



Financial Secretary/ Faithful Comptroller Training

Presented by: Regional Growth Director Ray Lopez, PSD
to Utah State Council on 11/23/2020.

Disclaimer: “Faithful Comptroller”

- While this course is designed for and around the duties of the Financial Secretary of a council, many of the terms and screen shots will apply to those used by the Faithful Comptroller of an Assembly.

QUALIFICATIONS

- Must be a Third-Degree Knight of the Council.
- Must be in good standing.
- Must adhere to Supreme Council requirements in accounting and monies and recording membership additions and changes.
- Cannot be engaged in the sale of life or health insurance for another organization.
- Will be appointed by the Supreme Knight for a term of three years.
- Will be automatically bonded in the amount of \$5,000 upon appointment.
- Will be evaluated by the Grand Knight, council Trustees, and District Deputy at the end of the term; will be recommended or not recommended for re-appointment.
- District Deputy may not serve simultaneously as a Financial Secretary without written permission from the State Deputy.

Introduction

- The Financial Secretary...
- "... is an integral part of the structure of the Knights of Columbus." - Virgil Dechant, Past Supreme Knight
- Is appointed by Council and is affirmed by the Supreme Knight for the bonding.
- Reports to District Deputy, Grand Knight, and the Council.

Financial Secretary Responsibilities

- Collect and receive all moneys due the council
- Keep account of all dues and funds
- Transfer money to the Treasurer
- Keep a roll of the members and certificate holders, their ages, residences and occupations, with the dates of initiation

F/S Responsibilities (Cont'd)

- Notify Membership Records of the names and addresses of all council officers and other appointments.
- Assist the council officers in timely completion and ensure submission of all council forms.
- Keep official seal of council and affix the same to all official documents, papers, membership cards, etc.

F/S Responsibilities (Cont'd)

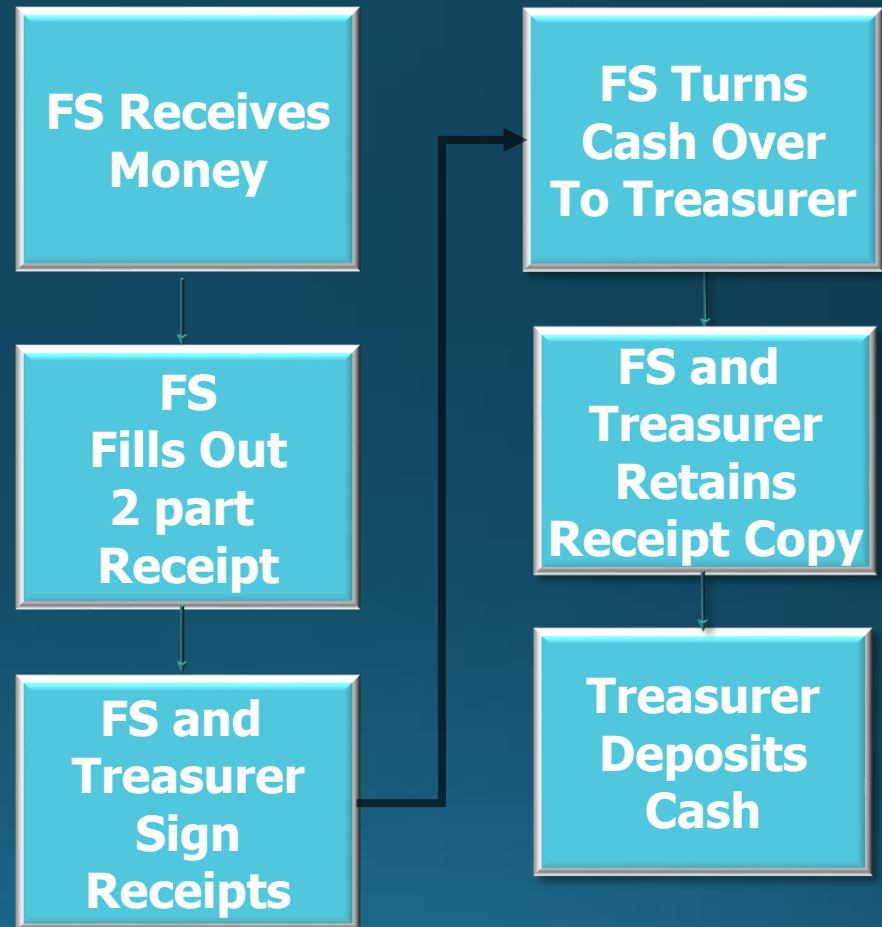
- Other duties.
 - Perform all other acts as required
 - Keep record of ceremonial books
 - Order supplies as needed or requested by Grand Knight.
 - Attend regular and officer meetings
 - Provide Field Agent with assistance
 - Provide all records to the Trustees for the Audit and the District Deputy for inspection.

