

## CHAPTER 14

### GRAND LODGE REVENUE AND FINANCES

#### GENERAL PROVISIONS

##### Constitutional Provisions

The Particular Lodges under this Jurisdiction shall make Lodge Returns, and shall account for and pay to the Grand Lodge such fees, dues, assessments and revenue at such time as shall be prescribed by Regulations, and until such Returns are made, and dues paid or remitted, no Lodge shall be entitled to representation in the Grand Lodge; *provided*, that members exempted from payment of dues by provisions of this Constitution shall not be included and accounted for in the Returns; *provided further*, that members who have membership in more than one (1) Lodge during the year shall only be accounted for by the Lodge wherein such members first had a membership during the year, except in the case of newly Chartered Lodges. Members whose names appear upon the Returns of the Lodge of which they were former members, and also upon the Returns of newly Chartered Lodges, shall be accounted for by such newly Chartered Lodges only. (1982) (Art. VIII, Sec. 2)

No Officer, Group of Officers, Agency, Board, or Committee of The M.: W.: Grand Lodge, F. & A.M. of Florida, can borrow money or execute any evidence of indebtedness, nor create any debts whatsoever, in the name of the Grand Lodge, nor in the name of any Officer, group of Officers, Agency, Board, or Committee of the said Grand Lodge, unless notice of the amount and purpose thereof is given by the Grand Master, or by his authority, to each Particular Lodge at least sixty (60) days prior to any Grand Communication, and be authorized by a majority vote of Grand Lodge, except that notice to the Particular Lodges shall not be necessary in case of great emergency and necessity resulting from fire, storms, or other acts of God. (Art. VIII, Sec. 3)

The Grand Lodge has the power to assess and collect an annual revenue, adequate to its current demands, and to make such other assessments from time to time, and appropriations, as may be required for its permanent accommodation, the increase of its library, and the preservation and security of its public proceedings and archives; and to do all other matters and things which, in its wisdom, may be

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required and necessary for the general benefit of the Craft in the jurisdiction, not prohibited by this Constitution and the Old Landmarks of Freemasonry. (Art. V, Sec. 6)

**ASSESSMENTS****Regulations**

**14.01** The Grand Lodge will make no assessment upon the Particular Lodges for Grand Lodge purposes, except such as are provided for in the Constitution.

**14.02** No increase in per capita tax or other assessments shall be levied against the members of Particular Lodges without due notice to the Particular Lodges by the Grand Secretary 60 days prior to the next Annual Grand Communication of the Grand Lodge, that such proposed per capita tax or other assessment will then be considered; *provided*, that in case of extreme emergency this Regulation may be waived by vote of the Grand Lodge, by a show of hands.

Any member of the Grand Lodge or any Particular Lodge desiring to propose an increase in per capita tax or other assessment shall file a copy thereof in the Grand Secretary's Office at least 75 days prior to the next Annual Grand Communication.

**14.03** The sum of \$5.00 from the moneys accompanying each petition for the E.A. Degree accepted by the Lodge, shall be set aside and paid to the Grand Secretary at the time of payment of their dues, for future necessary buildings at the Masonic Home, said moneys to be deposited in an appropriate Reserve Account. Each year there shall be added to such account a sum for interest based on average interest earned by investment of all Grand Lodge Reserve Funds.

**14.04** Each Particular Lodge shall pay to the Grand Lodge, in addition to all other dues, assessments, and revenue the sum of five dollars (\$5.00) to be collected from each petitioner for the Degrees as a contribution to the construction, maintenance, and preservation of a National Monument under care, supervision, and direction of the George Washington Masonic National Memorial Association. (1981)

**14.05** ~~Effective with the annual dues return to Grand Lodge for 2004, a special one time assessment of \$3.00 per dues paying member is hereby assessed against each Particular Lodge for Grand Lodge purposes, projects, and expenses. (2003)~~

The amount of the per capita tax shall be increased from its current annual amount of \$14.00 to \$20.00 in 2014 and thereafter. (2014) (2015 Proc. 344-345)

**References**

Vote in Grand Lodge on any tax or assessment upon Lodges or members shall be taken in the same manner as voting for Grand Officers. Reg. 12.14

**DATA PROCESSING****Regulations**

**14.06** A Data Processing Lodge Membership and Annual Return Centralized System is hereby established under supervision and direction of and in accordance with rules promulgated by the Corporate Board. The development and implementation of such system and the purpose for which the same shall be used and employed shall be in accordance with appropriate Resolution and Regulation adopted and specific appropriations made therefore by the Grand Lodge in Annual Grand Communication.

**RETURNS ON ASSESSMENTS****Regulations**

**14.07** At the time of making up Lodge Returns hereafter, the Particular Lodges of this Grand Jurisdiction shall be permitted to take credit for, or deduct, Grand Lodge dues and assessments for all those whose names appear in the "Exhibit of Losses" column, as suspended for non-payment of dues, and those who may have died during the year without having paid dues.

When a member suspended for non-payment of dues by a Particular Lodge is reinstated, the Particular Lodge shall account to Grand Lodge for arrearages of such member.

No Lodge shall reinstate a suspended member without collecting or remitting current year's dues, but in case of remission of dues, the Lodge shall account to Grand Lodge for Grand Lodge per capita.

Only the Grand Lodge, or the Grand Master, can remit any portion of arrearages of a suspended member, suspended for non-payment of dues.

**PENALTIES FOR DELAY IN PAYMENT****Regulations**

**14.08** All Grand Lodge dues and assessments shall be paid in full on or before February 15<sup>th</sup> of each year and a penalty of \$50.00 or 5% of the balance past due, whichever is greater, shall be assessed against each Lodge failing so to do, which penal sum shall be paid to the Grand Secretary at the time of payment of delinquent dues and assessments. (2010)

## BEQUESTS AND DEVISES TO ENDOWMENT FUND

### Regulations

**14.09** All bequests and devises made to The Grand Lodge of Florida for the use and benefit of the Masonic Home of Florida, shall be credited and added to the Masonic Home Endowment Fund unless specific directions otherwise have been made by the donor. (1991)

## GRAND LODGE FINANCE AND ACCOUNTS THE CORPORATE BOARD (Formerly The Budget Commission)

### Constitutional Provisions (Refer to Art. XIV)

#### Section 1. Budget System Established—

(1) The Funds and finances of the Grand Lodge shall be managed, invested and expended in accordance with an annual Budget adopted at each Annual Grand Communication. The Budget shall be divided into Funds for each major operation, activity, or purposes of Grand Lodge and each of such Funds shall be divided into accounts and sub-accounts for detailed appropriations to accomplish the purpose of the Fund. Grand Lodge shall by Regulations further prescribe the form of the Budget.

(2) There shall be a Budget Manual that shall prescribe in detail the Funds by letter and accounts and sub-accounts of the Budget by number with description as to the purposes, limitations, restrictions, and conditions relating to each of such Funds, accounts, and sub-accounts, and such Budget Manual shall upon its approval by the Grand Lodge be and become a part by reference: of each and every Annual Budget. (1985)

#### Section 2. Corporate Board of Directors—

(1) The Corporate Board of Directors as provided in this Constitution shall be and act as the Budget Commission of the Grand Lodge.

(2) The Corporate Board of Directors shall meet at least once each month at such time and place as determined by the Board, and at call of the Grand Master.

