



**Office of the R.E. Grand Recorder
W.E.B. du Bois Grand Commandery, Order of Knights Templar
Washington and Jurisdiction, PHA**



July 2025 – June 2026

Subject: Annual Report of the Right Eminent Grand Recorder

To the Most Eminent Grand Commander, Very Eminent Deputy Grand Eminent Commander, Right Eminent Grand Generalissimo, Right Eminent Grand Captain General, Grand Commandery Officers, and the Sir Knights of Washington and Jurisdiction

Greetings Sir Knights. May the blessings of the Supreme Architect attend our efforts as we meet in fraternal unity, and solemnly and abundantly bless our families and loved ones. With fraternal respect and solemn duty, I submit this Annual Report of the Office of Grand Recorder to the Most Eminent Grand Commander, Grand Commandery Officers, and the Sir Knights of Washington and Jurisdiction. This report provides a comprehensive account of the administrative, record-keeping, and communication activities conducted by this office during the past Masonic year, ensuring proper documentation and support of Grand Commandery operations.

Article III – DUTIES OF THE GRAND COMMANDERY OFFICERS, Grand Commandery Bylaws

Duties of the Right Eminent Grand Recorder

Section 1. The Right Eminent Grand Recorder shall personally attend each Grand Commandery, with the necessary books and papers; he shall keep the seal of the Grand Commandery and affix the same with his attestation to all instruments required to be so executed. He shall keep an accurate record of all transactions of the Grand Commandery.

Section 2. He shall draw all orders for payment of money as directed or voted by the Grand Commandery and shall present the same to the Most Eminent Grand Commander for his approval and signature.

Section 3. He shall issue proclamations as the Most Eminent Grand Commander shall direct and shall send out all communications pertaining to the business and affairs of the Grand Commandery when ordered to do so.

Section 4. He shall receive petitions and appeals and shall direct them to proper committees. He shall keep a true and accurate list of all Constituent Commanderies of this Grand Commandery according to their seniority. He shall receive all monies together with

reports covering quarterly collection from the Recorder 's of every subordinate Commandery. He shall maintain cash receipts and disbursement journals, ledger books for Commandery and membership posting thereto the annual returns received the 15th day of April. He shall receive receipts for and immediately pay over to the Right Eminent Grand Treasurer all monies collected.

Section 5. He shall deliver to the Grand Commandery annually and while in session a true and accurate written account of the business that was transacted in and through his office. He shall turn over all of his books of account, vouchers for money paid out and all necessary papers and documents to the Auditing committee on or before the 15th day of March each year. The Right Eminent Grand Recorder receives annually such compensation for his services as the Grand Commandery may from time to time decide in accordance with financial capability.

Section 6. He shall keep in bound books the records of this Grand Commandery, a full and complete record of all Commandery membership showing the number of members in each, names of members in each admission, rejections, suspensions, expulsions, dismissals, and deaths.

Section 7. He shall perform all such other duties as may be required by law of regulations of the Grand Commandery or by the Most Eminent Grand Commander. He shall at the close of his term of office, turn over all books, records, documents, papers, and property in his possession or under his control and care belonging to this Grand Commandery.

1. Records and Documentation

- Maintained accurate and complete records of all Grand Commandery proceedings.
- Prepared and distributed minutes of all conclaves and special meetings in a timely manner.
- Documented degree conferrals, officer installations, and ceremonial activities.
- Preserved archives of correspondence, resolutions, and official Grand Commandery documents.

2. Correspondence and Communication

- Handled all official correspondence of the Grand Commandery, including communications with subordinate commanderies and officers.
- Issued notices, circulars, and announcements as directed by the Most Eminent Grand Commander and Grand Commandery regulations.

- Maintained a log of correspondence and ensured proper responses to communications.

3. Membership Records

- **Total Membership at Start of Year:** 208 members
- **New Members Recorded:** 21 members (members dubbed)
- **Members Affiliated or Transferred:** 2
- **Total Membership at Year-End:** 140 members

Maintaining accurate membership records ensures the integrity of the Grand Commandery and supports reporting to the Most Eminent Grand Commander and Grand Commandery Officers.

4. Collaboration with Officers

- Coordinated closely with the Grand Treasurer and other Grand Commandery Officers to ensure smooth operations.
- Assisted subordinate commanderies with record-keeping, reporting, and adherence to procedural requirements.

