



BENJAMIN A. BEYNON  
GRAND COMMANDER

GRAND COMMANDERY  
of  
**KNIGHTS TEMPLAR**  
of  
Pennsylvania

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February 15, 2019

Sir Knight Recorder,

The Annual Return is due in the Recorders Office by May 5<sup>th</sup>, 2019 with your Commanderies check. The Grand Recorder has attached a new Annual Return form with this notice. Please download the PDF form and rename it with your Commandery Number and Name. Then open the form. Click in the first yellow Box and enter your Commandery Name, then you can TAB to each box or use your mouse to move between fields. Once you fill out the first page it will automatically fill in your Commandery Name, Number and Location on all the subsequent pages. Fill in each yellow box, if you do not have anything to enter put in 0.

You will find the Grand Encampment Membership Count from December 31, 2018 for your Commandery on page 10, the last page, in Table 2. You can use the [\(Table 2 Pg.10\)](#) link to go to page 10. On page 10 go to the [\(Return to Page 3\)](#) link to get back. Make sure you enter this number in the “**Grand Encampment Assessment**” field next to [\(Table 2 Pg.10\)](#) on Page 3.

Each Commandery should be able to complete the Annual Return form before their April meeting so that the Incoming Eminent Commander can sign it and the vote taken to cut the check. The only changes that may be needed would be in the event of a death. If you have any questions or difficulty with this form, please contact me and I will walk you through it.

Courteously,

*Ben*



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