(3) A quorum of the Corporate Board shall be any three (3) members and the Grand Master. All decisions of the Board shall be by majority vote of members present which majority shall and must include the Grand Master. There shall be no proxy voting. (1985)

**Section 3.** Preparation of Budget—Each Officer, Board, Commission, and Committee of the Grand Lodge shall submit a request for appropriation of funds at such time and in such manner and in such form as may be prescribed by Grand Lodge Regulation. The Finance and Accounts Committee shall consider such requests and prepare a tentative Budget with such amendments, additions, and deletions made thereto or therefrom by the Corporate Board, together with a narrative statement of the general financial condition of the Grand Lodge shall be sent to each Particular Lodge at least sixty (60) days prior to the Grand Lodge Annual Communication each year. At the ensuing Grand Communication the proposed Budget shall be reviewed by the Finance and Accounts Committee and the Corporate Board and presented, with suggested changes, for final action by the Grand Lodge but any and all suggested changes shall be specifically recited in detail to the Representatives of the Particular Lodges when the Budget is presented for final adoption. The Grand Lodge by Regulation shall adopt such other provisions as shall be necessary to fully implement the purpose of intent of Commission this Section. (1990)

**Section 4.** Adoption of Budget and Effect Thereof—The proposed Budget shall be submitted to the Grand Lodge at the Annual Grand Communication with such amendments thereto as may be approved by the Grand Lodge, after which such Budget shall be adopted. Upon the adoption of the Budget by the Grand Lodge, the Budget shall control the expenditures for all departments of the Grand Lodge and the itemized estimates of the expenditures shall have the effect of fixed appropriations and shall not be amended, altered, or exceeded except as provided for herein. Transfers from one sub-account to another sub-account within the same Fund in the Budget shall be made upon Executive Order of the Grand Master. No Officer, agent, committee, or board shall make any expenditures in excess of the Budget appropriation except as may be authorized in accordance with the Constitution and Regulations of the Grand Lodge. The Grand Secretary shall compile a monthly statement of expenditures of each Budget account and a statement of disbursement of trust funds and mail or deliver a copy to each of the Elective Grand Officers, Past Grand Masters, and Chairmen of all Committees authorized to meet during the recess of the Grand Lodge.

**Section 5.** Duties and Powers of the Corporate Board—The Corporate Board is hereby vested with the following powers, duties, and authority over the finances of the Grand Lodge:

- (1) During the recess of the Grand Lodge, the Corporate Board shall supervise the financial affairs of Grand Lodge and shall administer the same in accordance with the Budget provided for herein and the Constitution and Regulations of the Grand Lodge.
- (2) The Corporate Board shall cause to be set up the Budget accounts in the books of the Grand Lodge immediately after the close of each Annual Grand Communication.
- (3) The members of the Corporate Board and any authorized agent of such Corporate Board shall have access to the records of every Officer, agent, committee, and board handling moneys of the Grand Lodge, or having supervision of any Grand Lodge function with reference to finances.
- (4) The Corporate Board shall have authority during the recess of the Grand Lodge to set up such temporary sub-accounts as may be necessary for the keeping of clear and accurate records of all receipts and disbursements for which an account is not already provided.
- (5) The Corporate Board is hereby vested with authority to invest and reinvest current income funds, Budgeted funds, and reserve funds in savings accounts or in obligations of the United States of America, maintaining only sufficient checking account balance in the depositories to meet current demands.
- (6) The Corporate Board shall develop and supervise insurance and retirement programs affecting Grand Lodge properties and employees and make arrangements to implement the same.
- (7) The Corporate Board shall provide for minutes of every meeting to be properly recorded, which shall include copies of each and every order by number, as issued by them, and make written report to the Grand Lodge each year and shall attach a copy of all such minutes.
- (8) The Corporate Board is hereby vested with the authority to do all things necessary and proper to the full exercise of the power and authority provided for herein.

**Section 6.** Emergency Expenditures—When in the recess of Grand Lodge an emergency that could not have reasonably been foreseen or anticipated and which requires immediate expenditure of funds, reserve or otherwise not Budgeted for such emergency, that the Corporate Board may meet in called meeting and by vote of at least three members and the Grand Master, recorded in the minutes of the meeting together with full statement of the material facts as to the emergency, may transfer necessary funds of the Grand Lodge to a special and/or sub-account to meet the needs raised by the emergency. All records and facts relevant to such proceedings shall be reviewed by the Jurisprudence Committee and reported to the Craft thereon. (1985)

**Section 7.** Audit—There shall be an annual audit of the books, records, and accounts of the Grand Lodge. Special audits shall be made of all such books, records, and accounts or any part or portion thereof when ordered or directed by the Grand Lodge or the Grand Master or by the Corporate Board. The Grand Lodge may adopt other and further Regulations concerning the audit as may be appropriate. (1985)

**Section 8.** Masonic Home Endowment Fund—

(a) The Masonic Home Endowment Fund is hereby designated and dedicated as a sacred trust fund, the principal amount whereof may not be expended for any purpose or purposes whatsoever save for investment and reinvestment; the income therefrom to be expended for the uses and purposes of Masonic Charity and for no other purpose whatever save the payment of unexpended balances of such income into the Masonic Home Endowment Fund to further increase the said Fund.

(b) The Corporate Board is hereby empowered and directed to receive and hold all assets now or hereafter belonging to said Masonic Home Endowment Fund and which may have or may hereafter be given, devised or bequeathed to or for the benefit of the Masonic Home; to invest and reinvest from time to time all moneys and assets in the said capital Fund in securities listed on recognized stock exchanges in the United States of America, or in bonds of the United States Government, or in direct obligations of the United States Government, or agencies which are fully guaranteed by the United States Government, or in securities issued by instrumentalities of the United States Government, or in corporate bonds having a rating of “A” or better by some nationally recognized rating institution, or in deposits in federal savings and loan associations of Florida or in banking institutions not to exceed the insurance limit provided by the FDIC. (1999)

(c) The Corporate Board shall employ the services of the Registered Investment Adviser(s) or Registered Representative(s) and shall make investments only on the advice of such Registered Investment Adviser(s) or Registered Representative(s) and by majority approval of the Corporate Board and the concurrence of the Grand Master; and *provided further* that the expressed wish of every donor as to the type or kind of investment shall be followed. The Corporate Board is hereby authorized to retain any property acquired by gift, bequest, or otherwise, for as long as is deemed advisable, even though such property may not qualify under the above and foregoing provisions for investment of capital and/or principal constituting such Fund. The Corporate Board shall receive the income from said Endowment Fund on or before the close of the Grand Lodge Fiscal year and pay over said income annually to the Grand Secretary to be used for such Masonic Charity as the Grand Lodge may direct. (1999)

(d) The Corporate Board shall authorize the Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm to act as custodian or custodians of said Fund and all capital and/or principal belonging to said Fund may be delivered to said Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm as custodian or custodians and said Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm so authorized shall proceed to keep the assets of said Fund in Trust, holding all assets in the name of its nominee and be authorized by reason thereof to execute all stock powers, proxies and other instruments pertaining to said assets and held by such Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm. No broker-dealer or its clearing firm may hold Grand Lodge Securities or funds in excess of the amount of their respective insurance on accounts. (1999)

(e) The Corporate Board shall authorize the Registered Investment Adviser(s) or Registered Representative(s) selected as financial adviser(s) to make the decision as to the purchase and sales of securities according to prescribed limitations and guidelines approved by the Corporate Board but such guidelines shall conform to the requirements of this Constitution and Regulations of the Grand Lodge relating to investments of the Endowment Fund. (1999)

(f) The Corporate Board shall meet immediately after close of Grand Lodge and shall employ the Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer above provided for and shall meet in regular meeting of at least once every quarter thereafter and at such other times as called by the Grand Master. (1999)



**Section 9.** There is hereby established a Grand Lodge Fund to be designated the Cumulative Depreciation Fund, which Fund and all monies deposited in or allocated to or appropriated for such Fund, shall be used exclusively for replacement of existing facility for administration of Grand Lodge affairs, or Masonic Home affairs, or for place of residence of or care for residents of the Masonic Home.

