

December 2022

Dear Bethel Guardian / Guardian Secretary,

This packet contains the Annual Report Form 110 (three copies), the NE Membership Query computer printout sheet from the Supreme Office, Annual Report of your Bethel's Bee Hive Program, Addendum Form 110 State of the Bethel Report the Bethel Financial Report, the Inventory worksheet for the Bethel, and the Go-for-the-Gold / Dad Walt Miller Membership Award form. The Go-for-the-Gold / Dad Walt Miller Membership Award form is on our website (www.jdne.org) under the Resources page.

Inventory Worksheet— enclosed is the spreadsheet for your Bethel. **Mark your changes, if any on this worksheet.** You may add items to the sheet for your Bethel records; however, those additional items will not be tracked in the GGC database.

As required by Supreme Bylaw, **I must receive your Form 110 Annual Report with all fees in my office on or before January 31, 2023.** To insure that the Annual Report, Bethel Inventory, and Financial Report reach my office by January 31; this means the mailing should be postmarked no later than January 26th. Your Bethel check with two signatures is to be made payable to Grand Guardian Council with a memo notation of "Annual Report".

Your Annual Report will not be considered complete unless the original Membership List accompanies the Form 110 Report. The number of Active Membership on the **MEMBERSHIP LIST MUST BE** the same as the number of Active Members on the Bethel's Form 110. Be certain you have included all those who became Majority Members (date of birth determines Majority, not date of Majority Ceremony).

Annual Report — following is the basic information for completing the form.

1. You will need to complete all **three** (3) copies of Form 110 that are enclosed. **Be certain that you put the Bethel seal on each copy.** **Keep one copy for your file and send the other two copies back to me.** The following information is required to complete this form:
 - a. The date that the Form 990 E was filed with IRS.
 - b. **The total amount sent to the Grand Secretary for Education/Promotional Fund prior to December 31. This is part of a Supreme report which is for the period from January 1 to December 31.**
 - i. If you are sending in Educational / Promotional Funds with this report, please put that amount in a separate check with a notation "Edu / Promo Fund". It will be credited to your Bethel in the 2022 report to Supreme.
 - c. Amount in Treasury **must** include all financial accounts whether they be checking, savings, or accounts for Members, as well as any CDs as of December 31, 2022.
 - d. The Bethel meeting date and time has been added to the report.

2. Back of Page. Fill in all necessary blanks.
 - a. Number of Members Enrolled on January 1, 2022 — this figure must be the same as reported to the Supreme Guardian Council. If there is a discrepancy, you must use the figure shown by the Supreme Office.
 - b. Supreme requires the birthday of all members initiated.
 - c. Dual memberships — those members who also belong to a Bethel in another jurisdiction.
3. Supreme Membership List — Computer printout.
 - a. If you found you made a mistake on last year's report, adjust it within the contents of the back page.
 - b. It is **MANDATORY** from Supreme that this printout be updated and returned. Do not make extra work by typing a separate sheet. **I must have the original computer printout returned to me.** Be sure to make a copy for your files.
 - c. Check names and addresses of the Active members listed. If there are any corrections, line out what is wrong and with **pen** (not pencil) write in the change above the line.
 - d. New Initiates — list the name, birthday, address, initiation date of each Daughter, at the END of the printout listing. The Supreme Office will put it in alphabetical order.
4. Supreme/Nebraska Grand Guardian Council fees:
 - a. The Supreme Insurance does NOT cover paraphernalia. The increase in insurance fees is due to the Youth Protection Program that has been implemented. The cost of insurance has been reduced from \$34.09 to \$7.65 per Daughter. The GGC is paying the additional fee of 26.44 per daughter from the funds given to us by Nebraska Grand Lodge.
 - b. The Supreme and Grand Guardian Council fees are as listed.

Go-for-the-Gold / Dad Walt Miller Membership Award

1. The Go-for-the Gold and the Dad Walt Miller Award tracking are on a single form. Make a copy for each Daughter, as needed.
2. Complete the form for all Daughters who signed a petition for a Daughter initiated in 2022. The Daughters will be acknowledged at the 2023 Grand Session.
3. Although attendance at Grand Session is not required, the Grand Guardian Council wants to acknowledge those Daughters who have brought in new members.

Reminder — I must receive your Annual Report in my office on or before January 31, 2023. Please help me by double-checking all the information before returning it to me. See SOP — Bethel Guardian Council-4 Section 1:

1. A fine of twenty dollars (\$20.00) shall be paid by the Executive members of the Bethel Guardian Council who fail to file the Annual Report Form 110 and remit fees by January 31.
2. A fine of fifteen dollars (\$15.00) shall be paid by the Executive members of the Bethel Guardian Council who fail to include the last financial statement for all Bethel accounts with the Annual Report, which must be received by the Grand Secretary no later than January 31.
3. A fine of fifteen dollars (\$15.00) shall be paid by the Executive members of the Bethel Guardian Council who fail to file an inventory of the Properties of the Bethel with the Grand Secretary by January 31. This inventory shall be updated or confirmed as correct each year.

If you have a problem making this deadline, call me or email me. If you email, I normally respond within 24 hours, so you can be certain that I did receive the email.

If you have any questions, call me (402-571-6664) or email me at Denisekhamilton@gmail.com.

Thank you for all your work this year and your assistance in getting the Annual Report done in a timely manner.

In Job's Friendship,

Denise Hamilton
Grand Secretary