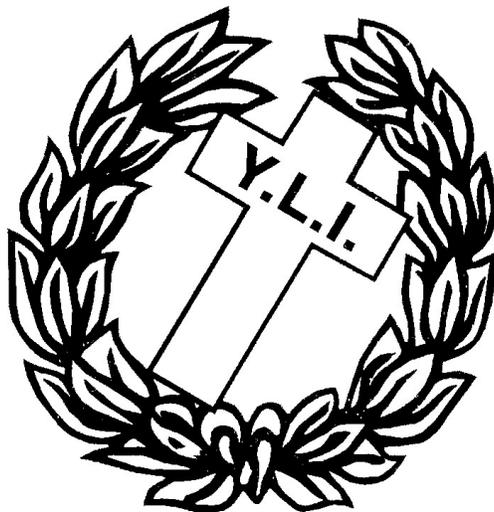


YOUNG LADIES' GRAND INSTITUTE



INSTRUCTIONS *for* TRUSTEES

YLI Form 0023

(REVISED MARCH 5, 2022)

INSTRUCTIONS FOR TRUSTEES

The Trustee position is an important one in the Institute. You are to take an active interest in all Institute business. Each Trustee must have individual copies of each desk officer's instructions. These may be passed on with each new board. They should also have access to the YLI Constitution.

The Board of Trustees shall meet immediately after being elected to office to elect their chairman. Give the chairman's name to the President and Recording Secretary for their records.

DUTIES AT INSTITUTE MEETING

1. The Board of Trustees shall review and verify all bills presented for payment. The Chairman of the Board or designee shall read the bills aloud. The motion to accept the bills is made by the Chairman unless there is a bill for that member.
2. Bills are either approved for payment by the Board of Trustees or through a motion from the floor under Reports of Committees or New Business, **but not both ways**.
3. A voucher could be attached to each individual bill or a group of bills from one member. The blank vouchers would be kept on the Recording Secretary's desk for members to attach to their bill(s) before the meeting. (See sample).

TRUSTEE'S QUARTERLY REPORT

1. The chairman will set up a Trustees' meeting at the beginning of each Quarter (July, October, January, and April) to audit the books prior to the meeting in that month. If the Institute meets twice a month the audit should be completed and read at the first meeting. The purpose of the audit is to see that all records, receipts, and disbursements are entered correctly and inform any officer of corrections.
2. The Chairman will notify the desk officers when and where to bring their books for the audit. The chairman is responsible to have the necessary worksheets, blank Quarterly Report Form (use current YLI form), and calculator available at each audit. All outdated quarterly report forms are to be destroyed and not used. Please request a copy of the form via the mail, or email from the Grand Secretary, or download it from the website (ylionline.org). The downloaded form can be completed on the computer and printed.
3. Only the Trustees work on the books at the quarterly report audit. The desk officers are not present at the quarterly audits. However, the Chairman is allowed to contact a desk officer for clarifications.
4. All of the Trustees are to be present for the audit. Notify the President if the majority of Trustees cannot be available. The President will appoint a member (not a desk officer) to fill in for the absent Trustee for that audit.

5. The chairman, or someone she designates on her committee, will prepare the Quarterly Report Form after the audit had been completed. (Per the Constitution Article XIX, Section 3). Three copies shall be made; **two copies along with the assessment check** are sent to the Grand Secretary's office within 30 days of the close of the quarter by the Recording Secretary. One copy is retained by the Recording Secretary. The Chairman should maintain a copy of the quarterly report with worksheets for reference to prepare the reports for the rest of the year. A minimum of 18 months should be retained to have for reference when the Grand Institute requests the Institute books for Audit. (Grand Institute Audits occur every five years)
6. The quarterly report audit gives the Trustees an opportunity to verify that the books are in good order, check the general standing of the Institute funds, and membership count. The Constitution is the guide.
7. Only the Trustees and/or appointees who compile the audit may sign the Quarterly Report Form.
8. The Institute Deputy is to attend one Quarterly Report meeting. The chairman is to inform the Deputy of the date, time, and place of each meeting until she is able to attend. The first or second meeting is recommended.