F/S Responsibilities (Cont'd)

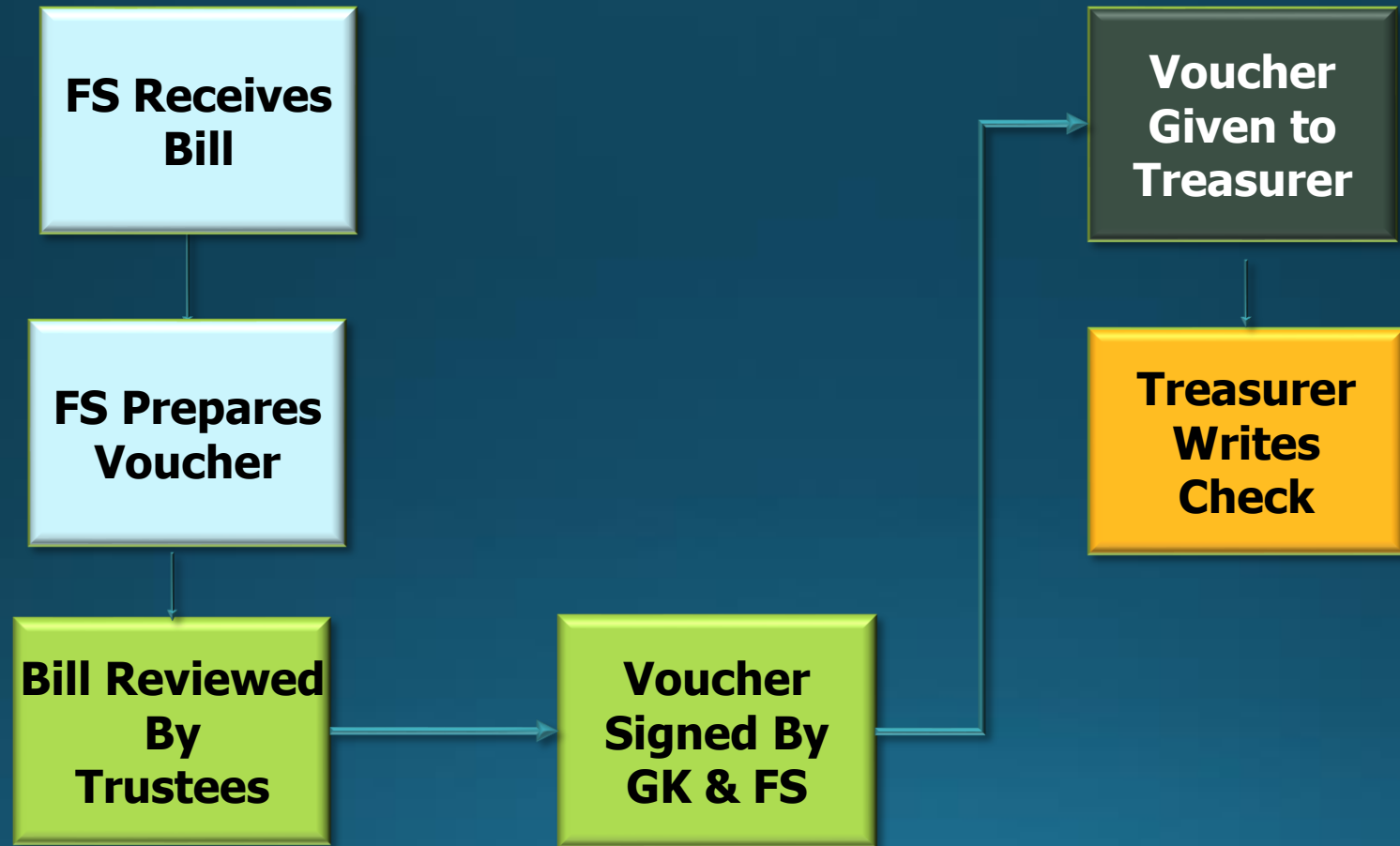
- Liability Insurance
- Submitting IRS Form 990
- Perform Other Duties as required

