



THE LEGION OF MARY
OUR LADY VIRGIN MOST PRUDENT SENIOR CURIA
OUR LADY OF FATIMA CATHEDRAL
E-MAIL: virginmostprudentcuria@yahoo.com
PRAESIDIUM ANNUAL REPORT FORM



Date of Report:

Date of Last Report:

1. Name of Praesidium:
2. Address:
3. Report No.: Date of Inauguration:
4. Day/Time/Venue of Meeting:
5. Period of Report:
6. Date of Last Visit by the Curia and Name of Praesidium/members that visited:
.....

7. OFFICERS:

| Office | Name | Appointed Date | Term |
|---------------------|------|----------------|------|
| Spiritual Director: | | | Nil |
| President: | | | |
| Vice President: | | | |
| Secretary: | | | |
| Treasurer: | | | |

8. ATTENDANCE:

a. ATTENDANCE TO PRAESIDIUM MEETING

| Officers | No. of Meetings Attended | Total Meetings for the Period | Attendance | |
|----------------|--------------------------|-------------------------------|--------------|---------------|
| | | | Current Year | Previous Year |
| President | | | | |
| Vice President | | | | |
| Secretary | | | | |
| Treasurer | | | | |

b. ATTENDANCE TO CURIA MEETING

| Officers | No. of Meetings Attended | Total Meetings for the Period | Attendance | |
|----------------|--------------------------|-------------------------------|--------------|---------------|
| | | | Current Year | Previous Year |
| President | | | | |
| Vice President | | | | |
| Secretary | | | | |
| Treasurer | | | | |

9. MEMBERSHIP:

| Membership | Senior | Junior |
|--------------------------------------|---------------|---------------|
| No. of Praesidia Affiliated (if any) | | |
| Active Members | | |
| Probationer Members | | |
| Auxiliary Members | | |
| Praetorian Members | | |
| Adjutorian Members | | |
| Total Members | | |

10. MEETINGS AND ATTENDANCE:

No. of Meeting Expected to be Held: No. of Meetings Held:
Average Attendance per Meeting: Reason for poor Attendance:

11. ACTIVITIES (ACTIVE WORKS UNDERTAKEN)

Home Visitation, Hospital Visitation, Catechism Instruction, Care for Children at Mass, Crowd Contact, Care for Junior Praesidium, etc.

12. EFFORT MADE:

| | |
|---|--|
| A. Home to Visitation: No. Assigned: No. Done: No. Homes Visited: Total People Visited: Active Catholics: Inactive Catholic: No. Separated Brethren: No. of Muslims: No. of Traditional Worshippers: No. of Unknown Denomination: | B. Hospital Visitation: No. Assigned: No. Done: Total Patients Visited: Active Catholics: Inactive Catholic: No. Separated Brethren: No. of Muslims: No. of Traditional Worshippers: No. of Unknown Denomination: |
| C. Catechism Instruction: No. Assigned: No. Done: Baptized: Average First Holy Comm.: Average Confirmation: Average General Prayers: Average | D. Crowd Contact: No. Assigned: No. Done: Total People Visited: Active Catholics: Inactive Catholic: No. Separated Brethren: No. of Muslims: No. of Traditional Worshippers: No. of Unknown Denomination: |
| E. Care for Children at Mass: No. Assigned: No. Done: Total No. of Children Cared Average No. Per Mass | F. Care for Junior Praesidium No. Assigned: No. Done: Total No Cared for: Average No. Per Meeting: |
| G. Family Rosary No. Assigned: No. Done: Total People Visited: | H. Prison Visitation No. Assigned: No. Done: Total People Visited: |

| | |
|---------------------------------|---------------------------------|
| Active Catholics: | Active Catholics: |
| Inactive Catholic: | Inactive Catholics: |
| No. Separated Brethren: | No. Separated Brethren: |
| No. of Muslims: | No. of Muslims: |
| No. of Traditional Worshippers: | No. of Traditional Worshippers: |
| No. of Unknown Denomination: | No. of Unknown Denomination: |

13. OTHER WORKS UNDERTAKEN:

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14. ACHIEVEMENT RECORDED:

| CATEGORY | | ATTENDANCE | |
|-----------|--|--------------|---------------|
| | | CURRENT YEAR | PREVIOUS YEAR |
| a. | No. Recruited into the Legion: | | |
| b. | Baptized: | | |
| c. | Confirmed: | | |
| d. | First Holy Communion: | | |
| e. | Vocations: | | |
| f. | Muslims: | | |
| g. | Marriage Solemnized: | | |
| h. | Separated Brethren: | | |
| i. | Lapsed Catholic Brought Back to the faith: | | |
| j. | Others: | | |