AN INSTITUTE WITH THREE TRUSTEES: One Trustee reads the Minutes of that quarter. She reads motions. Second Trustee checks the Financial Secretary's Day Book. The third Trustee checks the Treasurer's books. One Trustee checks the Warrant slips and one the Duplicate Deposit slips. The Trustee checking the Day Book also keeps track of the money disbursed on the Disbursements worksheet (See sample). Trustee checking the Treasurer's Books also keeps track of the income money on the Income worksheet (See sample). One Trustee reviews the reconciled bank statements. It is recommended to rotate jobs each Quarter.

AN INSTITUTE WITH FIVE TRUSTEES: One Trustee reads the Minutes of that quarter. The second Trustee checks the Financial Secretary's Day Book, the third Trustee checks the Treasurer's book/check stubs, the fourth Trustee checks the Warrant slips and keeps track of the money on the Income worksheet (see sample) and the fifth Trustee checks the Duplicate deposit slips and keeps track of the money on the Disbursements worksheet (See sample).

PROCEDURE AUDITING BOOKS FOR QUARTERLY REPORT

READING THE MINUTES

1. The Trustee reading the Minutes for each meeting reads the **motions:** bills, interest, voided/returned checks, Receipts of the Meeting, suspensions, initiations, and deaths. She also reads the amount of the duplicate deposit slip(s).
2. The Day Book, Treasurer's Book and check stubs are checked to see that the amounts in Income and Disbursements have been made and all books agree. If not, then a note is to be written to each officer to find what the correct amount is. The duplicate deposit slips are

checked to see that they are the same amount written in the Minutes and on the check stubs. The dates for the duplicate deposit slips must also match.

3. The Warrant slip is checked to see if filled in correctly: At the top, Institute Name and number and the date. To whom the check is written, for what purpose, the amount of check, Account (if your Institute uses this method to keep track of Funds,) and the check number. No notations are to be written on the Warrant slip. For example, a total at the bottom, address of payees, arrows indicating one check was written for two entries or running totals of Accounts. Make sure warrant slips are signed by the President and Recording Secretary. Transfers are listed at the bottom of the last page.
4. Check that the entries are the same in each book. For example, Membership Tea is written the same way in the Minutes, Day Book, and Treasurer's Book. Rather than Membership Tea in one book and Tea in the others. The entries are to be consistent.
5. Checks written to Grand Institute are written to: Young Ladies' Grand Institute or YLGI. Each officer's gift is to be written on a separate line in the Treasurer's Book and on the Warrant Slip.
6. As the amounts are read, a pencil dot is placed next to the amount to verify it is in the book.
7. When the reading of each set of Minutes is finished, the Treasurer's book and Financial Secretary's book are checked to see if all entries have a dot, if not, then a note is written to the Recording Secretary for an omission in the Minutes.
8. Any corrections or questions regarding an entry are written on a separate sheet of paper to each officer. The sheet is inserted in the books for the officer to go over. A sticky note can also be used and placed at the point of the error for easy correction. **Never write in the books.** Keep a copy of the corrections and check at the next audit to see if corrections have been made. It is very important that the books be kept in good order, especially the member's Ledger page.
9. The ledger page entries are checked with the dues entered in the Day Book to verify dues have been entered properly with the same date (postmark date) entered in both places. The ledger page is also checked for the correct information. (Original initiation date, transfer date, correct address, roll number, etc.) This information must also agree with the Roll Book.
10. Verify the bank statement is being balanced each month. Also review any savings accounts or CDs, or other accounts.
11. The membership count agrees with the total of the Financial Secretary.
12. Voided checks and check numbers are entered on the Trustee's worksheet under **Income**. If a check is reissued, it is entered in **Disbursements**, to whom the check was made payable, and the check number. A fee on a returned check and the amount of the check must be and check stubs.

13. Under New Business make sure a motion was made to accept charges for printing new checks and any bank service charges. These are to be entered in the Treasurer's book under disbursements (there must be a motion to accept bank charges). A subtotal is made after checks are written, then the bank charges are listed, and a final total is given.
14. The Treasurer's Book shows the transfer of funds from checking to savings or savings to checking. The transaction must be entered in both Income and Disbursements. Again this comes after a subtotal.
15. Transfers from one account to another are recorded after the work of the meeting as a receipt and disbursement. It is not added to the meeting totals. There will be a separate entry in the Treasurer Book Quarterly Proof which will reflect all of the transfers in one total which then is added on the Quarterly Report. (See sample).

