



**United Grand Imperial Council  
Red Cross of Constantine and Appendant Orders  
United States of America, Mexico and The Philippines**

December 10, 2018

By Electronic Mail

Dear Knight Companion Recorder:

It is again time for you to complete the annual filings required for your conclave. There are three required annual filings with the Grand Recorder:

1. The Annual Return form for the year ending December 31, 2018.
2. The annual Conclave Financial Report for the year ending December 31, 2018.
3. A check, or checks, to cover the Conclave per capita and Sovereign and Viceroy offerings.

**The Conclave per capita is calculated on the Annual Return form. The Sovereign and Viceroy offerings (\$30 total) are not. There is no special form for them. The Sovereign offering is \$20 and the Viceroy offering \$10. These amounts should be added to the per capita due before writing your check.**

The Annual Return form and the Conclave Financial Report form are attached. The forms remain the same as the ones for 2017 and are again in fillable pdf format. The pdf versions do the calculations for you. You fill them in on the computer and then send them to the office as an attachment to an e-mail or by postal mail to the office. You must also send a copy to your Intendant General and keep a copy for your conclave records. If you submit the completed forms by e-mail, be sure to send your check for the per capita and Sovereign and Viceroy offerings (\$30) by postal mail to the office. The check for the per capita and Sovereign and Viceroy offerings (\$30) should accompany your returns if they are filed by postal mail to the office.

If you will complete the forms on a computer, please be sure to go to the Adobe web site ([www.adobe.com](http://www.adobe.com)) and download the most recent version of Adobe Acrobat Reader. It is free, and earlier versions may not work well or may not work at all.

In completing the Annual Return, please make sure that the beginning membership numbers on line 1, page 1 of the 2018 Annual Return are the same as the ending numbers for the previous year (in this case 2017.) If you need to confirm the 2017 ending membership numbers, please contact the office for assistance. There is a place on page 4 to provide contact information for the 2019 Sovereign and Viceroy.

## United Grand Imperial Council

- 2 -

December 10, 2018

Your conclave owes a per capita assessment on any Knight Companion who has been a member of your conclave at any time during calendar year 2018, no matter whether he was installed in 2018, died in 2018, resigned (withdrew, took a demit) in 2018, was suspended in 2018 or was a dual member at any time in 2018. If he was on your membership roll at any time during the year, you pay per capita on him. The first page of the Annual Return is where the amount of per capita your conclave owes will be computed. If you have any questions, do not hesitate to call the office to discuss. If you have transfers from Regular to Emeritus status or back, they must be shown on the Annual Return on lines 11 or 12 on page 1.

Attached to this email is a list of your members and their mailing addresses as currently shown in the UGIC database. Please correct any errors in this list by simply marking them on the attachment. If someone on the list is no longer a member, please indicate how membership ended and the date that it did. Add any members with their addresses and installed (joining) dates who do not appear on the list. If a birth date or installed (joining) date is missing, please add that also. Please add a telephone number and email address for each member, if available. Please then return this list to the office as you have corrected it as soon as it is done but no later than with your Annual Return and Conclave Financial Report.

The Conclave Financial Report remains the same as in 2017. Please be sure to complete this accurately.

**Please do not forget that filing your Annual Return and Conclave Financial Report does NOT satisfy your conclave's obligation to file its annual Form 990-N (e-Postcard) return for small non-profit organizations. This filing is done on line with the IRS at <https://sa.www4.irs.gov/epostcard/>. The annual Form 990-N is due on the 15th day of the fifth month after your year end in the IRS records. Thus, a calendar year conclave must file by May 15th of the next year. Failure to file can and will result in loss of your conclave's tax-exempt status!**

Please remember that the completed Annual Return and Conclave Financial Report forms together with the required check are due in the office no later than the end of February.

If you have any questions or need help with any of these filings, please call the office or send an e-mail.

Yours in Faith, Unity and Zeal,



R. Stephen Doan, KGC  
Grand Recorder

Attachments

cc: Intendants General

United Grand Imperial Council  
 Red Cross of Constantine  
 Annual Return for the Year Ending December 31,

Conclave: \_\_\_\_\_ Number: \_\_\_\_\_

Stationed at: \_\_\_\_\_

Membership Limits: Regular: \_\_\_\_\_ Emeritus: \_\_\_\_\_

Regular    Emeritus    Dual    Total

1. Number of Members on January 1,
2. New Knights Companions Installed during
3. Knight Companions Affiliated during
4. Dual Members Registered during
5. Members Reinstated during
6. Total Who Held Membership at any time during

Total Members x \_\_\_\_\_ = \_\_\_\_\_

Pay Per Capita of \_\_\_\_\_ on the total membership shown in Line 6 above:

Pay Offerings of \_\_\_\_\_ for new Sovereign elected and \_\_\_\_\_ for new Viceroy elected.