Any monies deposited, allocated, or appropriated as aforesaid may be invested in same manner as investment of Masonic Home Endowment Fund and all interest and dividends earned by the Cumulative Depreciation Fund shall accrue to and be credited to such Fund.

Any monies deposited, allocated, or appropriated for such Fund shall not be withdrawn, except for investment purposes as aforesaid, nor expended for any other purpose whatsoever except by direct action by secret written ballot of Representatives of Particular Lodges, Elected Grand Lodge Officers, and Past Grand Masters in Annual Grand Communication after sixty (60) days written notice by the Corporate Board to all Particular Lodges, District Deputy Grand Masters then in office, and all Past Grand Masters.

The Grand Lodge shall by Regulation provide for funding of such Cumulative Depreciation Fund and designation thereof by appropriate letter with designation shown in Grand Lodge financial records.

Anything in this Constitution to the contrary notwithstanding this Section 9 of Article XIV of the Constitution may be amended only by two-thirds majority of secret written ballots of Representatives of Particular Lodges, Elected Grand Lodge Officers then in office, and Past Grand Masters in two consecutive Annual Grand Communications after written notice sixty (60) days before each Annual Grand Communication to all Particular Lodges, Elected Grand Lodge Officers, and Past Grand Masters. (1985)

### Regulations

**14.10** No funds of the Grand Lodge shall be paid out by the Grand Treasurer unless the request or demand therefore shall be in full compliance with and meet all requirements of Grand Lodge Regulations and applicable rules or Resolutions of the Corporate Board. (1984)

**14.11** No agent, Agency, Employee, Official, Board, or Committee of the Grand Lodge shall contract or provide for, or make any expenditures for or in the behalf of the Grand Lodge not embraced and provided for in the regular routine and operating expenses, and also within the Budgets adopted by the Grand Lodge at its last prior Annual Grand Communication, without first submitting the proposed expenditure to, and receiving the approval of the Corporate Board. (1983)

**14.12** 1. FUNDS AND ACCOUNTS ESTABLISHED—There is hereby established and created the following Funds and Accounts of The Most Worshipful Grand Lodge of Free and Accepted Masons of the State of Florida:

- “A” - THE ADMINISTRATIVE FUND OF THE GRAND LODGE  
(Administrative Fund)
- “C” - THE RESERVE FUND OF THE GRAND LODGE  
(Reserve Fund)
- “D” - THE MASONIC HOME AND RELIEF FUND OF THE GRAND  
LODGE  
(Masonic Home Fund)
- “E” - THE MASONIC HOME ENDOWMENT FUND OF THE GRAND  
LODGE  
(Masonic Home Endowment Fund)

- “F” - THE TRUST FUND OF THE GRAND LODGE (Trust Fund) which shall include Special Gift Trust Account, Resident Members Trust Account, Masonic Home Building Fund, and other trust accounts.
- “G” - MASONIC MUSEUM FUND OF THE GRAND LODGE which shall include all contributions given for the use and benefit of the Masonic Museum of Grand Lodge. (1989)
- “H” - GRAND LODGE ADMINISTRATIVE ENDOWMENT FUND OF THE GRAND LODGE OF FLORIDA which shall include all funds designated for the use and benefit of the Administrative Endowment Fund of the Grand Lodge of Florida. (1993)

and ADMINISTRATIVE CURRENT REVENUE ACCOUNT

and a MASONIC HOME CURRENT REVENUE ACCOUNT

Provision shall be made for a record system to accurately account for all receipts and expenditure of the foregoing Funds and Accounts. Records of Trust Funds and Accounts shall reflect source of all moneys in such Funds and Accounts, and details of disbursements of such moneys.

All moneys received by the Grand Lodge shall be deposited in the proper Current Revenue Account except moneys received in payment of bonds, mortgages, notes, and other securities, and moneys distributed for the direct benefit of a resident member, or members, of the Masonic Home, and separate accounts shall be kept of all receipts.

The Superintendent of the Masonic Home shall give a monthly memorandum accounting of the market value of all donations and gifts received by him for the operation of the Home, such as food, clothing, and commodities, and the value of such gifts shall be charged, together with the Budget accounts in arriving at the actual cost of maintaining each resident in the Home. Moneys and items having a cash value received by the Superintendent for a direct benefit of the resident members or a particular member of the Home shall not be construed as items to be deposited in a Current Revenue Account.

Any Resolution pertaining to the finance of Grand Lodge shall be presented to the Finance and Accounts Committee and Corporate Board at least ten (10) days prior to opening day for any Annual (or Special) Grand Communication. The Finance and Accounts Committee or Corporate Board shall submit said Resolutions to the Grand Lodge no later than the close of business on the second (2<sup>nd</sup>) day together with their recommendations thereon. (1984)

2. MANAGEMENT OF FINANCES—There is hereby established the following systems for the control and management of all Funds of the Grand Lodge:

(a) There shall annually be adopted by Grand Lodge a Budget for the operation of the following Funds:

“A” The Administrative Fund, and  
“D” The Masonic Home Fund

and for the allocation to the “E” Masonic Home Endowment Fund of all funds accruing thereto for investment as provided in the Constitution, and all funds of the Grand Lodge not appropriated in such Annual Budget for expenditure in the “A” Administrative Fund and “D” The Masonic Home Fund, nor accruing to the “E” The Masonic Home Endowment Fund, nor properly belonging to the “F” The Trust Fund shall be allocated to “C” The Reserve Fund.

(b) All trust monies received shall be allocated to the Trust Fund and records accurately reflecting the receipts, source, and expenditure of each item shall be faithfully kept.

(c) Each Budget shall conform to the following general directions and requirements: (1984)

(1) A request for appropriation and a statement of contemplated expenditures for the ensuing Masonic Fiscal Year shall be prepared by each Officer, Board, and Committee, having jurisdiction over the service or purchase for which expenditures are made, and such requested appropriation and statement shall be filed with the Grand Secretary, not later than the 1<sup>st</sup> day of January, each year, for consideration of the Grand Lodge Committee on Finance and Accounts. (1989)

(2) The Committee on Finance and Accounts shall meet not later than January 31<sup>st</sup> each year, to review and study the preliminary report and statements of the auditor of the monies available for appropriation by the Grand Lodge, and to review the requests for appropriations, and prepare, summarize, and submit, without delay, a tentative Budget for the operation of the Grand Lodge for the ensuing year. (1989)