Council Financial Procedure

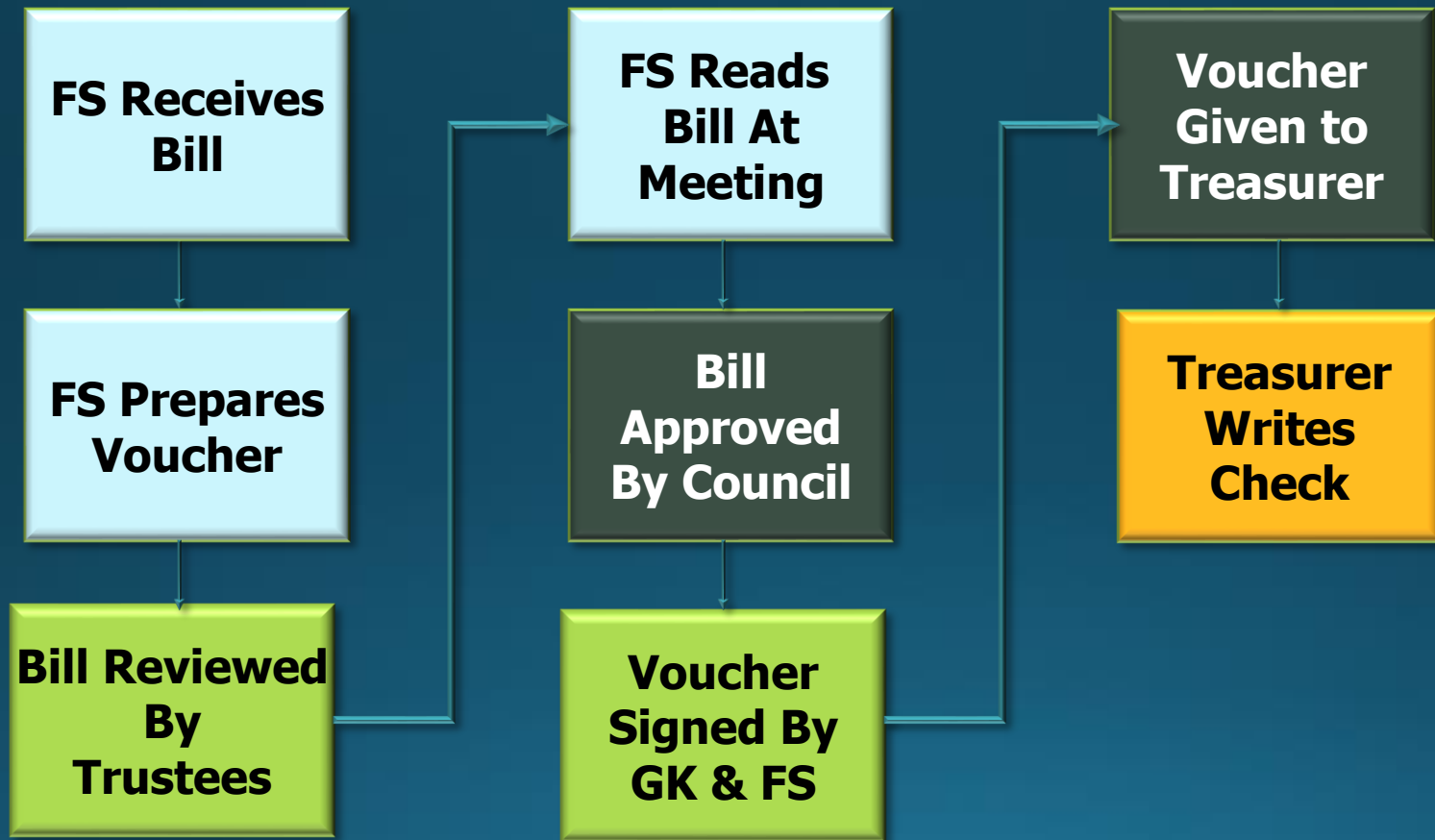
1. Collect and receive all moneys due the council
2. Keep account of all dues and funds
3. Transfer money to the Treasurer
 - Treasurer's Receipt to Financial Secretary
 - Trustees use to verify records during audit



Paying Budgeted Bills



Paying Non-Budgeted Bills



Retention Committee

MM Retention
report from FS



Grand Knight reviews
Membership Conservation
Report for those members
that have not payed

Councils Officers
recommend
member action
or waive dues
owed

Retention
Committee
Contacts
member

Retention Committee
member fills out the
Membership Conservation
Report

District Deputy
Contacts
member and
signs off on
suspension

The FS is not a member of the Retention Committee!

