

Provincial Grand Royal Arch Chapter of Lanarkshire (Middle Ward)

ANNUAL BOOK INSPECTION / VISITATION REPORT for Year ended 24th AUGUST 20

FOR

LODGE & COUNCIL No.

W.C.N. / M.E.C. _____

Recorder / Chancellor _____

Treasurer _____

Date Books Examined on: _____

Examined by: _____

Rank: _____

Signature: _____

RECORDS PRESENTED - RECORDER

Attendance Book

1 Is the book properly signed at each meeting?

2 Check that at least **seven** Companions were present at each Meeting.

Statistics

Number of Meetings held _____

Total attendance _____

Average Attendance _____

Best Attendance _____ on _____

Minute Book - Examine each minute and ascertain that there is recorded:

1 The date and place of meeting.

2 The names of at least **seven** Companions who were present.

3 The full details of each Candidate and the names of his Proposer and Seconder.

4 The names of the elected Office Bearers in the minute of the Election Meeting.

5 Ascertain that all necessary dispensations have been obtained.

Statistics

Number of Candidates: _____

Number of Affiliates: _____

Any Obituaries: _____ Names: _____

L. & C.'s **within** Province invited to perform degrees _____

L. & C.'s **outwith** Province invited to perform degrees _____

Invitations received from **within** Province to confer degrees _____

Invitations received from **outwith** Province to confer degrees _____