- (3) The Committee on Finance and Accounts shall not propose a Budget, nor shall a Budget be approved and adopted, for the operation of the "A" The Administrative Fund or "D" The Masonic Home and Relief Fund, for more than the unexpended balance on hand in the Budget account of each of such funds and the Current Revenue Accounts that has been collected for the purpose of each of such funds, and other funds which may be allocated by the Grand Lodge.
- (4) Monies appropriated for the contingent sub-accounts in the "A" The Administrative Fund and the "D" The Masonic Home and Relief Fund may be transferred to another sub-account within the same fund by Executive Order of the Grand Master.
- (5) The allocation of monies to the different accounts shall be by both name and number, in accordance with the Budget and Bookkeeping and Accounting system names and numbers.
- (6) The Budget shall be balanced; that is, the total of the monies available and the balance on hand in the Budget account at the end of the year shall equal the total of the appropriation for the Budget of the operating fund and funds to be allocated to the Reserve, Trust, and Endowment Funds. No balance in the Current Revenue Accounts shall be carried forward into the next fiscal year. (1984)
- (d) The Corporate Board shall cause a copy of the proposed Budget as prepared by the Committee on Finance and Accounts, with amendments, if any, by the Corporate Board, together with a simplified statement of the financial condition of the Grand Lodge to be mailed to the Lodges not later than 60 days prior to the Grand Lodge Annual Communication, each year, in order that the Lodges and their representatives may have ample time to consider it before the meeting of the Grand Lodge. In event any changes are made in the proposed Budget after it has been submitted to the Lodges and before it is submitted to the Grand Lodge, such changes shall be reported in detail to the Representatives in Session at the Annual Grand Communication, prior to the adoption of the Budget. (1989)

(e) Upon the adoption of a Budget by the Grand Lodge, the Budget shall control the expenditures for all departments of the Grand Lodge, and the itemized estimates of expenditures shall have the effect of fixed appropriations and shall not be amended, altered, or exceeded except as provided for herein. Transfers from one sub-account to another sub-account within the same Fund in the Budget can be made upon Executive Order of the Grand Master. The Secretary to the Corporate Board shall compile a monthly statement of expenditures of each Budget Account and a statement of disbursement of trust funds and mail or deliver one (1) copy thereof to each of the Elective Grand Officers, Past Grand Masters, and the Chairman of all Committees authorized to meet during the recess of the Grand Lodge.

(f) No Officer, Agent, Committee, or Board of the Grand Lodge shall make any expenditures in excess of the Budget appropriation, except as may be authorized in accordance with the Constitution and Regulations of the Grand Lodge.

3. CORPORATE BOARD—There shall be a Corporate Board of the Grand Lodge constituted and vested with powers as follows:

(a) The Corporate Board of Directors, constituted as provided in Article I of the Constitution is hereby designated and declared to be the Budget Commission of the Grand Lodge.

(b) The Corporate Board is hereby vested with the following powers and authority over the finances of the Grand Lodge, which shall specifically include the following powers and authority:

(1) During the recess of the Grand Lodge, the Corporate Board shall supervise the financial affairs of Grand Lodge and shall administer the same in accordance with the Budget provided for herein and the Constitution and Regulations of the Grand Lodge.

(2) The Grand Secretary shall be Secretary to the Corporate Board; *provided* the Corporate Board may designate some other person as Secretary to the Board.

(3) The Corporate Board shall cause to be set up the Budget Accounts in the books of the Grand Lodge immediately after the close of each Annual Grand Communication.

(4) The members of the Corporate Board and any authorized agent of such Board shall have access to the records of every Officer, Agent, Committee, and Board handling monies of the Grand Lodge, or having supervision of any Grand Lodge function with reference to finances.

(5) The Corporate Board shall have authority during the recess of Grand Lodge to set up such temporary sub-account as may be necessary for the keeping of clear and accurate records of all receipts and disbursements for which an account is not already provided.

(6) The Corporate Board is hereby vested with authority to invest and reinvest monies in the Current Revenue Accounts, the "C" Reserve Fund, and Budgeted funds in savings accounts or in the same type of securities authorized for investment of the Masonic Home Endowment Fund, maintaining only sufficient checking account balance in the depositories to meet the current demands.

(7) The Corporate Board shall provide for minutes of every meeting to be properly recorded, which shall include copies of each and every order, by number as issued by them and make written report to the Grand Lodge each year and shall attach a copy of all such minutes.

(8) The Corporate Board is hereby vested with the authority to do all things necessary and proper to the full exercise of the power and authority provided for herein.

(9) In addition to the foregoing powers, the Corporate Board shall have all powers conferred upon it by any provision of the Constitution or any other Regulation.

(10) All gifts, donations, or bequests of funds, money, or securities for specified purposes shall be accepted only by and with approval of the Corporate Board. Upon acceptance of funds or money for a specified purpose, an account or sub-account thereof shall be set up in the Budget and books of the Grand Lodge. After initial approval by the Corporate Board, additional funds may be expended by Committee, Board, Officer, or Commission having responsibility for the purpose or project for which the gift was given unless otherwise restricted by the Corporate Board.

All such gifts and donations shall be accepted upon condition that if or when the specified purpose of the gift or donation has been accomplished that any remaining funds received for such purpose, shall be used for a similar purpose or project or deposited in the Masonic Home Endowment Fund.

(11) The Corporate Board shall insure or, alternatively, shall defend and indemnify the elected Grand Lodge Officers and Members of the Board of Trustees of the Masonic Home and other members of Constitutional Commissions, Board, or Committees of The Grand Lodge of the State of Florida in regard to any claim arising from acts or omissions in their official capacities, provided the act or omission is insurable under policies approved by or on file in the Office of the Insurance Commission of the State of Florida.

(12) A quorum of the Corporate Board shall be the Grand Master and any three other members of the Board. All actions and decisions of the Commission shall be by majority vote, one of which must be the Grand Master.

#### 4. EMERGENCY EXPENDITURES—

(a) When, in the recess of Grand Lodge, an emergency exists that requires expenditure of funds of a Reserve Account or Accounts or Reserve Funds of the Grand Lodge, the Grand Master and any three other members of the Corporate Board may by written order transfer funds from such Reserve Account or Accounts or Reserve Funds of the Grand Lodge to appropriate Budget items for expenditure as may be required by such emergency, said order to be signed by the Grand Master and by other members of the Board agreeing thereto.

(b) When the emergency is such as to require immediate action and time does not permit meeting of the Corporate Board the Grand Master may enter and issue the order for transfer, *provided* however telegraphic authority from any three other members of the Board is attached to the order. Members giving telegraphic authority shall forthwith confirm in writing the telegraphic authority by letter to the Grand Master, which letters shall also be attached to the order of the Grand Master.

(c) For purposes of paragraphs (a) and (b) above an emergency means a sudden and unexpected happening or occurrence that could not reasonably have been anticipated and which requires immediate expenditure of funds to remedy damage or injury to persons or property or to prevent such damage or injury.

(d) In all instances of order for transfer and expenditure of funds under provisions of paragraphs (a), (b), and (c) above the order shall set forth in detail the facts relied upon by the Board in declaring that emergency existed, which order shall be presented to and reviewed by the Jurisprudence Committee and full report made thereon to the Craft at next Grand Communication.

5. AUDIT—(a) There shall be an annual audit of the books, records, and accounts of the Grand Lodge. Special audits shall be made of all such books, records, and accounts or any part or portion of them and for any period of time at direction of the Grand Lodge or the Grand Master or the Corporate Board.

(b) Receipts, expenditures, records, accounts, bills, invoices, funds, and moneys of each and every Fund and Account of the Grand Lodge and all its departments, which shall include, but not be limited to, all records in the office of the Grand Treasurer, the Grand Secretary, the Superintendent of the Masonic Home, and the Custodian or Rental Agent for the Grand Lodge Properties Committee shall be subject to such audit.

