence to the Bethel Guardian.