COMPLETE MEMBERSHIP COUNT

The Roll Book and ledger pages must be checked for any changes during the quarter.

1. As the Minutes are read one Trustee writes down the name of members who were initiated, resigned, suspended, deceased, or transferred in or out of the Institute. After the Minutes from the meetings in that quarter are read, check the Roll Book to see if the appropriate notations were made for those members.
2. **HOW TO DO THE MEMBERSHIP TALLY COUNT AND LEDGER PAGE:** The membership count is performed using the ledger pages **only**. At each audit one Trustee calls A (Associate), B (Beneficial), or H (Honorary) from the ledger pages. Two Trustees tally the count. When the caller is finished, the tallies are checked to make sure they agree, if not, the count is done again until the tallies agree. This is done every Quarter.
3. The pages for resigned, deceased, suspended, or transferred members during that quarter are kept in a separate section of the ledger book until after each Quarterly Report is completed.
4. The count must agree with the Financial Secretary's total.

CHECKING ROLL BOOK

1. The type of membership (B, A, or H) is noted next to the member's roll number.
2. For Beneficial members: check if the beneficiary is correct. Make sure the Recording Secretary notifies the member for a change of Beneficiary (see sample). Only the member writes in her beneficiary when she is initiated. The name first written in the Roll Book is not to be crossed out with a new name written in. Only a note written with ink signed and dated by the member and attached to the Roll Book on her page is an acceptable form of change in beneficiary. Some Recording Secretaries maintain a separate book for Beneficiary changes to keep the Roll Book neater. A note to that effect should be made in the Roll Book.

3. For a suspended, resigned, deceased or transferred member, verify that the appropriate information has been written in the Remarks column.
4. Verify an Initiated member's name, Roll number and page numbers have been written in the Index.
5. Names, Roll number, and page number are not to be crossed out in the Roll Book Index or in the Roll Book proper.
6. An alphabetical list of the membership is to be kept in the front of the Roll Book. It is to contain the member's name, address, aoll number, type of membership, and date of initiation. This can also be used as a cross-check when counting the membership from the ledger pages. This is not to be used to obtain the membership numbers for the Quarterly Report. It is not a substitute for physically counting the ledger pages.

CHECKING FINANCIAL SECRETARY'S DAY BOOK

1. The top of the page is filled out with the name and number of the Institute and the date of the meeting.
2. **Dues Section:** Dues are credited as of the postmark date or the date they are handed to the Financial Secretary. The blank columns may be set up for Voice of YLI, GJB or other special collections received with the Dues payment. Check that all columns are added horizontally and vertically. Remember that all monies are accepted by motion.
3. **Recapitulation Section:** Interest is written in Interest Section and is not included in the total receipts of the meeting. The money amount is written in the description. Where the money came from, not into which account.
4. **At the Bottom of the Page:** In Received from, the Financial Secretary signs her name and writes in the date. She fills in the Sum of money and writes the amount. The Treasurer signs as receiving the same amount.
5. When a member sits in for the Financial Secretary and/or Treasurer, that member signs her name and writes "Pro Tem" after the signature.

CHECKING THE TREASURER'S BOOK

1. The top of the page is filled out with the name and number of the Institute. The first line has the Balance Forward, the next line the meeting date, and the next line starts the information.
2. Columns are to be totaled after each meeting and at the end of the quarter. More than one meeting may be on a page.

3. The proof is done at the end of each quarter. It can be either on the page with the last meeting or a page of its own.
4. Verify the accounts ledgers if the Treasurer maintains separate accounts from the Institute Fund.