(c) The audit shall be for the fiscal year; *provided*, however, that the Corporate Board may order an audit at any time and for any period. The auditor shall begin his audit at such time as decided by the Corporate Board, and report at the time specified by the Corporate Board.

(d) The auditor shall be employed by the Corporate Board and the engagement letter shall be recorded in its Minutes. The auditor shall be a certified public accountant and licensed by the State of Florida.

(e) The auditor shall perform his audits in accordance with generally accepted auditing standards pronounced by the American Institute of Certified Public Accountants and include such procedures as he considers necessary in the performance of his task.

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(f) The Grand Secretary shall prepare a statement of assets and liabilities of the Masonic Home Endowment Fund, a Statement of the Trust Funds of the Grand Lodge, and a Statement of the investments, assets, and liabilities of the Grand Lodge covering all departments and submit the same to the auditor for verification and upon verification, such statements shall be published with the report of the auditor.

(g) In addition to expressing his opinion concerning the financial statements of the Grand Lodge, the auditor shall prepare a Management Letter addressed to the Most Worshipful Grand Lodge stating his observations and recommendations concerning the operation of the Grand Lodge, including a review of insurance coverage, bonds, and in general the compliance or failure of compliance with Masonic Law as it relates to the conduct of the fiscal affairs of the Grand Lodge of Florida, which Management Letter shall be filed in the office of the Grand Secretary and be distributed by the Grand Secretary to all members of the Corporate Board, the Past Grand Masters, and to such other persons as the Corporate Board shall direct. (1984)

6. MASONIC HOME ENDOWMENT FUND—(a) The Masonic Home Endowment Fund is hereby designated and dedicated as a sacred trust fund, the principal amount whereof may not be expended for any purpose or purposes whatsoever save for investment and reinvestment, the income therefrom to be expended for the uses and purposes of Masonic charity and for no other purpose whatsoever save the payment of unexpended balances of such income into the Masonic Home Endowment Fund to further increase the said Fund.

(b) The Corporate Board is hereby empowered and directed to receive and hold all assets now or hereafter belonging to said Masonic Home Endowment Fund and which may have or may hereafter be given, devised, or bequeathed to or for the benefit of the Masonic Home; to invest and reinvest from time to time all moneys and assets in the said capital Fund in securities listed on recognized stock exchanges in the United States of America, or in bonds of the United States Government, or in direct obligations of the United States Government, or agencies which are fully guaranteed by the United States Government, or in securities issued by instrumentalities of the United States Government, or in corporate bonds having a rating of “A” or better by some nationally recognized rating institution, or in deposits in federal savings and loan associations in Florida or in banking institutions not to exceed the insurance limit provided by the FDIC. (1999)

(c) The Corporate Board shall employ the services of Registered Investment Adviser(s) or Registered Representative(s) and shall make investments only on the advice of such Registered Investment Adviser(s) or Registered Representative(s) and by majority approval of the Corporate Board and the concurrence of the Grand Master, and *provided further* that the expressed wish of every donor as to the type or kind of investment shall be followed. The Corporate Board is hereby authorized to retain any property acquired by gift, bequest, or otherwise, for as long as is

deemed advisable, even though such property may not qualify under the above and foregoing provisions for investment of capital and/or principal constituting such Fund. The Corporate Board shall receive the income from said Endowment Fund on or before the close of the Grand Lodge Fiscal year and pay over said income annually to the Grand Secretary to be used for such Masonic Charity as the Grand Lodge may direct. (1999)

(d) The Corporate Board shall authorize the Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm to act as custodian or custodians of said Fund and all capital and/or principal belonging to said Fund may be delivered to said Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm as custodian or custodians and said Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm so authorized shall proceed to keep the assets of said Fund in Trust, holding all assets in the name of its nominee and be authorized by reason thereof to execute all stock powers, proxies and other instruments pertaining to said assets and held by such Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm. No broker-dealer or its clearing firm may hold Grand Lodge Securities or funds in excess of the amount of their respective insurance on accounts. (1999)

(e) The Corporate Board shall authorize the Registered Investment Adviser(s) or Registered Representative(s) selected as financial adviser(s) to make the decision as to the purchase and sales of securities according to prescribed limitations and guidelines approved by the Corporate Board but such guidelines shall conform to the requirements of this Constitution and Regulations of the Grand Lodge relating to investments of the Endowment Fund. (1999)

(f) The Corporate Board shall meet immediately after close of Grand Lodge and shall employ the Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer above provided for and shall meet in regular meeting of at least once every quarter thereafter and at such other times as called by the Grand Master. (1999)

**14.12.1** All funds paid or contributed to the Grand Lodge of Florida or the Grand Master for the purpose of any Grand Master's Project or charity, Grand Master's or other coins, Masonic Youth Association, Inc., or similar endeavors, shall be recorded by the Grand Secretary's Office, deposited in the bank account of the Grand Lodge, if possible, and posted to a separate General Ledger account for that specific activity. The Grand Secretary shall promulgate and the Craft shall follow such rules and forms as he shall deem appropriate for the proper receipt, accounting, and handling of all funds so paid or contributed. Disbursement of the funds shall be made by the Grand Secretary's Office upon written request by the person authorized to direct disbursements. (1991)

**14.13** The Corporate Board shall set up or cause to be set up a system of accounts to be used as a basis for Grand Lodge Budgets and Bookkeeping System and recommend to Grand Lodge such Regulations as shall be necessary to establish such system.

**14.14** Upon the death of a Past Grand Master or Elected Grand Lodge Officer, the Corporate Board may, with the approval of the family, place a suitable marker at the place of burial.

**14.15** The Grand Secretary, with the supervision of the Corporate Board shall establish a "LEDGER ACCOUNT" in the name of the "ORDER OF THE EASTERN STAR"; and all costs and charges for the care of Eastern Star Members, in such amounts as provided in the Rules and Regulations adopted by The Grand Lodge of Florida for the government and operation of the Masonic Home and Relief Funds, shall be charged against this Account. The Grand Secretary shall credit this Account with all cash contributed to the operation of the Home and Relief Funds by the O.E.S. or by individuals who give in the name of the O.E.S.; all interest received from that portion of the Masonic Home Endowment Fund contributed by the Order of the Eastern Star to-wit: \$212,565.07; all cash received from sale of items contributed by the Order of the Eastern Star; all earned receipts from Resident Members Trust Fund on account of Eastern Star members who have Trust Funds to their credit, which is a monthly charge in accordance with the Rules and Regulations; all Trust Funds remaining in the Trust Accounts to the credit of an Eastern Star member upon the death of such member; and the following sums to be authorized by the Grand Lodge: \$10,000.00 in 1960, \$7,500.00 in 1961, \$5,000.00 in 1962, and \$2,500.00 in 1963. And no additional member shall be admitted through the Order of the Eastern Star until sufficient funds in the amounts prescribed in the Rules and Regulations are available in the "Order of the Eastern Star Account" to provide for the care and cost of maintaining such additional member or members for twelve (12) months.

The Grand Secretary shall mail a statement of this Ledger Account monthly to the Grand Master, Deputy Grand Master, Senior Grand Warden, Junior Grand Warden, the Worthy Grand Matron, Worthy Grand Patron, the Associate Grand Matron, the Associate Grand Patron, and the Grand Secretary of the Grand Chapter, all members of the Board of Trustees, and all Past Grand Masters.

**14.16** There is hereby created a Committee designated the Masonic Home Endowment and Investment Committee, composed of nine Master Masons in good standing.