15. PLANS FOR EXTENSION WORK:

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16. LEGION FUNCTIONS WITH ATTENDANCE:

| S/N | FUNCTION | DATE | ATTENDANCE | |
|------------|---------------------------------------|------|--------------|---------------|
| | | | CURRENT YEAR | PREVIOUS YEAR |
| 1. | Acies | | | |
| 2. | May Devotion | | Average | |
| 3. | Edel Quinn Mass | | | |
| 4. | Annual Enclosed Retreat | | | |
| 5. | Praesidium Function (Mary's Birthday) | | | |
| 6. | Officers Workshop | | | |
| 7. | October Devotion | | Average | |
| 8. | Departed Legionaries Mass | | | |
| 9. | Frank Duff Mass | | | |
| 10. | Legion Congress | | | |
| 11. | Patrician Meetings | | Average | |
| 12. | Annual General Reunion (AGR) | | | |

17. FINANCE:

| S/N | DESCRIPTIONS | ₦ | ₦ |
|-----|-------------------------------|---|-----|
| 1. | INCOME | | B/F |
| 2. | Amount B/F from Last Report | | |
| 3. | S.B.C for the Period | | |
| 4. | Monthly Remittance | | |
| 5. | Surplus Funds | | |
| 6. | Total Income | | |
| 7. | EXPENDITURE | | |
| 8. | Contribution to Curia | | |
| 9. | Monthly Remittance | | |
| 10. | Spiritual Bouquet | | |
| 11. | Stationeries | | |
| 12. | Altar Expenses | | |
| 13. | Extension/Visitation Expenses | | |
| 14. | Production of Report | | |
| 15. | List others with the amount | | |
| 16. | Surplus Fund to Curia | | |
| 17. | Total Expenses | | |
| 18. | Balance at Hand | | |

18. Was the Finance Audited? Yes or No (If yes, please attach auditor's report)

19. Problems:

20. Was the Report Read and Accepted by Members before Submission?

21. Any Other Comments/Remark:

22. CONCLUSION: This report was carefully extracted from the documents of the Praesidium such as Worksheet, Roll Call Book, Minutes Book, the Treasurer's Book and the last Report.

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Name
PRESIDENT

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Name
SECRETARY

AUDITOR'S REPORT

| | | INCOME | | EXPENDITURE | | BALANCE |
|-----|--------------|--------|-----|------------------|-------------|---------|
| S/N | MONTH | B/F | SBC | TO PRAESIDIUM | TO CURIA | BALANCE |
| | | ₦ | ₦ | ₦ | ₦ | ₦ |
| 1. | January | | | | | |
| 2. | February | | | | | |
| 3. | March | | | | | |
| 4. | April | | | | | |
| 5. | May | | | | | |
| 6. | June | | | | | |
| 7. | July | | | | | |
| 8. | August | | | | | |
| 9. | September | | | | | |
| 10. | October | | | | | |
| 11. | November | | | | | |
| 12. | December | | | | | |
| | Total | | | | | |

ANALYSIS:

| | | |
|---------------------------------------|--------------|--------------|
| | ₦ | ₦ |
| INCOME; | | B/F |
| Balance Brought Forward | | Nil |
| S.B.C | | |
| TOTAL INCOME | | |
| Less Expenditure: | | |
| To Praesidium: | | |
| To Curia: | <u>.....</u> | |
| Total Expenditure: | | <u>.....</u> |
| Balance in the Bank or at Hand | | <u>.....</u> |

BREAKDOWN OF EXPENDITURE

| S/N | MONTH | DATE | ITEM | AMOUNT ₦ |
|-----|-----------|------|------|-------------|
| 1. | January | | | |
| 2. | February | | | |
| 3. | March | | | |
| 4. | April | | | |
| 5. | May | | | |
| 6. | June | | | |
| 7. | July | | | |
| 8. | August | | | |
| 9. | September | | | |
| 10. | October | | | |
| 11. | November | | | |
| 12. | December | | | |
| | Total | | | |

OBSERVATIONS:

- i.
- ii.
- iii.

RECOMMENDATIONS:

- i.
- ii.
- iii.

CONCLUSION:

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Name
Auditor I

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Name
Auditor II