7. Demitted
8. Suspended
9. Died
10. Dual Members Lost
11. Transferred Regular to Emeritus
12. Transferred Emeritus to Regular
13. Number of Members on December 31,

Number of Assemblies Held \_\_\_\_\_

Date of Annual Assembly \_\_\_\_\_

Recorder: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

United Grand Imperial Council  
 Red Cross of Constantine  
 Annual Return for the Year Ending December 31,

Conclave:

Number:

Stationed at:

New Knights Companions Installed in			
Full Name	Address	Date of Birth	Date Installed

New Dual Members Registered in		
Name	Home Conclave	Date Elected

Newly Affiliated From Another Conclave in			
Name	Former Conclave	Date of Demit	Date Elected

Reinstated or Reaffiliated in		
Name	Date of Original Installation	Date Elected

United Grand Imperial Council  
 Red Cross of Constantine  
 Annual Return for the Year Ending December 31,

Conclave:

Number:

Stationed at:

Losses (Not Including Dual Members)					
Name	R E	Date of Demit	Date Suspended	Date Died	Past Sovereign

Dual Losses		
Name	Reason (Died, Suspended, Demitted)	Date

Elected to Emeritus Status	
Name	Date

United Grand Imperial Council  
 Red Cross of Constantine  
 Annual Return for the Year Ending December 31,

Conclave:

Number:

Stationed at:

Officers for			Officers for	
Sovereign			Sovereign	
Viceroy			Viceroy	
Senior General			Senior General	
Junior General			Junior General	
Treasurer			Treasurer	
Recorder			Recorder	
Prelate			Prelate	
Prefect			Prefect	
Standard Bearer			Standard Bearer	
Herald			Herald	
Sentinel			Sentinel	
Other			Other	

Officers for	
Sovereign Name:	
Address:	
Home Phone:	Cell Phone:
E-Mail:	
Viceroy Name:	
Address:	
Home Phone:	Cell Phone:
E-Mail:	
Recorder Name:	
Address	
Home Phone:	Cell Phone:
E-Mail:	

**UNITED GRAND IMPERIAL COUNCIL  
RED CROSS OF CONSTANTINE  
IRS GROUP EXEMPTION No. 1486**

Conclave Financial Report for the year ending December 31, \_\_\_\_\_

CONCLAVE \_\_\_\_\_ LOCATION \_\_\_\_\_  
(Name) (City) (State)  
 CONCLAVE NUMBER \_\_\_\_\_ CONCLAVE EIN \_\_\_\_\_

Balance on hand January 1, \_\_\_\_\_ \$ \_\_\_\_\_

Receipts:

Amount received for dues. .... \$ \_\_\_\_\_  
 Amount received for offerings .. .... \$ \_\_\_\_\_  
 Amount received from other sources..... \$ \_\_\_\_\_  
 TOTAL RECEIPTS. .... \$ \_\_\_\_\_

Disbursements:

Meals and entertainment . .... \$ \_\_\_\_\_  
 Printing and Postage..... \$ \_\_\_\_\_  
 Regalia and supplies..... \$ \_\_\_\_\_  
 Grand Imperial Council per capita/offerings..... \$ \_\_\_\_\_  
 Miscellaneous..... \$ \_\_\_\_\_  
 TOTAL DISBURSEMENTS..... \$ \_\_\_\_\_

Balance on hand December 31, \_\_\_\_\_ \$ \_\_\_\_\_

Assets:

Balance on hand December 31, \_\_\_\_\_ \$ \_\_\_\_\_  
 Investment accounts & securities.. .... \$ \_\_\_\_\_  
 Amount owing from members..... \$ \_\_\_\_\_  
 Due from other sources. .... \$ \_\_\_\_\_  
 Paraphernalia/equipment..... \$ \_\_\_\_\_  
 TOTAL ASSETS.. .... \$ \_\_\_\_\_

Liabilities:

Outstanding bills. .... \$ \_\_\_\_\_  
 Miscellaneous (Please itemize on back)..... \$ \_\_\_\_\_  
 TOTAL LIABILITIES..... \$ \_\_\_\_\_  
 NET ASSETS.. .... \$ \_\_\_\_\_

General Information:

Installation fee per individual ..... \$ \_\_\_\_\_  
 Annual dues per individual..... \$ \_\_\_\_\_  
 Are meals included in dues?..... \_\_\_\_\_  
 Total members at year end.. .... \_\_\_\_\_  
 Year of last amendment of By-Laws. .... \_\_\_\_\_