



Annual Report Instructions

KEY DATES

-  Membership updated **DECEMBER 31ST**
-  Tasks completed by **JANUARY 15TH**

TASK SUMMARY

-  Complete online report & submit
-  Prepare and mail package to Amy

Annual Report Instructions:



Step 1

DUE: DECEMBER 31ST

Update Membership Roster

- Add new members (initiates, affiliates)
- Update members who are no longer in good standing (Majority, demit, suspended)



STEP 2

MAIL BY: JAN. 15TH

Online Report

- Complete online report, press "Save & Submit"
- Print, sign, seal, and mail report to Amy



STEP 3

MAIL BY: JAN. 15TH

Audit

- Complete audit of bank account/financial records by two Auditors, with signatures
- Mail one copy to Amy, keep two for Assembly

Note:

- Assembly books close on December 31st
- Auditors must not be related to the MA, Chairperson, Recorder & Treasurer
- All Assembly bank accounts must be audited and reported



STEP 4

MAIL BY: JAN. 15TH

Calculate Assembly Fees

- Calculate total Assembly fees
- Send a single cheque or e-transfer, using the USD conversion provided by Amy

2025 Fees:

- \$15USD per active member
- \$2USD per initiate in the current calendar year
- \$15USD per Grand Cross/Service Award nominee
- \$25USD for Assembly download form access
- \$5CDN per active member



STEP 5

MAIL BY: JAN. 15TH

Mother Advisor Identification

- Fill out and send a copy to Amy



STEP 6

MAIL BY: JAN. 15TH

Grand Cross/Service Award nominees

- Determine Assembly eligibility and select nominees (if applicable)
- Submit nominations online to Supreme Assembly and mail to Amy

Eligibility:

- For every 3 members initiated this year, the Assembly may nominate a member
- For every girl nominated, an Assembly may nominate an adult for Grand Cross AND an adult for a Service Award

Annual Report Instructions

Important notes:

System Login Instructions

- Go to gorainbow.org and press LOGIN in the top right of the screen
- Enter username (xcn###) and password (use Forgot Password if needed to receive an email)

Mailing Address

Amy Jackson
8397 Wellington Rd. 22
Guelph-Eramosa, ON
NOB 2K0

Sample Assembly Fee Calculation

Example:

- 8 members (\$120USD)
- 3 initiates (\$6USD)
- 2 Grand Cross nominees (\$30USD)
- Assembly download access (\$25USD)
- 8 members (\$40CAD)

= \$160USD + \$40CAD

2025 USD to CAD conversion: 1.40

$\$161\text{USD} \times 1.40 + \$40\text{CAD} = \$265.40$

Information Required

- Membership updates (demitted, majority, suspended, and new members)
- Bank balance as of December 31
- Total income for the Assembly this year
- Property valued over \$100 other than regular Assembly paraphernalia
- Banking institution and account information
- Contact information for the new MA and Chairperson
- New year's Advisory Board member list (pre-approved)

Common Mistakes



- Missing the key dates/deadlines!
- Missing signatures or Assembly seal
- Report submitted online, but not mailed
- Forgotten MA Identification form
- Audit incomplete

Mailed Package Contents - complete list

1. **Fund payment**, with written calculation of total Assembly fees
 - a. Cheque to "Grand Assembly of Canada" OR e-transfer to supreme@canadaiorg.org
2. Printed **annual report**, signed by incoming MA & Chairperson and sealed
3. **Audited financial** statement with signature
4. **Nomination form** for Grand Cross/ Service Award (if applicable)
5. **Mother Advisor Identification Form**