



How to Complete an Annual Report

Form 110

First Step...

Don't Panic



Before we Begin: Materials

- 1. Record of Dues book- which holds
your record of dues sheets on each Daughter**
- 2. Last year's Annual Report forms**
- 3. Membership List provided by SGC**
- 4. List of Daughters that joined during Jan-Dec 2025**
- 5. List of Daughters that reached Majority during Jan-Dec 20245**
- 6. List of Daughters removed and reasons why for 2025**
- 7. Banking information**
- 8. Bethel Seal**

First Page: Step One

| ANNUAL REPORT OF | | | | |
|---|-----|---------|-----------|--------------|
| BETHEL NO. | 100 | City of | Papillion | Jurisdiction |
| Nebraska | | | | |
| This Annual Report is prepared for the Supreme Guardian Council, Job's Daughters International for the year beginning, January 1, <u>2025</u> and ending December 31 <u>2025</u> | | | | |
| USE PRIOR YEAR | | | | |
| INSTRUCTIONS: | | | | |
| One copy of this report is to be kept in the Bethel's permanent file, one copy is filed with the Grand Secretary (if under a GGC) and one copy is filed with the Executive Manager. <u><i>It is important that all information be complete and all dates correctly entered.</i></u> This report becomes a part of the permanent records of the Supreme/Grand Guardian Council. Should your records be lost or destroyed, a complete record will be on file in the Supreme Office. | | | | |
| Filing Deadline – The Annual Report Form 110 or Form 111, the updated Membership List provided by the Executive Manager and the remittance of Annual Dues, Initiation Fees and Insurance Fees (where applicable) must be <u>received</u> by the Executive Manager for Bethels Under Supreme and the Grand Secretary for Bethels in a GGC no later than January 31 st . A late fee will apply on all reports received after that date. | | | | |
| This report should be carefully examined by the Bethel Guardian before affixing the Bethel Seal. | | | | |

Section 1: Even though you are filing in 2026, your information is a report on 2025 activity.

Step Two

Jan-June

First Term Officers

Honored Queen

Miranda Lambert

Senior Princess

Priscilla Presley

Junior Princess

Kate Hudson

Name

Bethel Guardian

Katrina Sieler

Associate Bethel Guardian

Adam Levine

Guardian Secretary

Kylie Holman

June-Dec

Second Term Officers

Priscilla Presley

Kate Hudson

Jennifer Lawrence

Email Address

21251 L St. Papillion, NE 68046

465 Handsome St. Papillion, NE 68046

8122 Herman Dr. Papillion, NE 68046

Step Three

Total for Year

US ONLY

Amount sent to Executive Manager / Grand Secretary for Educational / Promotional Fund 100

Amount in Bethel Treasury \$ 2,692.63

As of 12/31/25

Date Form 990 E filed with IRS: 9/5/2024

(attach copy of IRS confirmation to this report)

Name and address of Financial Institution(s) where Bethel's funds are kept National Bank

3225 Simpson Dr. Papillion, NE 42112

According to B-Bethel 4, Art IV, Sect 3, all checks issued by the Bethel shall have two (2) signatures. List the names and titles of those authorized to sign checks for the Bethel: **They must be the same as on the account(s). If more than 2, list all names.**

Katrina Sieler - Bethel Guardian

Kylie Holman - Guardian Secretary

**Suggested: Guardian Treasurer/Guardian
Secretary/Bethel Guardian**

Step Four

Bethel Meeting Info- VERY important for Supreme Website

The regular meetings of JDI, Bethel No. 100 shall be held on the (day) 1st Thursday at (time) 7:00PM and (day) 3rd Thursday at (time) 7:00PM in each month.

Vacation shall be June & July not to exceed 2 months)

The Bethel shall meet at (address) 233 W 6th St Papillion, NE 68046

If Under Reorganization

JDI, Bethel No. _____ is presently under Reorganization. We were put under reorganization as of _____

I certify this report to be correct and witness the Seal of Bethel No. 100 this 10th day of January 20 20



Signed: _____, Bethel Guardian

Signed: _____, Guardian Secretary

Received by Executive Manager / Grand Secretary: _____

**Don't forget the
Bethel seal!**

Signatures and Dates

Hang in There: page one is done



Explanation of Increases in membership: Daughters who have joined the Bethel during the last calendar year (January 1 - December 31)

Initiate:

A new applicant

Please mark one of the following for each initiate on the Form 110:

- a. Masonic Relationship – A member joining on a familial Masonic Relationship
- b. Sponsorship – A member who lacks a familial Masonic Relationship and who is sponsored by a Majority Member and a Master Mason

Reinstated:

- a. Reinstatement from suspension - a member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by paying all unpaid dues to the date of suspension.
- b. Reinstatement from expulsion – a member who has been expelled from the Order may apply for reinstatement three (3) months or more after final action is taken in her case, by written application to the Executive Members of the BGC of the Bethel from which she was expelled (SOP-Bethel 3.1)

Explanation of Increases in membership cont. : Daughters who have joined the Bethel during the last calendar year (January 1 - December 31)

Affiliate:

A member who has demitted from a Bethel and wishes to join another

Merged:

Members from Bethels that have been merged into one Bethel

Dual Member:

A Daughter wishing to join another Bethel while maintaining membership in her original Bethel. Dues are payable to **EACH** Bethel (B-Bethel 1)

Explanation of Decreases in membership: Daughters who have left the Bethel during the last calendar year (January 1 - December 31)

Majority Member:

- a. A member who is in good standing upon becoming twenty (20) years of age or married or pregnant under that age or identifies as a male.
- b. A member who has demitted from the Order and who has passed the age of twenty (20) or who has married or becomes pregnant before twenty (20), or who identifies as male may be reinstated as a Majority Member (SOP-SGC-12). The member must be recorded as reinstated on the Form 110.

Demitted:

- a. A member who is in good standing who desires to withdraw from the Order
- b. A member who desires to transfer her membership for any reason to another Bethel

Resignation:

A member who has resigned her membership from the Bethel. A Daughter who has resigned may apply to a Bethel to become a member – the process is the same as one who has never been a member (Bylaws-Bethel 2)

Explanation of Decreases in membership cont.: Daughters who have left the Bethel during the last calendar year (January 1 - December 31)

Suspended:

- a. A member suspended for non-payment of dues
 - a. Member may be reinstated after paying all unpaid dues to the date of the suspension
- b. A member suspended for insubordination or the retention of money or property of the Bethel
 - a. Suspension shall not exceed a period of six (6) months. After that period, the suspended member shall be reinstated or expelled (SOP-Bethel-3 Discipline)

Expulsion:

A member expelled for flagrant behavior or deliberate disobedience to the laws of the order

- An expelled member may apply for reinstatement three (3) months or more after final action is taken in her case (SOP-Bethel-3 Discipline)

Second Page: Step One

List all NEW Daughters for the year.

Don't forget birthday. Then list the date of initiation, place an (x) in the appropriate category and total each column

Number must match provided membership list

This number must be the same as the previous year's Supreme Membership List.

Increase in Membership

| Name | Date | Birthday | Initiated | Masonic Relationship | Sponsored | Reinstated (date) | Affiliated | Merged | Dual Member |
|-----------------|---------|----------|-----------|----------------------|-----------|-------------------|------------|--------|-------------|
| Elizabeth Banks | 5/23/20 | 2/14/05 | | | | | X | | X |
| Marybeth Sutton | 2/15/20 | 7/23/06 | X | | X | | | | |
| Emma Stone | 6/26/20 | 4/27/06 | X | X | | | | | |

Masonic Relationship refers to only those Daughters joining based on a relationship and Sponsored refers to those that are joining by the status of a sponsor. You must mark one OR the other

Totals

IMPORTANT:

Change Membership List

| Bethel # | Jurisdiction | Maiden Name | First Name | Address | City | State | Postal Code | Country | Active | Birthday | Initiated | By Sponsorship |
|----------|--------------|-------------|------------|-----------------|-----------|-------|-------------|---------|--------|----------|-----------|----------------|
| 100 | NE | Presley | Priscilla | 12547 Adams Dr | Papillion | NE | 68046 | USA | A | 12/17/00 | 17-Dec-10 | FALSE |
| 100 | NE | Lawrence | Jennifer | | Papillion | NE | 68046 | USA | A | 8/25/02 | 26-Apr-13 | FALSE |
| 100 | NE | Knowles | Beyonce | | Papillion | NE | 68046 | USA | A | 1/6/03 | 15-Jan-13 | FALSE |
| 100 | NE | Banks | Elizabeth | 210 Coin St. | Papillion | NE | 68046 | USA | A | 2/14/07 | | False |
| 100 | NE | Sutton | Marybeth | 116 L St. | Papillion | NE | 68046 | USA | A | 7/23/09 | 2/15/25 | True |
| 100 | NE | Stone | Emma | 111 Martin Cir. | Papillion | NE | 68046 | USA | A | 4/27/10 | 6/26/25 | False |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| Reinstated | Affiliated | From Bethel # |
|------------|------------|--------------------|
| | 5/23/25 | #93 NE Dual Member |
| | | |

Mark changes on Membership List.
Elizabeth has affiliated and is a Dual Member from Bethel # 93. Marybeth and Emma were initiated. Please include ALL known information for the Supreme Office membership database.