CHECKING MEMBERSHIP INFORMATION ON THE INSIDE PAGES OF THE QUARTERLY REPORT FORM

1. **Suspension and Deaths:** When it is read in the Minutes, enter on the appropriate lines on the inside pages of the Quarterly Report and fill in all asked for information. Verify that the information has been entered on the line of the Member's Roll number in the Roll book and members ledger page. In the case of death, the date of death and the meeting reported are written.
2. **Initiation:** Verify that they signed the Roll book and correct type of membership has been written in the remarks column. If it is a Beneficial member, check to see that a beneficiary has been written in by the member. The member's ledger page is verified for the same information and all necessary spaces are filled in.
3. **Resignations:** Enter on the appropriate lines on the inside pages of the Quarterly Report and fill in all asked for information. Check that the information has been entered in the Roll Book on the line of the Member's Roll number. The postmark date of the resignation letter is the date used. Check the member's ledger page.
4. **All other categories:** See that the proper information was written in.

FILLING OUT THE QUARTERLY REPORT

1. Nothing is written on the Quarterly Report Form until the entire audit is completed. See Quarterly Report Form at the end of these instructions.
2. Complete the worksheets including total income and disbursements, verifying they agree with the Treasurer's Analysis of Amounts Received and Disbursed during the quarter before filling out the Financial Summary, as all of these figures must be identical. If they do not agree, go back and check the figures on the worksheets.
3. **FRONT PAGE:** Young Ladies' Grand Institute number and name (i.e., Young Ladies' Grand Institute 600 St. Nicholas), full date of Quarter reported on (i.e.) July 1, 2022 – September 30, 2022.

Under Income: Be specific where receipts come from, voided check and check numbers are written in income. At the bottom of the column, the quarter transfers are listed as one entry as per the Treasurer's book.

Under Disbursements: Write the specific name where the money is going (i.e.) American Red Cross rather than Grand President's Project. At the bottom of the column, the quarter transfers are listed as one entry as per the Treasurer's book.

Place the final total at the bottom of each section.

4. **INSIDE PAGES:** Refer to Checking Membership information on the inside pages of the Quarterly Report Form.

5. **BACK PAGES:**

Summary of Membership: Use the ending membership count of the last Quarterly Report to begin this Quarterly Report. Fill in appropriate boxes with information and subtotals and total membership at the end of the Quarter. It is not necessary to put in a zero in unfilled boxes.

Arrearage: Write in figures, or if there are none, write a zero in each section. Write dates on which regular meetings were held. If a meeting was not held, or the date was changed, note on next line giving the reason.

Under Assessments: Be sure the correct quarter-ending assessments are used. (Honorary members are not included in assessments; therefore, they do not need to be written in).

Financial Summary: Same as above, use the ending balance from the previous Quarterly Report as the beginning balance.

Fill in the rest of the summary: Fill in the amounts for the checking and savings accounts, with the account numbers. The total of these accounts must agree with the amount remaining at the end of the quarter.

Account Analysis: List all accounts within the Institute (GJB, Grand President's Project, Welfare, etc.) as well as the Unallocated Account (working account) and the Constitution Requirement. All of these amounts also must total the amount remaining at the end of the Quarter. All of these accounts make up the Institute Fund. (Constitution Requirement: see Constitution Article XII Section 2)

List the following information as requested: Government Bonds, Stocks, Notes, CD's, with the value of the property purchased from the Institute Fund.

Signature Section: Only the Trustees and/or an appointee, who worked on the audit, sign the Quarterly Report. The Institute name and number follows Board of Trustees of _____ on the top line.

If more space is needed to write Income or Disbursements, use a separate sheet of paper and write on Quarterly Report "see attached sheet". Staple the sheet to the Quarterly Report.

READING THE QUARTERLY REPORT AT THE MEETING

1. A copy of the quarterly report is given to the President, Recording Secretary and Institute deputy (if present) prior to the meeting so they can follow along. The President and Institute Deputy give their copy to the Recording Secretary following the reading. These copies, which will be sent on to the Grand secretary, are not to be written on.
2. The Chairman (or her appointee) reads the asterisked sections on the back of the page beginning with Summary of Membership section (left side), then Assessments (right side) and final Financial Summary (bottom).
3. The front and inside pages are not read.
4. Two copies of the motions for payment of Quarterly Report assessment, hall rent, officers' gifts, is filled out by the Chairman of the Board of Trustees and given to the person making the motion (not a trustee) and the President prior to the beginning of the meeting. The President then gives her copy to the Recording Secretary for her use when writing the Minutes. (See sample).

