

Helpful Hints for the Semi-Annual Report Form

The following is a line-by-line run-through of the semi-annual report form. Please call the Foundation office if you have questions as you prepare the semi-annual report.

Please – Do NOT staple your documents. We scan all reports. Staples cause nothing but problems.

Line 1 – Member donations: This line reflects any funds that you received from *inside* the Fraternity. Donations by members of your Lodge, members of other Lodges, donations from Masonic bodies (i.e. Lodges, Royal Arch Chapters, Grand Lodge...etc.) all go on this line. Note that if you received a check from the Masonic Angel Foundation, Inc. you do *not* record that on this line – those funds go on Line 7. If the check is on the Foundation's account the donation is from the Foundation, even if it is money that we have passed through our books on your behalf.

Line 2 – Fundraising events for members only: This line holds money raised at a “members only” event such as a Table Lodge, Commandery Christmas Observance...etc. Be sure to attach a P& for each event.

Line 3 – The sum of Line 1 and Line 2

Line 4 – Donations from non-members: If you received money from outside the Fraternity this is the place to record it. If you're not sure whether a donor is “inside” or “outside” the Fraternity, you should err on the side of caution and declare it as a non-member donation.

Line 5 – Fund-raising events for non-members: This is where you record money from public fund-raising events such as auctions, concerts, yard sales...etc. Be sure to attach a P&L for each event.

Line 6 – The sum of Line 4 and Line 5

Line 7 – Funds received from Masonic Angel Foundation, Inc.: Any money that came to you on a Foundation check or EFT should be recorded here.

Line 7a – Bank Interest: Record bank interest or fees on this line. Fees are negative numbers and interest is a positive number.

Line 8 – The sum of Line 3, 6, 7 and 7a

Line 9 – Charitable Distributions: This is the sum of all benevolences you did during this period. Attach one benevolence report form for each benevolence conferred. Benevolence report forms are available for download on our web site.

Line 10 – Line 8 minus Line 9

Cash balances: These should be recorded as your *checkbook balance* and not your bank statement balance. The reason we ask for the checkbook balance is to eliminate un-cleared checks from the formula. The difference between your beginning and ending “cash balance” should equal the number on Line 10.