Step Two

**Always
include reason
if known**

Totals

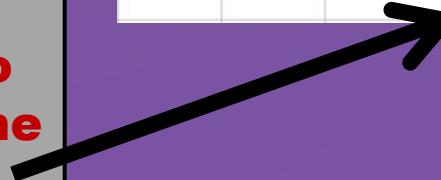
IMPORTANT:

Change Membership List

| Maiden Name | First Name | Address | City | State | Postal Code | Country | Active | Birthday | Initiated | By Sponsorship | Reinstated | Affiliated | From Bethel # | Dual Member | Majority |
|-------------|------------|-----------------------------|-----------|-------|-------------|---------|--------|-----------|------------|----------------|------------|------------|---------------|-------------|----------|
| Jolie | Angelina | 12571 East Beverly Hills Rd | Papillion | NE | 68046 | USA | A | 11/2/2006 | 11/28/2017 | FALSE | | | | | |
| Hudson | Kate | 23254 Black St | Papillion | NE | 68046 | USA | A | 3/28/2012 | 4/23/2022 | FALSE | | | | | |
| Berry | Halle | 321 Trout Ln | Papillion | NE | 68046 | USA | A | 2/15/2003 | 2/28/2013 | FALSE | | | | | |
| Nyong'o | Lupita | 23146 Steger St | Papillion | NE | 68046 | USA | A | 4/3/2010 | 11/17/2020 | FALSE | | | | | 2/15/24 |
| Wrig | Kristen | 55405 Dodge St | Papillion | NE | 68046 | USA | A | 9/12/2005 | 9/21/2013 | FALSE | | | | | 9/12/24 |
| Graham | Lauren | 35022 7th St | Papillion | NE | 68046 | USA | A | 5/28/2008 | 10/26/2018 | FALSE | | | | | |
| Lawrence | Jennifer | 2405 Mother Mick Ave | Papillion | NE | 68046 | USA | A | 8/25/2010 | 4/26/2021 | FALSE | | | | | |
| Knowles | Beyonce | 35241 Cornucopia Dr | Papillion | NE | 68046 | USA | A | 1/6/2008 | 1/15/2019 | FALSE | | | | | |

**Mark changes on Membership List.
Halle and Kristen reached Majority
and Lauren did not pay her dues, so
she was suspended at the end of the
term.**

| Died | Demit | To Bethel # | Suspended | Resigned | Expelled | Reason |
|------|-------|-------------|-----------|----------|----------|------------|
| | | | 12/31/25 | | | Nonpayment |



Step Three

Total # of members after additions/deductions

Number of Members enrolled on December 31 of the above year:

(This number must be the same as the number of Members on the Membership List.)

(b) 10

Supreme Guardian Council Fees:

| | | | |
|----------------------------------|----|---|-------------------------|
| (a) | 2 | Initiated at \$ <u>16.81</u> each | 33.62 |
| (b) | 10 | Members(including initiates) at \$ <u>15.58</u> each | Annual Dues 155.80 |
| (b) | 10 | Members (including initiates) at \$ <u>39.29</u> each | Insurance Fee 392.90 |
| TOTAL REMITTANCE REQUIRED | | | 582.32 |

Remittance is to be made payable to Supreme / Grand Guardian Council

- (a) **Initiation fee** – applies **ONLY** to **NEW** members who were initiated during the year – does not apply to affiliates or dual members
 - (a) In the example above the Bethel has 2 initiates and 1 affiliate/dual member. The initiation fee is calculated only for the 2 initiates. There is no extra fee for affiliates or dual members.
- (b) **Annual Dues** – paid for the **TOTAL** number of members as of 12/31
 - (a) In the example above the Bethel has 10 members at the end of the year, so that is the number used to calculate the dues (10 X \$15.58).
- (c) **Insurance fee** – **US & CAN Bethels ONLY** – paid for **TOTAL** number of members as of 12/31