The Members of the Committee shall be men of experience in the management and investment of funds, or men qualified in professions that acquaint them with the duties and responsibilities of management and investment of funds, including but not limited to bankers, public accountants, lawyers, financial counselors, and men of similar training and experience.

Each incoming Grand Master shall make three appointments to this committee for a term of three years each. Vacancies shall be filled by appointment by the Grand Master for the remainder of the vacant term. Initial implementation shall be by appointment by the Grand Master of three members for three year terms, three members for two year terms and three members for one year terms. (1999)

No person while a member of this committee, or for a period of two years after serving on this committee, may, directly or indirectly, gain any economic benefit by reason of bidding, providing or contracting to provide financial services to The Grand Lodge of Florida. Any attempt to circumvent this regulation will be prima facie evidence of unmasonic conduct and will be punishable as such. (1999)

The committee shall make recommendations to the Corporate Board in respect to the following matters:

- (a) Selection of Registered Investment Adviser(s) to manage or Registered Representative's(s') broker-dealer or its clearing firm to act as custodian for such portions of the Masonic Home Endowment Fund as shall be entrusted to such Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm by written contract/document with the Grand Lodge. (1999)
- (b) The terms of contract with the Registered Investment Adviser(s) or the Registered Representative's(s') broker-dealer or its clearing firm for management and custodianship of the Masonic Home Endowment Fund. (1999)
- (c) The means, methods, and standards for evaluation of the services of the Registered Investment Adviser(s), the Registered Representative(s) or its broker-dealer managing and investing the Masonic Home Endowment Fund. (1999)
- (d) The committee shall comply with the foregoing in respect to other Grand Lodge Funds. (1999)

**FINANCE AND ACCOUNTS COMMITTEE****Regulations**

**14.17** The Finance and Accounts Committee shall prepare a tentative Budget for presentation to the Corporate Board as provided in the Constitution and Regulations of the Grand Lodge and make report and recommendation to the Grand Lodge on all matters pertaining to the financial affairs of the Grand Lodge. Each year the Committee shall review all "F" account funds and other trust funds and report thereon to the Grand Lodge in respect to the purposes or projects for which such funds were given and whether or not such purposes or projects have been accomplished or completed together with recommendations for transfer of such funds to appropriate funds having similar purposes to the purpose for which such funds were originally designated. (1984)

**14.17.1** Wherever the words "The Masonic Home and Relief Fund of the Grand Lodge" or "Masonic Home and Relief Fund" or "Masonic Home Fund" or "Masonic Charities Fund" appear or are used in the Constitution or Regulations of the Grand Lodge or in any paper, instrument, or document the said words shall be construed to mean and include:

(1) The Masonic Home Endowment Fund and interest or profits earned on or derived therefrom.

(2) All funds transferred from Resident Trust Funds and all funds derived from property; real, personal, and mixed, conveyed, donated, bequeathed, or devised, by Residents of the Masonic Home or others pursuant to contract or agreement for care, support, or aid and all funds received as reimbursement for care, support, or aid under program of Masonic Relief and Charity.

(3) All funds paid, deposited, or donated by the Order of Eastern Star for or as security for or appreciation of privileges of the Masonic Home.

(4) All donations to the Masonic Home or to the Grand Lodge or other person or entity for the use of the Masonic Home or its residents.

(5) All funds donated, bequeathed, or otherwise transferred or assigned to the Grand Lodge or the Masonic Home without specification of purpose, or use, which funds shall be forthwith deposited to credit of the Masonic Home Building Fund, to be used for extraordinary repairs to the Masonic Home; provided that after March 31, 2005, all funds so received and all such funds placed in the Masonic Home Building Fund and not used as above provided shall be placed in the Masonic Home Endowment Fund or the Masonic Home Endowment Fund, Inc., as principal thereof. (2002)

- (6) The \$5.00 fees derived from Entered Apprentice Initiation.
- (7) Any and all interest and profits derived directly or indirectly from the above enumerated funds. (1982)

**14.17.2** In preparing the Annual Budget the Committee on Finance and Accounts shall show origin and source of all funds to be appropriated and specifically identify the funds designated as Masonic Home and Relief funds in Regulation 14.17.1. (1982)

**14.17.3** The funds designated and defined in Regulation 14.17.1 as “The Masonic Home and Relief Funds of the Grand Lodge” and “Masonic Home and Relief Fund” and “Masonic Home Fund,” and “Masonic Charity Fund,” shall be used to pay for and defray costs and expenses of the following activities, functions, and purposes:

- (1) Operation of the Masonic Home (Home) in St. Petersburg, Florida, which shall be construed to mean the costs and expenses of operation and maintenance of the physical plant and installations and equipment appertaining thereto and insurance thereon and all costs of care, feeding, clothing, and incidental needs of residents of the Home, including funeral expense and all costs of Relief Programs.
- (2) Expenses of members of the Board of Trustees (Board), including mileage and per diem, in attending meetings of the Board and necessary costs of any member of the Board and employees incurred for travel or other expenses while engaged in business for and authorized by the Board.
- (3) Expense of members of the Board and employees in attending meetings designed to inform or aid in performance of duties relating to the Home when approved and authorized by the Board.
- (4) Costs and expense for legal services in connection with operation of the Home or relating to gifts, donations, bequests, devises for the benefit of the Home, and generally for any legal services, said costs and expenses to be approved by or subject to approval by the Corporate Board.
- (5) Costs and expenses for accounting, bookkeeping, payroll preparation, and similar services; and for purchase and printing of materials necessary therefore.

(6) Costs of employment of fiscal agents, managers and advisors in relation to The Masonic Home Endowment Fund of the Grand Lodge.

(7) Costs and expenses of the Endowment Procurement Committee members in attendance at meetings of the Committee and for procurement of promotional materials for the Endowment Fund.

(8) Establishment and maintenance of programs of Reserve Funds for emergency operation of the Home and a program of continuing and cumulative reserve for depletion and depreciation of physical properties at the Home.

(9) The Board of Trustees of the Masonic Home shall prepare an Annual Budget showing total of Masonic Charity Funds as defined in Regulation 14.17.1 which are available for allocation to the several purposes hereinabove set forth and detailed line items for each appropriation of said funds.

(10) No part of the Masonic Fund as defined in Regulation 14.17.1 shall be used for any purpose except those purposes set forth in this Regulation. (1988)

**14.17.4** (a) The Corporate Board is hereby vested with full power and authority and shall be responsible for establishing a record and accounting system for accurate and efficient record and accounting of and for all the funds and moneys received for any purpose, program, or project of the Grand Lodge and for record and accounting of all investment revenue derived therefrom.

(b) The following named and designated receipts, funds, proceeds, and moneys shall be identified in said record and accounting system as receipts, funds, proceeds, and moneys intended for allocation to the "A" Administrative Fund of the Grand Lodge, and upon receipt thereof shall be credited to and deposited in a bank account designated "Administrative Current Revenue Account" to wit:

- (1) Current Assessments (Per-Capita)
- (2) George Washington National Memorial Association
- (3) Fees
- (4) Computer Services
- (5) Sales of Merchandise and Publications

- (6) Miscellaneous - which shall include receipts related to "A" Administrative Fund purposes and not otherwise designated herein.
- (7) Interest, profits, or other earnings of the "A" Administrative Fund Reserve if so allocated by the Annual Budget.
- (8) Other Funds allotted to the "A" Administrative Fund by Grand Lodge Regulation or action.