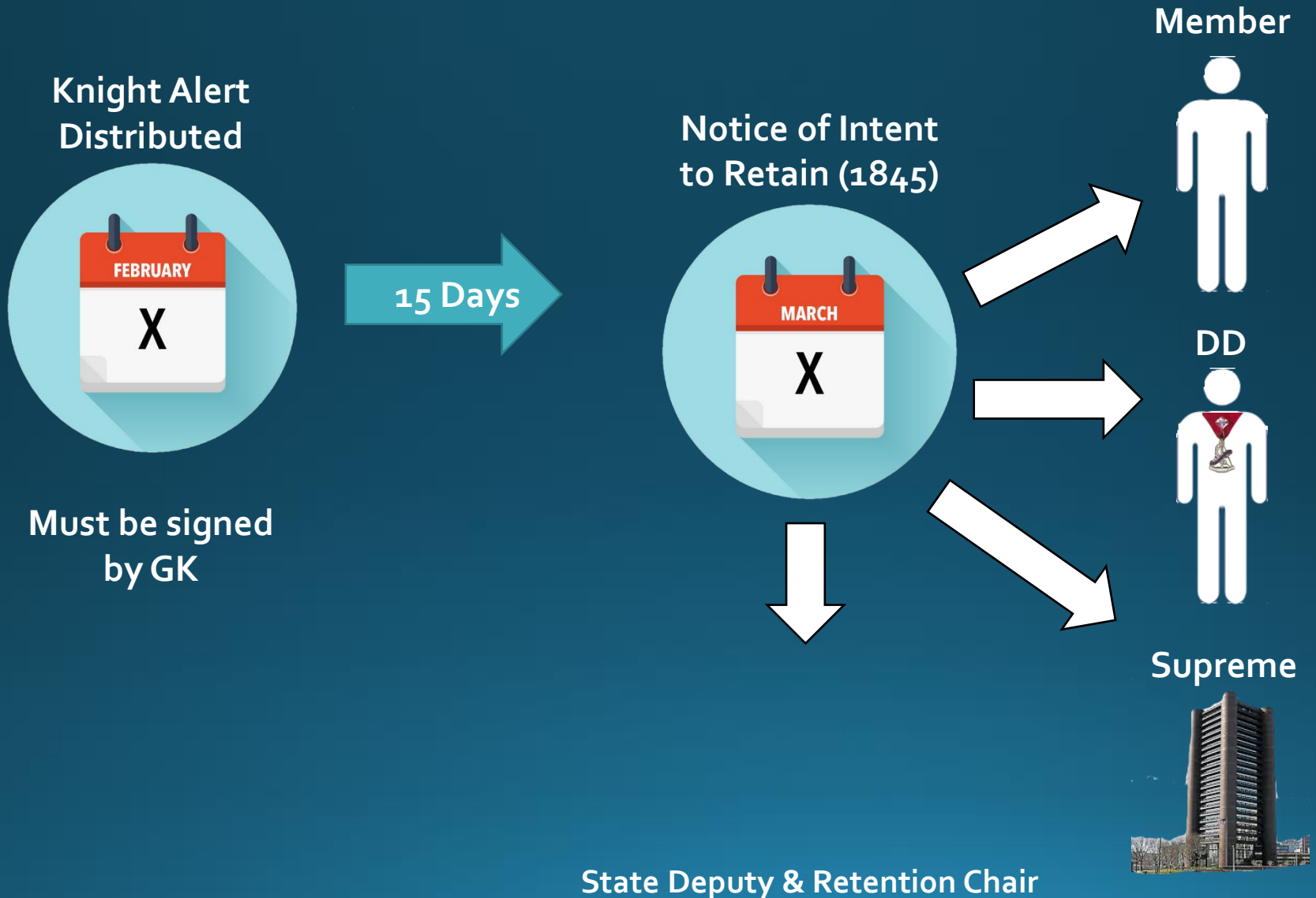
Member Billing and Next Steps

- First Billing...Must wait 30 days to next step
 - may wait longer
- Second Billing....Must wait 30 days to next step.
 - may wait longer.
 - Council Retention starts and report of retention committee is printed
- Knight Alert sent....Must wait 15 day to next step.
 - may wait longer
 - District Deputy should be notified and given a report on council retention efforts.
- 1845 Intent to Retain is Sent....60 day cooling period.
 - State Retention chair is given report by the District Deputy or the council retention chair.
 - Council must have a retention chair, and not the Financial Secretary.
 - **Form 100 must be sent in within 60 days or process must be restarted.**

Retention Committee Member - Contact outcomes

- Member Pays dues
 - Withdrawal
 - Transfer
 - Misconduct
 - Unable to pay dues
(Military Service, Un
Employed)
 - Member Death
 - Disability Waiver
 - Failure to remain a
practical Catholic
 - Felony Conviction
-
- ▶ Retention Committee contacts members
 - ▶ The Retention Committee Member must provide the Grand Knight with a written report on each member who was contacted.

Proper Billing Procedures after Retention Committee



What happens at Supreme?

- Upon receipt of Form 1845 in the Membership Records Dept.
- Membership record is “flagged.”
- Supreme Knight’s retention letter is forwarded to the delinquent member.