Fee Chart on Next Slide

Fee Chart

| <i>Fees Collected from Bethels</i> | | | | <i>Fees paid by GGCs to SGC</i> | | | |
|------------------------------------|-----------------------|--------------------|--------------------|---------------------------------|------|--|-------|
| <i>Year</i> | <i>Initiation Fee</i> | | <i>Annual Dues</i> | <i>Insurance Fees</i> | | <i>Bethels in the USA & Canada</i> | |
| | <i>Under Supreme</i> | <i>GGC Bethels</i> | <i>All Bethels</i> | | | | |
| <i>2024</i> | 16.01 | 6.37 | 14.84 | 36.98 | 4.78 | 11.14 | 36.98 |
| <i>2025</i> | 16.81 | 6.69 | 15.58 | 39.29 | 5.02 | 11.70 | 39.29 |

In the USA & Canada: Bethels under Supreme will pay to the SGC \$15.58 + \$39.29 for a total of **\$54.87** per member plus \$16.81 for each member initiated during 2025.

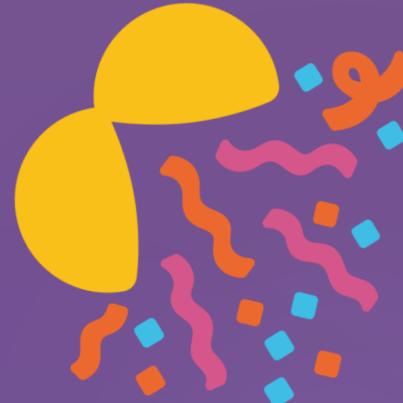
In the USA & Canada: GGCs will pay to the SGC \$11.70 + 39.29 for a total of **\$50.99** per member plus \$5.02 for each member initiated during 2025. GGCs keep 25% of the Initiation Fees and Annual Dues.

Please note: Bethels in Canada, Australia, the Philippines, and Brazil will use the exchange rate issued by the SGC as of 12/31/25. This rate applies to the Annual Dues and Initiation Fees BUT NOT the Insurance Fees.

Things to note:

- Bethels under Supreme will pay the **Annual Dues (\$15.58)** and the **Initiation fee (\$16.81)** to the SGC
- Bethels under a GGC will pay the **Annual Dues (\$15.58)** and the **Initiation fee (\$6.69)** to the GGC
- ALL Bethels in the US and CAN pay the **Insurance fee (\$39.29)** for **ALL** members
- Dual members pay dues to **BOTH** Bethels & **BOTH** Bethels will pay the **Annual Dues** to the GGC/SGC. The insurance fee is also due to the SGC from **BOTH** Bethels

You're Done!



Send in:

1. Check ✓
2. Report ✓
3. Form 110 Addendum ✓
4. Beehive Annual Report ✓
5. Updated Membership List ✓
6. IRS 990 e-postcard (US only) ✓

Send to:

**Grand
Secretary**

OR

Supreme Office

PayPal Payment

Bethels under Supreme have the option to pay via PayPal.

- 1. Send completed report and membership list to the Supreme Office. Please include a note requesting an invoice.**
- 2. Once the report is received, the office will calculate the amount owed and generate a PayPal invoice which will be sent to the Bethel Guardian/Guardian Secretary.**
- 3. Follow the link provided in the email to pay via credit card or PayPal account.**
- 4. Once the payment has been completed, a receipt will be sent from PayPal for your records.**

PayPal Payment cont.

Payments are due 45 days after the receipt of the report.

A 5% service fee will be applied to the amount due. If paying by check, this fee can be subtracted from the amount.

Job's Daughters

Sample Invoice

INVOICE

Invoice #: 0562
Invoice date: Nov 16, 2020
Reference: Bethel #1
Due date: Dec 31, 2020

Amount due:
\$52.45

Bill To:

sgc@iojd.org

| Description | Quantity | Price | Amount |
|--------------------------------|----------|-------------|---------|
| Annual Report 2020 Per Capita | 1 | \$12.94 | \$12.94 |
| Annual Report 2020 New Members | 1 | \$13.96 | \$13.96 |
| 2020 Insurance Fee | 1 | \$23.05 | \$23.05 |
| Subtotal | | \$49.95 | |
| Service Fee | | \$2.50 | |
| Total | | \$52.45 USD | |

Discrepancies

If an error was made on the previous year's report or the membership list received from the office is incorrect, please make a note of it and send it in with the report.

If you have any questions about an error and need it addressed immediately, please contact the Supreme Office.

Questions?

**If you have any questions, contact
your Grand Secretary or the Supreme
Guardian Council Office at:**

office@jdint.org

402-592-7987