



The Grand Lodge of Antient Free and Accepted Masons of Scotland

Charles Iain R. Wolrige Gordon of Esslemont Grand Master Mason

David M Begg CA Grand Secretary

February 2016

TO ALL PROVINCIAL GRAND MASTERS AND SECRETARIES

Dear Sir and Brother,

Annual Examination of Lodge Books

The Information and Communications Committee have been made aware that there is no standard practice with regard to the Annual Examination of a Daughter Lodge's Books.

Some Provincial Grand Lodges (PGL's) make use of a 'check list' during the course of their Annual Examination. Others have no check list whatsoever.

The Committee believe that for the assistance of Lodge's and PGL's a standard 'check list should henceforth be used throughout Scotland. Attached is such a check list that now should be adopted as the minimum necessary when examining a Daughter Lodge's records. It is expected that this will greatly assist Daughter Lodges in adopting 'best practice' regarding Lodge records.

PGL's are free to add to this check list to suit their particular area but the use of attached check list provides a minimum standard for all Daughter Lodges.

When the PGM submits his Annual Report to Grand Lodge this check list ought to provide sufficient material for him to comment on the strengths and weakness of Lodges in his province.

As the personal representative of the Grand Master Mason, Brother Charles Iain R. Wolrige Gordon of Esslemont, he thanks you for implementing this method of assisting your Daughter Lodges.

Yours sincerely and fraternally

David M. Begg, CA
Grand Secretary



The Provincial Grand Lodge of XXXXXXXX

Annual Inspection of the records of Lodge..... No..... Date.....

Petition Book

- 1) Is the book signed by the candidates, proposers and seconders? (*Law 166*) Yes/No
- 2) Do the dates correspond with the other Lodge books? Yes/No
- 3) How many proposed candidates were rejected in the previous 12 months?
- 4) How many applications for Affiliations were rejected in the previous 12 months?

Roll Book

- 5) Do the entries agree with those in other books? (*Law 190*) Yes/No
- 6) Is there an up to date Roll of Qualified Members? (*Law 190*) Yes/No

Annual Dues

- 7) Have dues to PGL and GLoS been paid and receipted? Yes/No

Sederunt Book

- 8) Are Office-bearers and Brethren signing the book clearly? Yes/No

Minute Book

- 9) Is the book generally well kept? (*Law 142*) Yes/No
- 10) Do the reports of the Enquiry Committee Meetings record the names of those attending and state that the candidate, proposer and seconder were interviewed separately? (*4th Schedule, Item 6*) Yes/No
- 11) Do the minutes confirm which Brethren Nominated, Elected and subsequently Installed? Yes/No
- 12) Does the Election Minute record that the current Constitution and Laws of the Grand Lodge of Scotland was available on the Master's dais? Yes/No
- 13) Does the election meeting record that the minutes of the nomination and election was conducted in the Master Masons' degree? (*Laws 134 and 135*) Yes/No
- 14) Is it recorded in the Installation Minute that that the Aims and Relationships of the Scottish Craft were read? (*Law 138*) Yes/No
- 15) Is the appointment of a Lodge Examiner named and properly minuted? Yes/No
- 16) Are all the minutes which **have been passed in open Lodge** signed by the Master and Secretary and dated? (*Law 163*) Yes/No
- 17) Has the approval of the examined and docketed accounts been minuted? (*Law 155*) Yes/No

18) Were the accounts of the Lodge approved within 4 months of the Financial Year end (e.g. 31st August) (*6th Schedule, Item 18*) Yes/No

19) Is it recorded in the Minute Book that letters from Grand Lodge headed '**To Be Read in Open Lodge**' were so read? (a list of such letters will be provided to PGL's annually) Yes/No

If the Minute Book is word processed:

20) Has acid free paper been used to print the Minutes? Yes/No

21) Are there any signs that correction fluids have been used? Yes/No

22) Is each page signed by the Master and Secretary? Yes/No

23) Do they have consecutively numbered pages? Yes/No

24) Are they bound every three years? (*Law 190*) Yes/No

Lodge Bye-laws

25) Are they up to date? Yes/No

26) What was the date they were last approved?

27) What is the current fee for Initiation as per the Bye-laws? £.....

Initiation, Passing, Raising and Advancing

28) Are the timescales in accordance with Grand Lodge Laws? (*Laws 171, 175 & 176*) Yes/No

29) Are EA degrees conferred by Lodges within the province? Yes/No

30) Is the full Name and Rank of the Brother who carried out the Obligation at the conferral of each degree recorded in the Minute Book? (*Law 179*) Yes/No

31) Is it minuted that the candidate was presented with a copy of:

- The Lodge's Bye-Laws? (*Law 171*) Yes/No

- A current copy of Grand Lodge of Scotland Constitution & Laws? (*Law 171*) Yes/No

- A current copy of the Grand Lodge of Scotland Year Book? (*Law 63*) Yes/No

32) Is it minuted that he was presented with his Master Masons' certificate (*Law 224*) Yes/No

33) Is the Mark of each Brother who was Advanced recorded in the Lodge's Mark Register? Yes/No

34) Is it minuted that the newly Advanced Brother was provided with a personal Mark Registration Card? Yes/No

Notice of Motion

35) Are all NoM within the correct timescale? (*Laws 164 and 165*)

Statistics

- 36) Number of Regular Meetings
- 37) Number of Special Meetings
- 38) Number of General Committee Meetings
- 39) Average Attendance
- 40) Average Collection £.....
- 41) Number of Initiates
- 42) PGL Collection (from previous A.V.) £.....
- 43) GL Collection (from Installation Meeting) £.....

Lodge Premises

- 44) If the Lodge owns its' own premises is it insured for the full value (i.e. when was the property last valued for insurance purposes and what was the amount?) £.....
- 45) Does the Lodge have insurance for contents? (Regalia, furniture etc.) £.....
- 46) If the Lodge rents its' property to third parties (including other Lodges) does it hold Public Liability Insurance? £.....
- 47) When were the premises last inspected by the Scottish Fire and Rescue Service?
- 48) If the Lodge has a bar or sells alcohol is the licence (issued by the local authority) up to date and is the licence holder named and still in good standing with the Lodge?

Signature of the Master

Signature of the Secretary

Signature of the Brother(s) who examined the Lodge records

Examiner's Lodge Name and Number
(*Note: the examiner cannot examine his own Lodge's records*)

Date