(c) The following named and designated receipts, funds, proceeds, and moneys shall be identified in said record and accounting system as receipts, funds, proceeds, and moneys intended for allocation to the "C" Administrative Reserve Fund of the Grand Lodge and upon receipt thereof shall be credited to said "C" Administrative Reserve Fund.

- (1) Administrative Fund Operating Reserve
- (2) Grand Lodge Office Building and Equipment Depreciation Reserve

(d) The following named and designated receipts, funds, proceeds, and moneys shall be identified in said record and accounting system as receipts, funds, proceeds, and moneys intended for allocation to the "C" Masonic Home Fund Reserve and upon receipt thereof shall be credited to said "C" Masonic Home Fund Reserve.

- (1) Masonic Home Fund Operating Reserve
- (2) Masonic Home Building and Equipment Depreciation Reserve
- (3) Masonic Home New Building Reserve (Reg. 14.03)

(e) The following named and designated receipts, funds, proceeds, and moneys shall be identified in said record and accounting system as receipts, funds, proceeds, and moneys intended for allocation to the "D" Masonic Home and Relief Fund of the Grand Lodge and upon receipt thereof shall be credited to and deposited in a bank account designated "Masonic Home Current Revenue Account" to wit:

- (1) Resident Trust Fund Transfers
- (2) Endowment and Investment Income
- (3) Lodge Prorated Payments on Relief
- (4) Order of Eastern Star Deceased Guest Balances

- (5) Order of Eastern Star Operating Fund
- (6) Miscellaneous - which shall include receipts related to the "D" Masonic Home Fund purposes and not otherwise designated herein.
- (7) Interest, profits, or other earnings of the "C" Masonic Home Fund Reserve if so allocated by the Annual Budget.
- (8) Other funds allotted to the "D" The Masonic Home Fund by Grand Lodge Regulation or action.
- (9) All funds designated as Masonic Home or Charity Funds by Regulation 14.17.1.

(f) The following named and designated receipts, funds, proceeds, and moneys shall be identified in said record and accounting system as receipts, funds, proceeds, and moneys intended for allocation to the "F" Administrative Trust Fund of the Grand Lodge and upon receipt thereof shall be credited to said "F" Administrative Trust Fund.

- (1) Administrative Trust Fund

(g) The following named and designated receipts, funds, proceeds, and moneys shall be identified in said record and accounting system as receipts, funds, proceeds, and moneys intended for allocation to the "F" Masonic Home Trust Fund and upon receipt thereof shall be credited to said "F" Masonic Home Trust Fund.

- (1) Resident Members Trust Fund
- (2) Gifts for specified purposes

(h) The Corporate Board may invest any and all of the receipts, proceeds, funds, and moneys in the "Administrative Current Revenue Account" and in the "Masonic Home Current Revenue Account" and for such purposes the following investment accounts are hereby established:

- (1) For investment of the receipts, proceeds, funds, and moneys of the Administrative Current Revenue Account there is hereby established an investment account to be designated "A" Current Revenue which is and shall be restricted as to principal and income.
- (2) For investment of the receipts, proceeds, funds, and moneys of the "D" Masonic Home Current Revenue Account there is hereby established an investment

account to be designated "D" Current Revenue which is and shall be restricted as to principal and income.

(i) The Corporate Board may invest all of the receipts, proceeds, funds, and moneys in the "E" Masonic Home Endowment Fund as provided in the Constitution and Regulations of the Grand Lodge, which funds shall be restricted for principal and income.

(j) The Corporate Board may invest the "C" Reserve Fund of the Grand Lodge and for such purposes there is hereby established an investment account designated "C" Administrative Reserve for investment of the receipts, proceeds, funds, and moneys of the "A" Administrative Fund of the Grand Lodge which shall be restricted for principal and income; and there is hereby established an investment account designated "C" Masonic Home Reserve for investment of receipts, proceeds, funds, and moneys in the Reserve accounts established for Reserves of the "D" Masonic Home and Relief Fund of the Grand Lodge which investment accounts shall be restricted for principal and income.

(k) Subject to limitations and conditions hereinafter set forth the Corporate Board may invest the receipts, proceeds, funds, and moneys in the "F" Trust Fund of the Grand Lodge and for such purposes the following Investment Accounts are hereby established:

- (1) For investment of the receipts, proceeds, funds, and moneys received in trust for the "A" Administrative Fund of the Grand Lodge, except trust funds for benefit of the Masonic Home and the purposes, projects, and programs relating thereto and to the residents thereof there is hereby established an account designated "F" Administrative Trust which shall be restricted as to income.
- (2) For investment of the receipts, proceeds, funds, and moneys received in trust for the benefit of the Masonic Home and the purposes, projects, and programs relating thereto and to the residents thereof there is hereby established an investment account designated "F" Masonic Home Trust, which account shall have two sub-accounts to wit:

- (1) Resident Members Trust
- (2) Gifts for specified purposes which sub-accounts shall be restricted as to income.

(l) The moneys in the several accounts in the “C” Administrative Reserve established in paragraph (c) hereof may be commingled for purposes of investments but shall not be commingled with the moneys of any other Fund or account.

When moneys of the several accounts in the “C” Administrative Reserve are commingled for investment as herein authorized the accounts shall share in the gains and losses in such investment or investments in direct proportion to the amount of money and length of time the moneys of each account participated or was involved in the investment.

At the end of the fiscal year of the Grand Lodge the investment revenue of each account shall be allocated to such account or to the “A” Administrative Fund of the Grand Lodge.

(m) The moneys in the several accounts in the “C” Masonic Home Reserve established in paragraph (d) hereof may be commingled for purposes of investment but shall not be commingled with the moneys of any other Fund or account.

When the moneys of the several accounts in the “C” Masonic Home Reserve are commingled for investment as herein authorized the accounts shall share in the gains and losses in such investment or investments in direct proportion to the amount of money and length of time the moneys of each account participated or was involved in the investment.

At the end of the fiscal year of the Grand Lodge the investment revenue of such account shall be allocated to such account or to the “D” Masonic Home and Relief Fund of the Grand Lodge; *provided* however the investment of revenue of the Masonic Home New Building Reserve established by Regulation 14.03 shall be allocated only to such account.

(n) The moneys in the Resident Members Trust sub-account may be commingled for purposes of investment and the investment revenue computed each month and such investment revenue shall be prorated and credited to the account of the Resident Members in the proportion that the moneys of each such Resident Member participated in the investment or investments.

(o) The moneys in the Gifts for Specified Purposes sub-account may be commingled for purpose of investment and the investment revenue may be allocated to such sub-account, to a Masonic Home Reserve Account, or to the "D" Masonic Home and Relief Fund of the Grand Lodge.

(p) Anything herein to the contrary notwithstanding the terms and conditions upon which any gift, donation, devise, or contribution was given and accepted shall be complied with subject to the provisions of Regulation 14.12-3-(b)-10.

(q) At the close of the Grand Lodge fiscal year all receipts, proceeds, funds, and moneys in the "A" Administrative Current Revenue Account and the several investment accounts thereof shall be credited to the account designated "A" Administrative Budgeted Funds Account to be transferred, appropriated, allotted or allocated by the Annual Budget for the purposes for which the "A" Administrative Fund was established; and all receipts, funds, and moneys in the "D" Masonic Home Current Revenue Account and the several investment accounts thereof shall be credited to an account designated "D" Masonic Home Budgeted Funds Account to be transferred, appropriated, allocated, or allotted by the Annual Budget for the purposes for which the "D" Masonic Home and Relief Fund was established.

