



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

R. Stephen Doan, KGC – Grand Recorder  
6411 Seabryn Drive, Rancho Palos Verdes, California 90275-4755  
Office Telephone: (310) 541-4076  
Office Electronic Mail Address: [grec@redcrossconstantine.org](mailto:grec@redcrossconstantine.org)

December 29, 2022

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 six page Annual Return form for the year ending December 31, 2022.
2. The one page annual Conclave Financial Report for the year ending December 31, 2022.
3. A check, or checks, for 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. NOTE: An offering is only due once in a Knight Companion's lifetime. If the incoming Sovereign has already served as Sovereign and a Sovereign's offering has previously been made, no additional Sovereign offering is due. Similarly, if the incoming Viceroy has already served as Viceroy and a Viceroy's offering has previously been made, no additional Viceroy offering is due.**

The Annual Return form and the Conclave Financial Report form are attached to the e-mail transmitting this letter. The instructions for completing the Annual Return form and the Conclave Financial Report form were written by Gordon A. Davids, KCC and are attached to this letter. 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. Please use the email and postal addresses shown above. 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 2022 Annual Return are the same as the ending numbers for the previous year (in this case

## United Grand Imperial Council

– 2 –

December 29, 2022

2021). If you need to confirm the 2021 ending membership numbers, please contact the office for assistance. There is a place on page 2 to provide contact information for the 2022 Sovereign and Viceroy.

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 2022, no matter whether he was installed in 2022, died in 2022, resigned (withdrew, took a demit) in 2022, was suspended in 2022 or was a dual member at any time in 2022. If he was on your membership roll at any time during 2022, 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.

In years past, the office has attached to this email a list of your members as currently shown in the UGIC database and asked you to correct any errors in this list. As your conclave's membership list is now available to you on line in our new Grand View membership system, I ask that you log into Grand View and make the corrections there. If someone listed in Grand View is no longer a member, please use the function on the right hand side of the member's page to indicate how membership ended and the date that it did. Add any members using the Add function at the top of the membership list. I need to do the clearance step for you before you can proceed with completing the installation date. When you reach that point in your entry, let me know and I will then do the clearance. (This step is required even for those conclaves which are not required to clear its candidates for membership, because of the design of the Grand View system for us.) Please be sure to complete all boxes in the add member dialogue box. If a birth date or installed (joining) date is missing for any member already on the membership page, please add that also. Please add a telephone number and email address for each member, if available. If your conclave's record in Grand View matches your Annual Return, you are only required to complete pages 1 and 2 of the Annual Return. If your conclave's record in Grand View does not match your Annual Return, please advise so that we can resolve the differences between my records and yours before you file your Annual Return.

The Conclave Financial Report remains the same as in 2021. 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.

# United Grand Imperial Council

– 3 –

December 29, 2022

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

Yours in Faith, Unity and Zeal,

A handwritten signature in black ink, appearing to read "R. Stephen Doan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

R. Stephen Doan, KGC  
Grand Recorder

Attachments  
cc: Intendants General

## Notes and Instructions on the 2022 Annual Return and Conclave Financial Report

1. These two reports are in Acrobat.pdf format. They may be completed using Acrobat Reader.
2. The Conclave Financial Report is the same as the 2021 form. If any problems with the form should arise, please let me know and I will try to wave the magic wand.
3. The Annual Return is also the same as the 2021 form.
  - 3.1. Heading information, including the report year (2022) and the conclave name, number and location, are entered in the heading of Page 1 and carry through all pages and items in the return. That information appears throughout the return as simple text in page and section headings.
  - 3.2. Calculated fields are colored light yellow, and they are not framed. They are based on the numeric data in the associated entry fields.
  - 3.3. Entry fields are framed and colored light blue. You may enter any text into some of them with free-form entry, such as a person's name or a street name and number. Some other fields enforce a particular entry format. Those fields take telephone numbers, dates and zip codes.
    - 3.3.1. Phone number fields are set to take ten digits, such as 8885551212, and format them to (###) ###-####, as in (888) 555-1212.
    - 3.3.2. Date fields take most reasonable series of digits to form a date as long as the month, day and year are in that order and separated by a space or a punctuation mark. For instance, February 5, 2022 may be entered as 2 5 2022 and it will appear in the standard format of 02/05/2022.
    - 3.3.3. Zip code fields produce the Zip+4 format, 12345-6789. The entry must include nine digits, but if you do not have the last four, just enter 0000. With a string of nine digits entered, the "-" will be inserted automatically. Address fields on Pages 1 and 2 do not include formatted Zip fields; those addresses are entered in free form. 123450000 will return 12345-0000.
4. Pages 1, 2 and 3 are the same as last year. They include the membership statistics, the list of officers for the report year and the succeeding year, and any changes in status of existing members, including losses and election to Emeritus status. In the unlikely event of a change from Emeritus to Regular status, that KC may be included in the list of "Elected to Emeritus Status" with a note in the free-form field noting (Emeritus to Regular) or similar information. R or E in the second column indicate Regular or Emeritus status of a lost member.
5. Pages 4, 5 and 6 are also the same as for last year. They account for KC's who are added or returned to the conclave. In those cases, we need a full address and other particular information. These pages are the same as last year. The requested information may be entered in a common form.
  - 5.1.1. The four subjects of information are:
    - 5.1.1. New Knights Companions Installed (5)
    - 5.1.2. New Dual Members Registered (2)
    - 5.1.3. Members Newly Affiliated from Other Conclaves (2)
    - 5.1.4. Members Reinstated or Re-affiliated (2)
  - 5.2. The address fields are the same for each of these four groups. The date, phone and Zip fields are set for formatting as noted above.
  - 5.3. If you have more transactions to report than space available in any of those categories, just set up another copy of this report form with the correct heading information and enter the additions in the second copy.
6. At the bottom of Page 6 is a free-form field for any notes or comments that you may wish to include. This would be the place to note that a second copy of the form is attached for added data. Suggestions for improvement are also welcome.