- A listing of 1845’s received and processed the Conservation report is published on Officer’s on Line.
- The “Notice of Intent to Retain” (Form 1845) becomes null and void 90 days after official receipt by the Supreme Council Membership Department – if no further action is taken by council.

The “Final” Steps...

- After 60 days have elapsed – from the date Supreme “processes” the 1845 - file a “Form 100” indicating that the Intent to Retain period has expired.
- A suspension is not complete until a “Form 100” is submitted to the Supreme Council membership Department.
- Be sure to include a stated reason for the suspension.
- Be sure all documentation is available to support the stated reason for the suspension.

Types of Membership Transactions

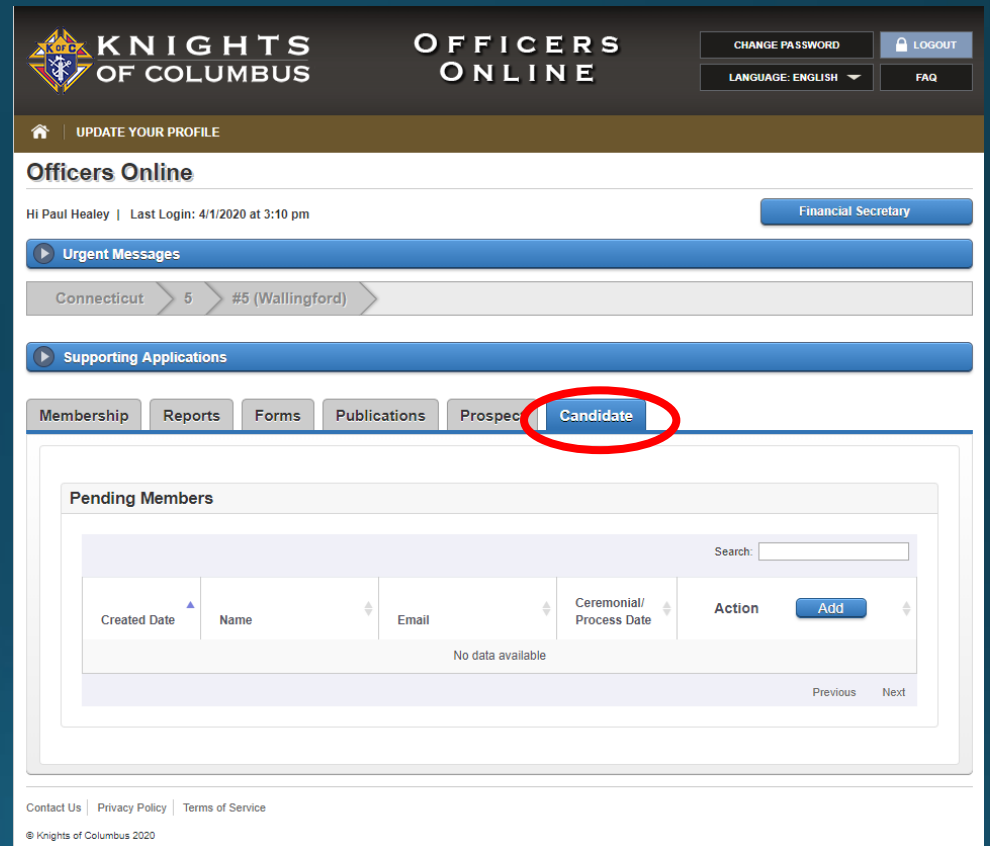
- New Member
- Juvenile to Adult – Under 18 year old with K of C Ins Joins for \$5
- Reinstatement – out less than 3 months, no break in service
- Reactivation – With Insurance out more than 3 months, Break in service, \$5 fee
- Readmission – Without Insurance out more than 3 months and less than 7 years, Break in service, \$7.50 fee
- Reapplication – Without Insurance out > 7 years , Break in service, \$7.50 fee (admissions and Degree work)
- Transfer - Check members card
- Withdrawal
- Data Change – Use MM
- Death – Use MM and Call Agent even if member has no Insurance
- Suspension – Non-payment of dues or Misconduct

