

**ANNUAL REPORT  
OF**

**BETHEL NO.** \_\_\_\_\_ **City of** \_\_\_\_\_ **Jurisdiction** \_\_\_\_\_

This Annual Report is prepared for the Supreme Guardian Council, Job's Daughters International for the year beginning, January 1, \_\_\_\_\_ and ending December 31, \_\_\_\_\_

**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. ***It is important that all information be complete and all dates correctly entered.*** 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 **received** by the Executive Manager for Bethels Under Supreme and the Grand Secretary for Bethels in a GGC no later than January 31<sup>st</sup>. 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.

	<b>First Term Officers</b>	<b>Second Term Officers</b>
Honored Queen	_____	_____
Senior Princess	_____	_____
Junior Princess	_____	_____
	<b>Name</b>	<b>Email Address</b>
Bethel Guardian	_____	_____
Associate Bethel Guardian	_____	_____
Guardian Secretary	_____	_____

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

Amount in Bethel Treasury \$ \_\_\_\_\_ Date Form 990 E filed with IRS: \_\_\_\_\_  
(attach copy of IRS confirmation to this report)

Name and address of Financial Institution(s) where Bethel's funds are kept \_\_\_\_\_

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.**

The regular meetings of JDI, Bethel No. \_\_\_\_\_ shall be held on the (day) \_\_\_\_\_ at (time) \_\_\_\_\_ and (day) \_\_\_\_\_ at (time) \_\_\_\_\_ in each month.  
Vacation shall be \_\_\_\_\_ not to exceed 2 months)

The Bethel shall meet at (address) \_\_\_\_\_

**If Under Reorganization**

JDI, Bethel No. \_\_\_\_\_ is presently under Reorganization. We were originally put under reorganization on (mm/yyyy) \_\_\_\_\_

I certify this report to be correct and witness the Seal of Bethel No. \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(SEAL) Signed: \_\_\_\_\_, Bethel Guardian

Signed: \_\_\_\_\_, Guardian Secretary

Received by Executive Manager / Grand Secretary: \_\_\_\_\_

*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
<b>TOTAL COLUMNS</b>			(a)						

**TOTAL INCREASE**

**Decrease in Membership**

Name	Date	Majority	Demitted	Died	Merged (List Bethel affiliated with)	Suspended	Resigned /Expelled	Suspended (S); Resigned (R); Expelled (E) List the initial S, R or E and give reason for leaving Bethel i.e. non-payment of dues
<b>TOTAL COLUMNS</b>								

**TOTAL DECREASE**

**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)**

**Supreme Guardian Council Fees:**

(a)	Initiated at \$ _____ each	
(b)	Members(including initiates) at \$ _____ each	Annual Dues
(b)	Members (including initiates) at \$ _____ each	Insurance Fee

**TOTAL REMITTANCE REQUIRED**

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