CORRECTIONS ON RETURNED QUARTERLY REPORT

It is not necessary to wait until your next meeting when a quarterly report is returned for correction. The Recording Secretary is to give the report to the chairman as soon as she receives it. The Chairman makes the necessary changes and returns it to the Grand Director as soon as possible.

ITEMS NECESSARY FOR AUDITING AND COMPLETING QUARTERLY REPORT

Recording Secretary: Minute Book, Roll Books (Change of Beneficiary book if applicable), Warrant Slips, Duplicate Deposit Slips, Bills, any other records maintained by Recording Secretary.

Financial Secretary: Day Book, Ledger Book, and any accounts that are closed because of transfers, resignations, suspensions, or deaths should be placed in the front or back of the ledger book until after the Quarterly Report.

Treasurer: Treasurer's Ledger, Check Book, reconciled bank statements and canceled checks for the quarter and canceled checks from the previous quarter, list of outstanding checks and bank statements (also essential for bank reconciliation), any special account book kept by the Treasurer. Also, any other statements for example; savings accounts, CDs, Bonds, etc.

QUARTERLY REPORT WORKSHEET
DISBURSEMENTS

HALL RENT	OFFICERS' GIFTS	GJB	POSTAGE
GRAND INSTITUTE ASSESSMENT	GRAND INSTITUTE PER CAPITA TAX	GRAND INSTITUTE DEATH ASSESSMENT	IN/OUT GP GIFT
GRAND PRESIDENT PROGRAM	GPOV/DDOV	DISTRICT EXPENSE	NEWSLETTER
OPPORTUNITY	INSTALLATION	MASS OFFERINGS	VOICE OF YLI
WAYS & MEANS	SCHOLARSHIPS	DONATIONS & AMOUNT (Name of Recipient)	
OTHER	SUPPLIES		

QUARTERLY REPORT WORKSHEET
INCOME

DUES	INITIATION FEE	INTEREST	GB	WAYS & MEANS
	OPPORTUNITY D.	INSTALLATION	OLD TIMER'S NIGHT	CONVENTION
3RD SUN. LENT	GPOV/DDOV	RUMMAGE SALE	VOICE OF YLI	SALE OF SUPPLIES
INSTALLATION	OTHER		DONATION FROM (Name of Recipient)	& AMOUNT
TRANSFER FROM CHECKING ACCT TO SAVINGS ACCT			TRANSFER FROM SAVINGS ACCT TO CHECKING ACCT	

SAMPLE MOTION

WHEN QUARTERLY REPORTS ARE READ

I move the report be accepted, two copies be sent to the Grand Secretary's Office and a check in the amount of \$_____ be drawn to Young Ladies' Grand Institute for the PER CAPITA TAX, GRAND INSTITUTE ASSESSMENT AND DEATH ASSESSMENT. A check in the amount of \$_____ be drawn for hall rent and officers' gifts _____(if paid quarterly).

I move the report be accepted, two copies be sent to the Grand Secretary's Office and a check in the amount of \$_____ be drawn to Young Ladies' Grand Institute for the PER CAPITA TAX, GRAND INSTITUTE ASSESSMENT AND DEATH ASSESSMENT. A check in the amount of \$_____ be drawn for hall rent _____ and officers' gifts (if paid quarterly).

I move the report be accepted, two copies be sent to the Grand Secretary's Office and a check in the amount of \$_____ be drawn to Young Ladies' Grand Institute for the PER CAPITA TAX, GRAND INSTITUTE ASSESSMENT AND DEATH ASSESSMENT. A check in the amount of \$_____ be drawn for hall rent and officers' gifts _____(if paid quarterly).

