



REPORTS DUE FOR CONSISTORIES

Created by GIG Joseph W. Burwell, #218



REPORT TYPE	DUE DATE	SEND TO WHOM	CURRENT CONTACT	PAYMENT INFORMATION	# OF COPIES
United Supreme Council					
Semi Annual Report (USC Form)	January 5 (covers what has happened from July to Dec)	Overseer of the Works for your Area	Coastal- SGIG Herb Caviness Lower- GIG Thomas Bonds Mountain- GIG Clarence Barnett Jr. Upper- GIG Linwood Lane	Check payable to United Supreme Council (mailed with report)	3 (be sure to include the roster originally sent to you)
Semi Annual Report (USC Form)	July 5 (covers what has happened from Jan to June)	Overseer of the Works for your Area	Coastal- SGIG Herb Caviness Lower- GIG Thomas Bonds Mountain- GIG Clarence Barnett Jr. Upper- GIG Linwood Lane	Check payable to United Supreme Council (mailed with report)	3 (be sure to include the roster originally sent to you)
Dr. G. Wesley Allen COD					
NC Annual Report (DGWA COD Form)	January 10 (covers what has happened all the calendar year)	Grand Secretary	GIG Shawnta Best P O Box 366 Stantonsburg, NC 27883 Ksa.dr.gwacod@gmail.com	Check payable to Dr. G. Wesley Allen NCCOD (mailed with report)	3 (be sure to include roster created by you as of Dec 31)
COD Awards of the Year	March 1	Awards Chairman		None	1 (for each award submission)
Taxes (IRS 990 N Form)	May 15	IRS	www.irs.gov	None	
Year End Report ***See contents at end of chart***	Dec meeting date for the Consistory & elections	Overseer of the Works for your Area	Coastal- SGIG Herb Caviness Lower- GIG Thomas Bonds Mountain- GIG Clarence Barnett Jr. Upper- GIG Linwood Lane	None	3
Election Report for Consistory	5 days after election (if not already included in the Year End Report)	Overseer of the Works for your Area	Coastal- SGIG Herb Caviness Lower- GIG Thomas Bonds Mountain- GIG Clarence Barnett Jr. Upper- GIG Linwood Lane	None	1

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Upper Piedmont Area Only					
UPA/ Charity Fund Annual Report	January 10	Grand Secretary	GIG Larry Briggs 1311 Hearthside St Durham NC 27707 Lb1945@aol.com	Check payable to Upper Piedmont Region/Charity Fund (mailed with report)	1
Sick & Distress	2 weeks prior to UPA meeting in March, June, and September	Regional Committee Member	GIG Cosmo Kenton P O Box 218 Como NC 27828 natmed@embarqmail.com	None	1
Coastal Plains Area Only					
Coastal Charity Fund Annual Report		Overseer	SGIG Herb Caviness herbcaviness@gmail.com		
Sick & Distress	At the Coastal area meeting in March, September, and December	Bring to each Area Meeting	Each Consistory reports on their sick and distress LL Tina Jones sends out the cards for the occasion		
Lower Piedmont Area Only					
Lower Charity Fund Annual Report		Overseer	GIG Thomas Bond, Jr. 102 Weldon Dr Dudley, NC 28333 Shakar12@aol.com		
Sick & Distress	At the Lower area meeting in March and September	GIG Donald Thomas	GIG Donald Thomas 1937 Augustus Dr Rocky Mount, NC 27801 d.1940@hotmail.com		

Year End Report Contents

Meeting Overview and Key Dates for Upcoming Year
Proposed Budget for the Upcoming Year
Inventory for the Current Year
Baluster from November Meeting
Treasurer Report from November
Agenda for the December Meeting
Stewardship Reports for Commander-In-Chief, 1st Lt, 2nd Lt, KSA, and Treasurer
Audit Report
IRS 990 N

Nominating Committee Report Consistory
Election Report Consistory
Nominating Committee Report Lodge of Perfection
Election Report Lodge of Perfection
Nominating Committee Report Chapter of Rose Croix
Election Report Chapter of Rose Croix
Nominating Committee Report Council of Kadosh
Election Report Council of Kadosh