(r) The Corporate Board may invest the receipts, proceeds, funds, and moneys in the "A" Administrative Budgeted Funds Account and in the "D" Masonic Home Budgeted Funds Account and for such purposes the following Investment Accounts are hereby established:

- (1) For investment of the receipts, proceeds, funds, and moneys in the "A" Administrative Budgeted Funds Account there is hereby established an Investment Account to be designated "A" Budgeted Funds which account shall be restricted as to income.
- (2) For investment of the receipts, proceeds, funds, and moneys in the "D" Masonic Home Budgeted Funds Account there is hereby established an Investment Account to be designated "D" Budgeted Funds which account shall be restricted as to income.

(s) The investments of the "A" and "D" Budgeted Funds Accounts shall be made with due regard for the monthly

Budgetary requirements of the several Funds and the Corporate Board shall prepare and frequently review statement of monthly Budgetary requirements of the several Funds.

(t) The Corporate Board shall insure that the Registered Investment Adviser(s) or Registered Representative's(s') broker-dealer or its clearing firm provide investment records as provided above. (1999)

(u) The term "Investment Income" as used herein shall mean and include interest received on bonds and other securities and dividends received on stocks and shall be construed to mean profit made on sales of stocks, bonds, or other securities. There shall be no diminution of the principal of Investment Funds by reason of the sale of stocks, bonds, or other securities for less than cost thereof. The amount of any loss resulting from the sale of stocks, bonds, or other securities shall be deducted from the total of interest, dividend, and profit made on sales of stocks, bonds, or other securities, as defined above, and only 75% of Investment Income remaining after loss by sales shall be considered as expendable income, the balance thereof shall first be added to an emergency operating reserve fund, the total is not to exceed the previous two years of investment income needed to fund the Budget, the remainder is to be added to principal. It is the declared intent hereof that the principal of Investment Funds shall not be decreased by reason of any loss resulting from purchase and sale of securities. (2003)

**14.17.5** Each year the Committee on Finance and Accounts shall compute or calculate the proper amounts of Masonic Home (Charity) Funds that should be appropriated in the "D" Masonic Home Budget for transfer to the "A" Administrative Fund as appropriate compensation for services to be performed for the benefit of the Home and the cost thereof paid or provided for payment in the "A" Administrative Fund Budget.

The procedure for computing or calculating the proper amount to be Budgeted for such transfer shall be as follows:

(1) The amounts appropriated in the "A" Administrative Fund Budget for the following Budget numbers and purposes shall be added together: 400-Salary, Grand Secretary; 401-Salary, Accounting Assistant; 402-Salary, Grand Treasurer; 403-Other Salaries; 404-Telephone and Telegraph; 406-Postage and Shipping; 409-Taxes-FICA; A-410-Taxes-Unemployment Compensation at 100%; one-half of 411-Rental, Data Processing; 423-Computer Supplies; 423-A-Office Supplies; A-428-Computer Consultant and Management; A-429-Computer Software; and A-430-Training Education.

(2) Add the amounts appropriated for the “A” Administrative Fund and for the “D” Masonic Home and Relief Fund (excluding the Construction Funds) together to find the total of the sums appropriated as operating funds for said “A” and “D” Budgets, hereafter called the Total Budget.

(3) Determine the percentage of the Total Budget of the “A” Administrative Fund Budget and the “D” Masonic Home and Relief Budget that is what percentage of the Total Budget consists of moneys appropriated in the “A” Budget and the percentage of the Total Budget that consists of moneys appropriated in the “D” Budget.

(4) Multiply the percentage that the “D” Masonic Home and Relief Fund bears to the Total Budget (percentage obtained in (3) above) by the total cost of the items (appropriations) enumerated in (1) above. The amount obtained by this multiplication is the amount to be Budgeted in the “D” Masonic Home and Relief Fund Budget for transfer to the “A” Administrative Fund Budget for services rendered and to be paid for from the “A” Administrative Fund.

A specified item in the Budget of each Fund should show the amount to be transferred to or from another Budget Fund. (1986)

### References

(2) The Committee on Finance and Accounts shall meet not later than January 31<sup>st</sup>, each year, to review and study the preliminary report and statements of the auditor of the moneys available for appropriation by the Grand Lodge, and to review the requests for appropriations, and prepare, summarize and submit, without delay, a tentative Budget for the operation of the Grand Lodge for the ensuing year.

(3) The Committee on Finance and Accounts shall not propose a Budget, nor shall a Budget be approved and adopted, for the operation of the “A” The Administrative Fund or “D” The Masonic Home and Relief Fund, for more than the unexpended balance on hand in the Budget account of each of such funds and the Current Revenue Accounts that has been collected for the purpose of each of such funds, and other funds may be allocated by the Grand Lodge. Reg. 14.12 (2) (c-2-3)

(d) The Corporate Board shall cause a copy of the proposed Budget as prepared by the Committee on Finance and Accounts, with amendments, if any, by the Corporate Board together with a simplified statement of the financial condition of the Grand Lodge to be mailed to the Lodges not later than 60 days prior to the Grand Lodge Annual Communication, each year, in order that the Lodges and their representatives may have ample time to consider it before the meeting of the Grand Lodge. In event any changes are made in the proposed Budget after it has been submitted to the Lodges and before it is submitted to the Grand Lodge, such changes shall be reported in detail to the representatives in session at the Annual Grand Communication, prior to the adoption of the Budget. Reg. 14.12 (2) (d)

### References

Income from the Masonic Home Endowment Fund may, in the discretion of the Finance and Accounts Committee, be allocated for current Budget requirements or for contingencies in the Masonic Home and Relief Fund Budget. Reg. 14.17.3 (1) (2) (3) (4) (5) (6) (7) (8) (10)

4. EMERGENCY EXPENDITURES - (a) When, in recess of Grand Lodge, an emergency exists that requires expenditure of funds of a Reserve Account or Accounts or Reserve Funds of the Grand Lodge the Grand Master and any three other members of the Corporate Board may by written order transfer funds from such Reserve Account or Accounts or Reserve Funds of the Grand Lodge as appropriate Budget items for expenditure as may be required by such emergency, said order to be signed by the Grand Master and by other members of the Corporate Board agreeing thereto. 14.12 (4) (a) (1984)

### FEES

#### Regulations

**14.18** A fee of ten dollars (\$10.00) for use of Grand Lodge, shall be charged for Dispensation to confer Degrees short of time, except in case of Army and Navy personnel; or for the purpose of providing material for Degree work at Grand Lodge Sessions, or a Grand Lodge School of Instruction, or official visitations.

### References

As to Grand Lodge Payroll, see Regulation 12.05

As to mileage and per diem for Grand Communications, see Regulation 12.06

### Rulings and Decisions

Provisions of Section 9(a) of Article I, also Section 4, Paragraph 3, of Article I which specifies the duties of the Grand Treasurer and Section 9(a) of Article I, Section 10 of Article VI of the Constitution and other Regulations that define the duties and responsibilities of the Grand Secretary as they apply to our financial affairs and it is my ruling that the Grand Treasurer and Grand Secretary are Corporate Officers for the purpose of signing documents for the disbursement of Grand Lodge Funds as required by Section 9(a) of Article I of the Constitution, June 29, 1984, and by the authority of the Grand Master's Supplemental Report appearing in 1984 Proceedings on pages 144 and 145 and adopted by Grand Lodge on page 146, of the 155<sup>th</sup> Annual Grand Communication. June 29, 1984. (1985 Proc. 200)