QUARTERLY REPORT OF BOARD OF TRUSTEES

of St.Mary's Institute No. 300 Young Ladies' Grand Institute

For the Quarter beginning July 1 20 22 and ending September 30 20 22

R E C E I P T S	T O T A L
Initiation Fees	
Dues	283.50
Interest	.62
Golden Jubilee Burse	135.00
Grand President's Program	
Golden Jubilee Burse Cards	25.00
Convention Mileage Re-imbusement	16.80
Ice Cream Social	50.00
Quarter Transfers	100.00
TOTAL	610.92
D I S B U R S E M E N T S	T O T A L
Death Assessment	73.50
Grand Institute Assessment	49.75
Per Capita Tax	416.50
Rent	250.00
Supplies	
Postage	
Printing (Bulletin Expense)	180.00
Officers' Gifts	
Mass Offerings	90.00
Per Diem	
Golden Jubilee Burse	
Grand President's Program	
Other items <i>(Itemize. Please list proper or full name. If donation, please so state.)</i>	
Grand Pres. Official Visit	300.00
President Stipend	60.00
Voice of YLI	400.00
Butcher Funeral Expense	171.28
Convention Mileage	60.00
Grand Pres Homecoming Expense	101.19
Christ the King	367.10
Quarter Transfers	100.00
TOTAL	2,739.57

Note: If a member has changed her name since initiation, please give her present and former names.

DECEASED

NAME	ROLL NO.	DATE OF DEATH	DATE OF MEETING REPORTED	TYPE OF MEMBERSHIP

TRANSFERRED FROM ASSOCIATE TO BENEFICIAL MEMBERSHIP

NAME	ROLL NO.	DATE

TRANSFERRED FROM BENEFICIAL TO ASSOCIATE MEMBERSHIP

NAME	ROLL NO.	DATE

TRANSFERRED TO HONORARY MEMBERSHIP

NAME	ROLL NO.	DATE	PREVIOUS MEMBERSHIP

TRANSFERRED FROM HONORARY MEMBERSHIP

NAME	ROLL NO.	DATE	TYPE OF MEMBERSHIP (B or A)

Please read all asterisked items on this page.

SUMMARY OF MEMBERSHIP*					ASSESSMENTS*	
	BENE.	ASSOC.	HONOR.	TOTAL		
Membership end of last quarter	36	84	3	123	Total Beneficial Membership	35
Initiated					Total Associate Membership	84
Received by Transfer					TOTAL	119
Reinstated					TO BE FILLED IN FOR EACH QUARTERLY RPORT	
Subtotal (gains)					Amount Due for Per Capita Tax	
Transferred to other Institute					(\$3.50 each member each quarter)	
Resigned	1				Total Membership (B & A)	\$416.50
Suspended					Amount Due for Grand Institute Assessment	
Deceased					(\$0.25 cents each member each quarter)	
Subtotal (losses)	1			1	Total Membership (B & A)	\$49.75
<i>(Use plus and minus signs below)</i>					Amount due for Death Assessment	
Transferred Associate to Beneficial					(\$1.05 each Beneficial member each quarter)	
Transferred Beneficial to Associate					Beneficial Membership.	\$73.50
Transferred Associate to Honorary					Amount Below Minimum Requirement \$ _____	
Transferred Beneficial to Honorary						
Transferred Honorary to Beneficial						
Transferred Honorary to Associate						
Total Membership end of Quarter	35	84	3	122		
	BENE.	ASSOC.	HONOR.	TOTAL		
Number of Members in Arrears	0	2	0	0		
DATES ON WHICH REGULAR MEETINGS WERE HELD						
	7-11-22	8-8-22	9-12-22			
If any Regular Meeting was not held, please give reasons						

FINANCIAL SUMMARY*		Total
Amount - - -Beginning of Quarter		\$8,929.79
Received during Quarter		\$ 610.92
Subtotal		\$9,540.71
Disbursed During Quarter		\$2,739.57
Remaining at End of Quarter		\$6,801.14
Investments – Bonds/Stocks (Purchase Value)		\$
GRAND TOTAL		\$6,801.14

Amount in	Wells Fargo Bank, Checking Account	\$4,753.68
Amount in	Wells Fargo Bank, Savings Account	\$2,047.46
TOTAL		\$6,801.14

Bonds/Stocks: list by number	ACCOUNTS ANALYSIS	
Purchase value	Constitution Requirement	\$ 600.00
Date of purchase	Charities	\$1,462.88
Where deposited	Golden Jubilee Burse	\$ 220.00
	Convention	\$ 129.83
	Grand Officer	\$ 144.86
	Working Account	\$3,305.39
Value of property	Scholarship	\$ 938.18
Remarks:	TOTAL	\$6,801.14

Board of Trustees of St. Mary's Institute No. 300 YLI

NOTE: If a member has changed her name since initiation, please give her present and former names.

