

My Brother, on the following pages you will find the examinations for each Lesson in Module II. A score of ninety percent (90%) is required to pass for each Lesson. Once you have completed all seven examinations give this workbook to your Zone Chairman for the Masonic Education Committee. He will grade each and return this to you along with a Certificate of completion from the Grand Lodge of Florida F. & A. M.

Thank you for taking the initiative to better yourself in Freemasonry, improve your value to your Lodge, and become a wiser Mason.

Please complete the member information below. Please print neatly and fill in each blank to receive proper credit for the work you are doing.

NAME: \_\_\_\_\_

MEMBER NUMBER: \_\_\_\_\_

LODGE NAME: \_\_\_\_\_ NUMBER \_\_\_\_\_

DISTRICT NUMBER: \_\_\_\_\_ ZONE NUMBER: \_\_\_\_\_

DATE EXAM GIVEN TO ZONE CHAIRMAN: \_\_\_\_\_

Brother Zone Chairman, please grade these exams and if the member has achieved a score of 90% on each lesson submit the ME-4 Form to Grand Lodge to record the members accomplishment and request a certificate to present to the member. Please return this workbook to the member when you present the certificate.

ZONE CHAIRMAN NAME: \_\_\_\_\_

EXAM SCORE: LESSON 1: \_\_\_\_\_% LESSON 2: \_\_\_\_\_%

LESSON 3: \_\_\_\_\_% LESSON 4: \_\_\_\_\_% LESSON 5: \_\_\_\_\_%

LESSON 6: \_\_\_\_\_% LESSON 7: \_\_\_\_\_%

DATE ME-4 FORM SENT TO GRAND LODGE: \_\_\_\_\_

DATE CERTIFICATE PRESENTED TO MEMBER: \_\_\_\_\_

**MODULE II**  
**LESSON I**  
**LODGE FINANCES AND REQUIRED REPORTS**

To complete this examination you will need to reference the following Grand Lodge publications: Module II Study Guide and your Digest of Masonic Law.

1. Name four sources of income for any Lodge.  
A.)  
B.)  
C.)  
D.)
2. The Uniform Code of By-Laws, Chapter 24, Section 10.02 says what about Lodge Finance Committee responsibilities.
3. Must minutes be taken at all Lodge Communications?
4. Name seven entries that should be recorded for each Stated Communication in every set of minutes.
5. Must the Grand Secretary's Office be notified if your Lodge elects to go dark for the summer?
6. Lodge minutes may be kept in a loose leaf book but when \_\_\_\_\_ pages have been filled they shall be taken out and permanently bound.
7. When should you complete a GL 705?
8. By what date must each Lodge pay in full, to Grand Lodge, all dues and assessments?
9. When is the Lodge Annual Return prepared and forwarded to the respective Lodges?
10. When should Lodge Secretaries notify the members of their dues obligation?
11. How often and to whom is State Sales Tax paid?

12. What are Treasury Department forms 990 and 990T used for?
13. When is the LYPMGC report due to the Grand Secretary?
14. State or Federal reports are required to be submitted to the Grand Secretary when?
15. The Grand Lodge of Florida requires each Lodge to have its Lodge funds audited each year by an independent accountant.  
 True  False
16. All monies for the Lodge should be received by the Treasurer who in turn notifies the Secretary for his record.  
 True  False