

CLOSURE OF A LODGE/CHAPTER

Appendix XI

LODGE/CHAPTER CLOSURE CHECK SHEET

LODGE /CHAPTER NAME & No.

	Detail	Date to District	Signed off by co-ordinator	Date to Province	Signed off by Province
1	The Lodge Warrant/Chapter Charter [and any other Warrants/Charters as applicable] have, within seven days of the Final Lodge/Chapter meeting , been delivered and receipted at the Provincial Office.				
2	A list of the details (i.e. names, addresses, and other relevant information) of Lodge/Chapter Widows and any other dependents who are to be transferred to the care of ELMC. (This should be submitted to ELMC as soon as possible after the final meeting).				
3	Payment of £50 for the processing and transportation of items to UGLE/SGC. [Payment to be made to PGL/PGC]. (This payment should be made as soon as possible after the final meeting).				
4	All outstanding dues and debts have been paid or settled. Final Balance Sheets for each account are required. Plus a statement from the Bank indicating that all accounts are closed.				
5	Copy of Annual Return showing payment of final dues to UGL/SGC.				
6	Copy of Annual Return showing payment of final dues to PGL/PGC.				
7	Provision made for the disposal of all surplus funds to ELMC, or as decided by the members.				
8	A list of Lodge/Chapter equipment and artefacts showing the items and where donated. The balance of the equipment and artefacts to be ceded and handed over to Province for dispersal/distribution.				
9	A list of members to whom a Clearance Certificate has been issued stating whether in good standing or not, and if not showing the amount of indebtedness..				
10	Confirmation is given that the Minute Books and other books and records belonging to the Lodge/Chapter (including Attendance Registers) are enclosed, and that the Minute Books run consecutively from consecration to the final meeting. If not the missing dates are indicated.				

I certify that all the items listed above in the Details column and "signed off" are enclosed

APGM/APGP

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Appendix XI

Simplified List of Items required (Aide memoir for the Lodge Secretary/ Chapter Scribe E)

- LODGE WARRANT

- ALL BOOKS
 - Lodge Minute Books
 - Attendance Registers
 - Committee Meeting Books
 - Past Master's Meeting Books
 - Declaration Books
 - Dates of any missing books.

- INVENTORY
 - List of Items donated and to whom
 - List of Items donated to the Provincial Library
 - List of Items donated to the Provincial Museum
 - List of items remaining and ceded to Province.

- ANNUAL RETURNS
 - Copy of the final return to UGL
 - Copy of the final return to PGL.

- LODGE WIDOWS
 - List of all Lodge Widows to be transferred to the care of ELMC
 - Alternatively the name of the Lodge who will care for Widows in future.

- FINANCE
 - The Final years Accounts
 - Final bank statement for each account showing account closed, or a letter from the Bank to the same effect.
 - List of donations made in the final year
 - All outstanding debts have been paid.

- MEMBERS
 - List of Lodges joined
 - List of members who have not joined another Lodge and reason(s) why
 - Copy of signed "Clearance Certificate" with name of recipient left blank.

- MISCELLANEOUS
 - Register of members
 - Any Miscellaneous members record books
 - Any correspondence except that from UGL or PGL.

All these items should be passed to the Amalgamation and Closure Officer who will pass them on to the Provincial Office.