



DDGM Inspection Report

Most Worshipful Prince Hall Grand Lodge of Virginia, F. & A.M., Inc.

This form **must** be completed in triplicate (3) copies and forwarded to the Most Worshipful Grand Master, the Right Worshipful Deputy Grand Master and to the office of the Grand Secretary no later than **August 1st of the year** to be considered.

Date of Inspection: _____

Deputy's Name: _____ **District:** _____

Lodge Name & Number: _____ **City:** _____

EXECUTIVE SUMMARY *(General Condition of Lodge)*

1. Membership as of last annual report: _____
2. Number of initiations since last inspection: _____
3. Dates of Initiation(s): _____ | _____ | _____
4. Number of reinstatements since last inspection: _____
5. Number rejoined since last inspection: _____
6. Number of demits (affiliated) since last inspection: _____
7. Number of demits (outgoing) since last inspection: _____

8. Number of deaths since last inspection: _____
9. Number of members dropped (NPD/Suspended) since last inspection: _____
10. Total membership as of current inspection date: _____
11. Has lodge paid all Grand Lodge per capita tax? Yes No
12. How much is owed as of this inspection date? _____
13. Does lodge have a budget & finance committee? Yes No
14. What was the gross income (collections) of the lodge during the last fiscal year? _____
15. What is the total estimated income for the current fiscal year in the budget? _____
16. Does the Worshipful Master sign checks? Yes No
17. Does the Treasurer keep a receipt book of all monies received from the Secretary?
 Yes No
18. Does the Treasurer keep a monthly record of checks issued, with signed vouchers?
 Yes No
19. Does the Treasurer make timely bank deposits? Yes No
20. Does the lodge have an annual written audit using competent persons? Yes No
21. How much does each member pay for dues each year? _____
22. Examine the charter of the lodge and provide the date it was chartered. _____
23. Were the Secretary's records properly kept and posted up to the last lodge meeting?
 Yes No
24. How many Master Masons were present for the official visit meeting? _____
25. List elected officers who were absent. _____
26. Does the lodge own its building? Yes No

27. Make sure that the Lodge responded to IRS Form 990 request. Review the response and if possible, obtain a copy for your records.

28. If renting, leasing, or other arrangement, briefly state conditions (include rental payment).

a. _____

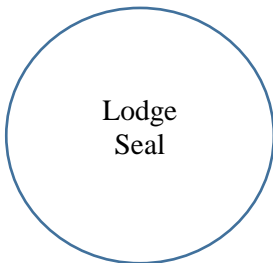
29. During your visit, request the Brothers to inform you of any criticism or complaint they may have of the Grand Lodge, the Grand Master or any Grand Lodge Officers. (**Restate any such complaints or criticisms here, use additional sheets if required**):

a. _____

30. Any other information/recommendations that you feel is pertinent to evaluating the lodge.

31. Does the lodge participate in the District's Master & Wardens Council? Yes No

**Submit Secretary's list of lodge membership w/ name, address, phone number, date of birth, and date raised to Master Mason.



DDGM (or Asst): _____ **Date:** _____

Worshipful Master: _____ **Date:** _____

Lodge Secretary: _____ **Date:** _____

Date Submitted: _____

Date Received: _____