Adding New Members (standard)

- Prospective member identified (blitz, drive or referral).
- Prospect completes admissions committee questionnaire (form 391) and form 100.
- Admissions committee meets with prospect. Completes admissions committee report.
- Form 100 is read at Council meeting with Admission Committees recommendation.
- Secret ballot is held.
- Prospect pays Initiation fee and prorated dues to FS. If the Prospect is an e-member calculate dues credit to next billing cycle.
- Prospect is taken to a CUF Degree.
- The Form 100 is sent to Supreme ASAP or enter e-member 1st degree date for Prospect in Officers online (no later than 24 hours).

Candidate Tab

- Log into Officers Online
- Click on the “Candidate Tab”
- Only GKs and FSs have the “Candidate” tab
- ***NOTE: Prospect Tab is separate and for Online Membership***



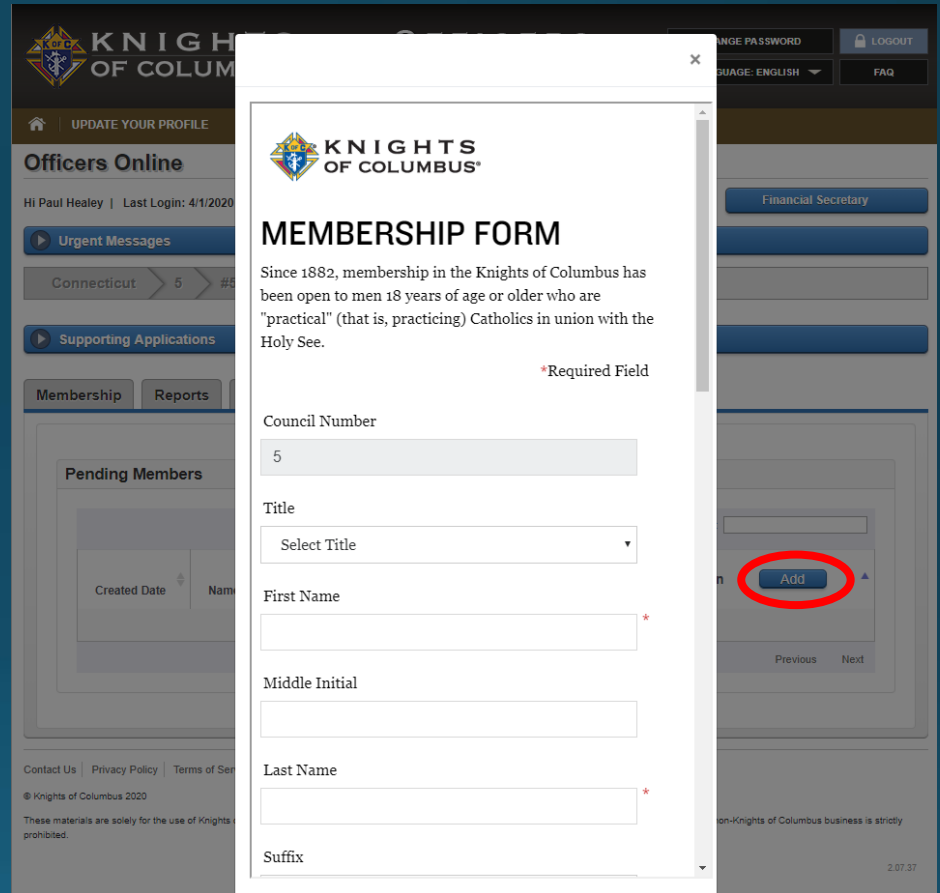
The screenshot displays the Officers Online web application. At the top, the logo for the Knights of Columbus is on the left, and the text "KNIGHTS OF COLUMBUS OFFICERS ONLINE" is on the right. Navigation links include "CHANGE PASSWORD", "LOGOUT", "LANGUAGE: ENGLISH", and "FAQ". Below this is a "UPDATE YOUR PROFILE" link. The main content area is titled "Officers Online" and shows the user's name "Hi Paul Healey" and last login time "4/1/2020 at 3:10 pm". A "Financial Secretary" button is visible. Below are sections for "Urgent Messages" and "Supporting Applications". A navigation bar contains tabs for "Membership", "Reports", "Forms", "Publications", "Prospect", and "Candidate". The "Candidate" tab is circled in red. The "Pending Members" section below shows a table with columns for "Created Date", "Name", "Email", "Ceremonial/Process Date", and "Action". The table is currently empty, displaying "No data available". A search bar and an "Add" button are also present. At the bottom, there are links for "Contact Us", "Privacy Policy", and "Terms of Service", along with a copyright notice "© Knights of Columbus 2020".



