

7. Do not fail to report the state of your Division, together with all legal decisions given, and privileges granted, to your County or District Deputy, before the 10th of the first month of the new Quarter, as required by your Commission. The names and addresses of the County and District Deputies will be found on page 259 of this Year Book.

8. If there is a Band of Hope in connection with your Division, or in the neighborhood, send Quarterly Returns of the Band to the Grand Scribe.

DIRECTIONS TO RECORDING SCRIBES.

Get Financial Statement from the F. S., and prepare the Quarterly Returns for the Grand Division immediately after the last Meeting of the Quarter. Get the Blank Return from the Deputy. Read the instructions on the back of it. Fill in *all* the items. Write *plainly* and *legibly*, especially the *figures*. Get the *Terms* right. Secure the proper signatures. Make no erasures or alterations, but inform the Grand Scribe by letter of any corrections that require to be made. Take a little pride in having your Returns well and *neatly* made out. Hand them, with the *Per Cap.* Tax, to the Deputy before the installation of Officers. If the Deputy is away from the place, forward them, yourself, to the Grand Scribe. Read directions to Deputies relative to money remittances. If the Blank Return has been mislaid, write to Grand Scribe for another.

SUPPLIES.

All orders for Supplies must be accompanied by the money. The Grand Division *imperatively* requires it.

The attention of Deputies and Divisions is called to the following order of the National Division, viz:—"No Grand Scribe shall furnish to a Subordinate Division a second set of Ritual, or duplicate parts thereof, unless their old ones are returned, or satisfactory assurance given that they are destroyed."—*Nat. Div. Journal, page 1547.*

R. ALDER TEMPLE,
Grand Scribe.

No. 2.

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