

20 ____ 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 31st. A late fee will apply on all reports received after that date.

The Grand Secretary has until March 1st to compile the reports on Form 45 A, B and C. Reports received after March 1st will be assessed a late fee as outlined in SI 7 5 (c).

Fees – Annual Dues and Initiation Fees increase each year in accordance with the Constitution and Bylaws, SI 7. A Fee Chart is available from the Executive Manager. Each member of a Bethel in the USA shall pay an Insurance Fee that is determined by the latest actual premium, plus 10%, divided by the total membership in the USA as of the last Annual Report. Please refer to the Fee Chart for the exact amount.

This report should be carefully examined by the Bethel Guardian before affixing the Bethel Seal.

First Term Officers

Second Term Officers

Honored Queen _____

Senior Princess _____

Junior Princess _____

Name

Address

Bethel Guardian _____

Assoc. 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: _____

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:

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 the Executive Manager / Grand Secretary: _____ 20 _____

Annual Report for the year 20_____							
Number of Members enrolled on January 1 of the above year: <i>(This figure must be the same as the ending figure from the previous year's report.)</i>							
Increase in Membership							
Name	Date	Birth day	Initiated	Reinstated <small>(List year removed from Annual Report)</small>	Affiliated <small>(List Bethel affiliated from)</small>		
TOTAL COLUMNS			(a)				
TOTAL INCREASE:							
Decrease in Membership							
Name	Date	Majority	Died	Resigned	Suspended	Demitted <small>(List Bethel No. Mbr. joined)</small>	Resigned (R); Suspended (S); Expelled (E) <small>(List initial R, S or E and reason for leaving Bethel i.e. non-payment of dues)</small>
TOTAL COLUMNS							
TOTAL DECREASE:							
Number of Members enrolled on December 31 of the above year: <i>(This number must be the same as the number of Members on the Membership List.)</i>							(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 (Bethels in USA only)				\$
Total Remittance Enclosed: <i>(This number must be the same as the number of Members on the Membership List.)</i>							
Remittance is to be made payable to Supreme / Grand Guardian Council							