INITIATED

NAME	ROLL NO.	DATE	TYPE OF MEMBERSHIP

ADMITTED BY TRANSFER CARD

NAME	ROLL NO.	DATE	FROM WHAT INSTITUTE	TYPE OF MEMBERSHIP

REINSTATED

NAME	ROLL NO.	DATE*	TYPE OF MEMBERSHIP	DATE OF SUSPENSION

* *Use postmark or meeting date whichever is earlier. This date must be within 65 days of suspension.*

TRANSFERRED

NAME	ROLL NO.	DATE	TO WHAT INSTITUTE	TYPE OF MEMBERSHIP

RESIGNED

NAME	ROLL NO.	DATE	TYPE OF MEMBERSHIP

SUSPENDED

NAME	ROLL NO.	DATE	CAUSE	TYPE OF MEMBERSHIP

NOTE: If a member has changed her name since initiation, please give her present and former names.

DECEASED

NAME	ROLL NO.	DATE OF DEATH	DATE OF MEETING REPORTED	TYPE OF MEMBERSHIP

TRANSFERRED FROM ASSOCIATE TO BENEFICIAL MEMBERSHIP

NAME	ROLL NO.	DATE

TRANSFERRED FROM BENEFICIAL TO ASSOCIATE MEMBERSHIP

NAME	ROLL NO.	DATE

TRANSFERRED TO HONORARY MEMBERSHIP

NAME	ROLL NO.	DATE	PREVIOUS MEMBERSHIP

TRANSFERRED FROM HONORARY MEMBERSHIP

NAME	ROLL NO.	DATE	TYPE OF MEMBERSHIP (B or A)

Please read all asterisked items on this page.

SUMMARY OF MEMBERSHIP*					ASSESSMENTS*	
	BENE.	ASSOC.	HONOR.	TOTAL		
Membership end of last quarter					Total Beneficial Membership	_____
Initiated					Total Associate Membership	_____
Received by Transfer					TOTAL	_____
Reinstated					TO BE FILLED IN FOR EACH QUARTERLY REPORT	
Subtotal (gains)					Amount due for Per Capita Tax	
Transferred to other Institute					(\$3.50 each member each quarter)	
Resigned					Total Membership (B & A)	\$ _____
Suspended					Amount due for Grand Institute Assessment	
Deceased					(\$0.25 each member each quarter)	
Subtotal (losses)					Total Membership (B & A)	\$ _____
<i>(Use plus and minus signs below)</i>					Amount due for Death Assessment	
Transferred Associate to Beneficial					\$1.05 (each Beneficial Member each quarter)	
Transferred Beneficial to Associate					Beneficial Membership	\$ _____
Transferred Associate to Honorary					Total Amount of check to be drawn . . \$	
Transferred Beneficial to Honorary					Amount below minimum requirement \$	
Transferred Honorary to Beneficial						
Transferred Honorary to Associate						
Total Membership end of Quarter						
	BENE.	ASSOC.	HONOR.	TOTAL		
Number of Members in Arrears						

FINANCIAL SUMMARY*		Total
Amount -- Beginning of Quarter		\$ _____
Received during Quarter		\$ _____
Subtotal		\$ _____
Disbursed During Quarter		\$ _____
Remaining at End of Quarter		\$ _____
Investments – Bonds/Stocks (Purchase Value)		\$ _____
GRAND TOTAL		\$ _____
Amount in	Bank, Checking Account	\$ _____
Amount in	Bank, Savings Account	\$ _____
Amount in	Bank, Savings Account	\$ _____
TOTAL		\$ _____

Bonds/Stocks: list by number	ACCOUNTS ANALYSIS	
Purchase value	Constitution Requirement	\$ _____
Date of purchase		\$ _____
Where deposited		\$ _____
		\$ _____
		\$ _____
		\$ _____
Value of property		\$ _____
Remarks:	TOTAL	\$ _____

Board of Trustees of _____ Institute No. _____ YLI