Add Member

(New, Transfer, or
Reactivation)

- Click on “Add” button to enter new member
- “Membership Form” screen will appear
- Enter required fields from completed paper Form 100
- Scroll down to complete fields



The screenshot displays the Knights of Columbus Officers Online interface. A modal window titled "MEMBERSHIP FORM" is overlaid on the page. The form includes the following fields:

- Council Number:
- Title:
- First Name:
- Middle Initial:
- Last Name:
- Suffix:

Required fields are indicated by an asterisk (*). The "Add" button in the background is circled in red.



Adding new "E" Members

Urgent Messages

Fraternal Training Portal:
If the Fraternal Training button is not appearing, we suggest that you request your grand knight or financial secretary update your record with a primary email address. If this is not the issue, feel free to contact 203-752-4270, selecting option 3 for assistance; or email FraternalTraining@KofC.org.

First Degree Ceremonial Production
Supreme Knight Carl Anderson has announced that a video production of the First Degree Ceremonial is available for councils to utilize when bringing in new members. This production is designed to aid any council lacking a degree team, or for those times when special circumstances prevent the candidate from attending a First Degree Ceremonial. While the preferred exemplification of the First Degree is to be conducted by a skilled council team, this video production offers every council an option. [Play Video](#) | To download this video, right-click [here](#) and click on Save Link As or Save Target As.

First Degree Ceremonial Instructions: [View](#) | [Download](#) | [Order](#)

Connecticut > District > Council

Supporting Applications

Officers Desk Reference | Knights Gear

"Reject" reasons:

- Eligibility Concerns
- Council Incompatible
- Does not want to Transfer

Please provide

Select the Reason

- Eligibility Concerns
- Council Incompatible
- Does Not Want To Transfer

OK Cancel

Membership | Reports | Forms | Publications | **Prospect**

Unassigned

Assigned

Membership | Reports | Forms | Publications | **Prospect**

Assigned

Search: _____

Council # ▲	Assigned Date	Name	Member #	Grand Knight Approval (Date Read)	Financial Secretary (Ceremonial Date)	Action
10705	02/26/2018	Benson Dubios	4925146	MM/DD/YYYY	MM/DD/YYYY	Update Reject

Online Membership dues issue

- Online Members are issued a membership card for a calendar year from the date they join. This will not coincide with our Calendar billing cycle.
- When transferring in an Online Member you need to prorate the dues from the remaining year of the Online Member and apply this amount to there prorated Council dues.
- For example: the Online Member has a card good to May 1st and he joins a Council in January. You would credit the member \$10 towards his Council dues (January to May is $\frac{1}{3}$ of the year so we would give the member $\frac{1}{3}^{\text{rd}}$ of the \$30 Online Member dues credit)

[CONTACT US](#)

[SAFE ENVIRONMENT PROGRAM](#)

[CAREERS](#)

[SIGN IN](#)

[JOIN](#)

[DONATE](#)



[FOR MEMBERS](#)

[WHAT WE DO](#)

[GET INVOLVED](#)

[NEWS HUB](#)



ARE CATHOLIC MEN

Help us change lives

www.KofC.org website

Officers Login

[KOFC Home](#) [Language](#) ▾ [Privacy/ Usage](#)



Login

Please enter your username and password and click on the "Login" button to log in. Fields marked with an asterisk (*) are required.

