**Date: Lodge: \_\_ District:**

**Chartered Location**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Was the Charter or Certificate of Charter available for inspection?  Condition? Good 🞎 Fair 🞎 Needs Repair 🞎 (Sec. 128-III) | 🞎 | 🞎 |
| Was the Lodge represented at the last Annual Communication?  By Officers? 🞎 Proxy? 🞎 (Sec. 2.2-1) | 🞎 | 🞎 |
| Was the last Annual Return filed on time? (Sec. 75.1)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per Capita Included? Yes 🞎 No 🞎 | 🞎 | 🞎 |
| Was the Lodge History filed on time? (Sec.75.3) | 🞎 | 🞎 |
| Was Certificate of Installation of Officers filed immediately? (Sec.75.4) | 🞎 | 🞎 |
| Was an Official Form 7 attached to each Petition for Degrees & Application for Affiliation before being assigned to the Committee of Inquiry? (Digest of Decisions – Committee on Inquiry) | 🞎 | 🞎 |
| Does the Lodge update the Grand Lodge Database on a regular basis?  Official Form 15? 🞎 MORI electronic database? 🞎 (Form 15) | 🞎 | 🞎 |
| Did the Lodge open for at least 9 consecutive Stated Meetings during the Masonic year with a quorum present? (Sec. 78.2/77.1)  If not, How many? \_\_\_\_\_\_\_\_\_\_ | 🞎 | 🞎 |
| Did the Lodge demonstrate their ability to convey the Masonic Tenets, Virtues, Morals, and Insights contained in the Ritual in a manner intelligible to the candidate? | 🞎 | 🞎 |
| Did each new Master Mason receive a diploma and dues card at the time of Raising? (Sec. 91) | 🞎 | 🞎 |
| Did each new member sign the By-Laws when they were raised or affiliated with the Lodge? | 🞎 | 🞎 |
| Were members suspended for NPD notified of possible suspension by letter or personal contact? (Sec. 58) Attach a copy of the letters sent. | 🞎 | 🞎 |
| Were the books of the Secretary present and reviewed? | 🞎 | 🞎 |
| Were the books of the Treasurer present and reviewed? | 🞎 | 🞎 |
| Are bills approved by the Committee on Finance before being paid? | 🞎 | 🞎 |
| Are accounts of the Lodge audited annually by the Finance Committee? | 🞎 | 🞎 |
| Are the annual reports of the Lodge spread in full upon the records? | 🞎 | 🞎 |
| Does the Lodge have a current copy of the “List of Lodges, Masonic”, otherwise known as the Tyler’s Book. (Sec. 92.1)  If yes, dated: | 🞎 | 🞎 |
| Have there been changes to the by-laws during the past year? (Sec. 83) | 🞎 | 🞎 |
| Were changes to the by-laws approved by the Grand Master? (Sec. 83) | 🞎 | 🞎 |
| Does the Lodge have four (4) copies of the Maine Masonic Code? | 🞎 | 🞎 |

**Lodge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lodge No:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax ID:**

**Last Form 990 Filing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Attendance** | | |
| Was the Master present in the East? | Y 🞎 | N 🞎 |
| Number of meetings held during the year |  | |
| Average Attendance |  | |
| Number of meetings attended by: | | |
| • Master |  | |
| • Senior Warden |  | |
| • Junior Warden |  | |
| • Treasurer |  | |
| • Secretary |  | |
| **Financial** | | |
| Amount of the Charity Fund | $ | |
| Amount expended for Relief during the year | $ | |
| Amount expended other than Relief | $ | |
| Fees for Degrees (the amount the candidate pays) | $ | |
| Lodge Dues per year | $ | |
| Total Yearly Expenditures | $ | |
| The amount of Dues owed to the Lodge by delinquent members: |  | |
| • Owes annual dues | $ | |
| • Owes over one year | $ | |
| • Owes two years or more | $ | |
| **Building** | | |
| Hall owned by: | | |
| If a Masonic Building Association: | | |
| • Corporate name: | | |
| • Form 990 filing date: | | |
| • Taxpayer ID: | | |

Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DDGM District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions /Guidelines