



Most Worshipful Prince Hall Grand Lodge

Free and Accepted Masons, State of California, Inc.

Location of Grand East

9027 S. Figueroa St., Los Angeles, California 90003-3229

(323) 242-2393 Office – (323) 754-2930 Fax



M.W. Grand Master
Samuel T. King

R.W. Grand Secretary
Billy G. Harrington

District Deputy Grand Master Official Visit Report Form

Lodge #

Address

City

Zip Code

Lodge Phone

Is the Lodge meeting on a Prince Hall owned property? Yes No

If no, what is the meeting location?

What is the total Lodge membership? How many were present at the meeting?

The Official Visit was held on which meeting? Stated Intermediate

How many officers were present at opening? Number Absent Number late

Was the Lodge Proficient during the opening? Yes No

Individual Officer Proficiency during the Opening

WM.	Good	Fair	Needs Improvement
SW.	Good	Fair	Needs Improvement
JW.	Good	Fair	Needs Improvement
Trea.	Good	Fair	Needs Improvement
Sec.	Good	Fair	Needs Improvement
Chap.	Good	Fair	Needs Improvement

Was a Degree conferred? No Yes If yes, which Degree?

Was the Lodge Proficient in the Degree? Yes No

Were Petitions checked for correct entries? Yes No

Was Initiation fee paid? Yes No Amount Paid in advance? Yes No

Have appropriate fees been forwarded to the Grand Lodge? Yes No

14. How much is the Membership Dues: Monthly Annual

15. Were any assessments paid? Yes No How much?

What was the purpose?

(Other than Grand Lodge Taxes)

LODGE MINUTES

16. Is balloting on candidates in the minutes? Yes No

17. Was the candidates' proficiency recorded in the minutes? Yes No On the petition?

(Candidate proficiency for advancement may be made during an Intermediate meeting)

18. Were the minutes of the Lodge recorded in ink, in a bound book, with numbered pages? Yes No

19. Did the minutes have the signatures of the Worshipful Master and Secretary? Yes No

20. Were all listed bills paid individually, by order of the Worshipful Master, supported by a proper motion, seconded and carried? Yes No

21. Did the Lodge have the following required record books? Yes No

Bound Minute Book Secretary Scratch Notebook Bookkeeping Ledger
Duplicate Receipt Dues Book Warrant Book Check Book

Auditors Report File

Was a copy of the Audit report copy sent to the Grand Master? Yes No

22. Did the Lodge have the required "A File" items? Yes No

Grand Master and Grand Lecturer's Itinerary

Constitution Insurance Report Membership Report Membership List

Worshipful Master Report to G.L Lodge By-Laws Growth Management Book

Ritual Protocol Book D.D.G.M. Handbook Publications List Journey into Light

Reporting Deadlines Audit Book Mackey Jurisprudence Worshipful Master Assistant
Secretary/Treasurer Workbook Emergency Data File Widows and Bereaved Families Book

Previous Years Grand Lodge Proceedings Dispensation Policy Charity and Benevolence Policy

23. List all Bank Accounts, Investment accounts and Social Club accounts

Type	IRS-No.
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Account Balance(s)

Checking	Savings	Scholarship Fund
Social Club	Youth Council	

Three signatures are required on all accounts, the Worshipful Master must be one.

24. What are the sources of Lodge income other than dues and/or assessments?

25. Has a Budget been prepared and approved by the Lodge? Yes No

26. Are the Officers bonded? Must be with Grand Lodge Yes No

27. A Post Office Box is required for Lodges meeting in other than a Prince Hall owned Lodge Halls

Does the Lodge have a P.O Box? Yes No

P.O. Box Number:	City:	Zip code
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28. Does the Lodge have a Safety Deposit Box? Yes No

29. Describe the Worshipful Master's Programs and scheduled activities:

30. Good of the order: Include any constructive remarks on any phase of the Grand Lodge Program, it's elected or appointed officers.

31. Was the Lodge Proficient during the closing? Yes No

32. Individual Officer Proficiency during the Closing:

WM.	Good		Fair		Needs Improvement	
SW.	Good		Fair		Needs Improvement	
JW.	Good		Fair		Needs Improvement	
Trea.	Good		Fair		Needs Improvement	
Sec.	Good		Fair		Needs Improvement	
Chap.	Good		Fair		Needs Improvement	

33. District Deputy Grand Master Observations and Recommendations

This report must be signed by the Worshipful Master, the Lodge Secretary and the District Deputy Grand Master. The Seal of the Lodge must also be attached or stamped.

Worshipful Master R.W. District Deputy Grand Master, District #

Seal

Lodge Secretary Date of Official Visit

Report shall be made out in triplicate; the original, after obtaining the required signatures, to the Right Worshipful Deputy Grand Master "A" copy shall be sent to the Right Worshipful Grand Lecturer and to the Lodge for its records. The District Deputy Grand Master should also keep a copy for his records. Portions of the report may be completed prior to meeting; The Worshipful Master of the Lodge should read the completed report in the Lodge.

Attachments cc: R.W. Grand Lecturer, Brian J. Macon