Gordon A. Davids, KCC  
Chairman, Committee on Chartered Conclaves.  
[g.davids@verizon.net](mailto:g.davids@verizon.net)

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:

Officers in			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  
 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: \_\_\_\_\_

**New Knights Companions Installed During Year \_\_\_\_\_**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date Installed \_\_\_\_\_

Mailing Address:

Telephone:

Line 1 \_\_\_\_\_

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

Line 2 \_\_\_\_\_

Office: \_\_\_\_\_

City \_\_\_\_\_

Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date Installed \_\_\_\_\_

Mailing Address:

Telephone:

Line 1 \_\_\_\_\_

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

Line 2 \_\_\_\_\_

Office: \_\_\_\_\_

City \_\_\_\_\_

Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date Installed \_\_\_\_\_

Mailing Address:

Telephone:

Line 1 \_\_\_\_\_

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

Line 2 \_\_\_\_\_

Office: \_\_\_\_\_

City \_\_\_\_\_

Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date Installed \_\_\_\_\_

Mailing Address:

Telephone:

Line 1 \_\_\_\_\_

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

Line 2 \_\_\_\_\_

Office: \_\_\_\_\_

City \_\_\_\_\_

Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date Installed \_\_\_\_\_

Mailing Address:

Telephone:

Line 1 \_\_\_\_\_

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

Line 2 \_\_\_\_\_

Office: \_\_\_\_\_

City \_\_\_\_\_

Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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

---



**United Grand Imperial Council, Red Cross of Constantine  
Annual Return for the year ending December 31, \_\_\_\_\_**

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

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

**New Dual Members Registered During Year \_\_\_\_\_**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date Elected \_\_\_\_\_

Home Conclave \_\_\_\_\_ Stationed at \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Line 1 \_\_\_\_\_ Home: \_\_\_\_\_

Line 2 \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_ Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date Elected \_\_\_\_\_

Home Conclave \_\_\_\_\_ Stationed at \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Line 1 \_\_\_\_\_ Home: \_\_\_\_\_

Line 2 \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_ Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

---

**Members Newly Affiliated From Other Conclaves During Year \_\_\_\_\_**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Former Conclave \_\_\_\_\_ Stationed at \_\_\_\_\_

Date of Demit \_\_\_\_\_ Date Elected \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Line 1 \_\_\_\_\_ Home: \_\_\_\_\_

Line 2 \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_ Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Former Conclave \_\_\_\_\_ Stationed at \_\_\_\_\_

Date of Demit \_\_\_\_\_ Date Elected \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Line 1 \_\_\_\_\_ Home: \_\_\_\_\_

Line 2 \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_ Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

---

**United Grand Imperial Council, Red Cross of Constantine  
Annual Return for the year ending December 31, \_\_\_\_\_**

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

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

**Members Reinstated or Reaffiliated During Year \_\_\_\_\_**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Original Installation \_\_\_\_\_ Date Re-elected \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Line 1 \_\_\_\_\_ Home: \_\_\_\_\_

Line 2 \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_ Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

---

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Original Installation \_\_\_\_\_ Date Re-elected \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Line 1 \_\_\_\_\_ Home: \_\_\_\_\_

Line 2 \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_ Cell: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

---

Added Notes or Comments:

**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. .... \_\_\_\_\_