5. Financial Oversight (if applicable)

- Recorded dues, fees, and contributions received from constituent commanderies.
 - Received Annual Tax Income from the Commanderies below:
 - **Headquarters Commandery #1** \$650 (\$200 was reduced from this annual report due to 7 Lifetime Members and 1 Exempt member are exempt from paying dues, hence being exempt from the commandery paying an annual per captia tax for these members). \$450 received for Annual Tax.
 - **Fredrick of Prussia Commandery #2** - \$385, (\$25 was reduced from this annual report due to 1 Lifetime Member that is exempt from paying dues, hence being exempt from the commandery paying an annual per captia tax for this member). \$360 received for Annual Tax.
 - **Valentine Camacho Commandery #3** - \$600 received for Annual Tax.

- **Payens De Molay Commandery #4** - \$585 received for Annual Tax.
- **Thomas Bowers Commandery #5** - \$375 received for Annual Tax
- **St. Maurice Commandery #6** - \$275 received for Annual Tax
- **Hughes De Payens Commandery #7** - \$335 received for Annual Tax.
- **Shuri Valor Commandery #10** - \$550 (there was a \$100 late fee collected for this annual report) \$450 received for actual Annual Tax.
 - Received a total of \$ 2100 for Dubbing fees of 21 new members.
 - Received a total of \$1395.81 for Rituals and York Rite Pamphlets distributed.
- Maintained accurate ledgers and financial records for submission to the Grand Treasurer. All monies
- Provided reports on financial transactions and ensured compliance with Conclave financial policies.

NOTE: The Annual Conclave Registration Fees were paid directly to the YR Consortium Square business account and will remain for Annual Conclave usages only. Annual Conclave Funds are not received by the Grand Recorder and Annual Conclave Funds are not received by Grand Treasurer.

6. Challenges Encountered and Recommendations

- **Challenges Faced During the Year:**
 1. At times it was challenging to receive information from the District Deputies pertaining to membership status, updated reports, etc. I recommend implementing a quarterly call with the Deputies to include the subordinate recorders to ensure that information is being received, recorded properly and answer any questions that may arise.
 2. Gleaning information to build a master roster from all the subordinate Commandery's was a challenging task. The Leadership Report established by the Grand Commandery provided uniformity but was not received well, not everyone conformed to the standard that was set.
 3. The Grand Recorder position is a demanding position so the lines of communication must be funneled properly to ensure that information is not being misinterpreted. Adhering to established masonic duties set for each position would help lessen the amount of confusion that misinterpretation can cause.

7. Concluding Statement

The Office of Grand Recorder remains committed to precise record-keeping, effective communication, and faithful service to the Grand Commandery. I extend my gratitude to the Most Eminent Grand Commander and Grand Commandery Officers for their guidance, cooperation, and support throughout the Masonic year.

Respectfully Submitted,

Eugene Brown

**R.E. Eugene Brown, KYCH
Grand Recorder
W.E.B. du Bois Grand Commandery
Order of Knights Templar, PHA
Washington and Jurisdiction**



Grand Commandery Recorder Financial Tracker

[illegible]

MEMORANDUM OF RECORDS

June 16, 2026

Greetings,

As of the date of this memorandum, the checking account has an available balance of \$8038.82. The attached financial tracker accounts for \$8,033.33, resulting in a positive variance of \$5.51.

When the bank account was opened, on October 15, 2025, a deposit of \$675 was made by Eugene Brown into the Bank of America bank account. These funds originated from cash proceeds collected from the sale of Knight Templar (KT) Rituals and York Rite (YR) pamphlets during the York Rite Conclave held in July 2025. The total amount collected and deposited was \$675.

Receipt #02 reflects the donation of \$50 from Eugene Brown for mailing regalia from Florida (by Eugene) to Virginia (to MEGC Miles). No Cash was taken from the sale of rituals to mail the regalia. A copy of the receipt is attached.

In Knighthood,

A handwritten signature in cursive script that reads "Eugene Brown".

Eugene Brown



W.E.B. DU BOIS GRAND COMMANDERY
Order of Knights Templar
State of Washington and Jurisdiction
Prince Hall Affiliated
egrwebduboisgrandcommandery@gmail.com



RECEIPT		No.:
Paid by:		Paid to: W.E.B. DU Bois Grand Commadery
DESCRIPTION		AMOUNT
		\$
	SUBTOTAL	\$
	DISCOUNT(S)	
	TAX	\$
	TOTAL	\$
Date:	Received by: Grand Recorder <i>Eugene Brown</i>	