This section requires user registration.

Username: *

Robert713

Password: *

.....

Remember my username

[Change password](#)

Login

Copyright © Knights of Columbus
See [Privacy Policy](#) and [User Agreement](#) for details.

Officers Online



Officers Online

Hi Robert Alcalá | Last Login: 11/1/2018 at 9:46 am

Change Role: **Financial Secretary**

Urgent Messages

The Report of the Committee on Laws and Resolutions to the 136th Supreme Convention held in Baltimore, MD from August 7-9, 2018, are located [here](#).

Order supplies online:

Click on the green icon below to order your supplies and print items online. [Click here](#) for answers to frequently asked questions.

Fraternal Training Portal:

If the Fraternal Training button is not appearing, we suggest that you request your grand knight or financial secretary update your record with a primary email address. If this is not the issue, feel free to contact 203-752-4270, selecting option 3 for assistance; or email FraternalTraining@KofC.org.

The Fraternal Training Portal is open to all officers and members by going to the Open Enrollment site at KofC.org/trainingmicrosite, and choose 'Sign Up' to complete the one-time registration process.

First Degree Ceremonial Production

The First Degree Ceremonial production is designed to aid any council lacking a degree team, or for those times when special circumstances prevent the candidate from attending a First Degree Ceremonial. While the preferred exemplification of the First Degree is to be conducted by a skilled council team, this video production offers every council an option. [Play Video](#) | To download this video, right-click [here](#) and click on Save Link As or Save Target As.

First Degree Ceremonial Instructions: [View](#) | [Download](#) | [Order](#)

Texas

90

#8771 (Houston)

Supporting Applications



Officers Desk
Reference



Fraternal
Training



Office Of Youth
Protection



Home
Corporations



Member
Management



Member Billing



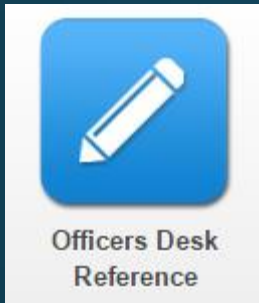
By Laws Online



Knights Gear




Supplies
Online



Officers Desk Reference

Store | [kofc.org](#) | Officers Online | ENGLISH | ESPAÑOL | FRANÇAIS | POLSKI

 **KNIGHTS OF COLUMBUS** Officers DESK Reference [LOGOUT](#)

HOME > OFFICERS ONLINE > OFFICERS ' DESK REFERENCE

OFFICERS ' DESK REFERENCE [PRINT](#)

WELCOME [COLLAPSE](#)

On February 8, 2015, the Board of Directors formally affirmed its delegation of authority to the Supreme Advocate to promulgate definitive guidance on the interpretation of the Constitution and Laws of the Order, Laws and Rules Governing the Fourth Degree, and Council and Assembly governance, and to publish said definitive guidance on the Officers' Desk Reference, which may be revised and updated from time to time, at the discretion of the Supreme Advocate. The guidance published on the Officers' Desk Reference shall be binding on Subordinate Units of the Knights of Columbus, their officers, and members to the extent set forth by the Supreme Advocate. Click [here](#) to read the full resolution.

The guidance published on the Officers' Desk Reference is not intended to be legal advice upon which any person can rely for securing rights or remedies cognizable under the law of any jurisdiction.

The Officers' Desk Reference does not create any affirmative rights, benefits, or causes of action, substantive or procedural, enforceable at law or in equity against the Knights of Columbus Supreme Council, any Subordinate Unit thereof, or any officer or member of any Knights of Columbus council.

For purposes of the law of any jurisdiction, and unless otherwise explicitly stated, the Officers' Desk Reference does not impose any obligations or liabilities upon the Knights of Columbus Supreme Council, any Subordinate Unit thereof, or any officer or member of any Knights of Columbus council. Click on the "Using The Officers' Desk Reference" link below to learn more.

1. [Using The Officers' Desk Reference](#)
2. [Message from the Supreme Advocate: ODR Updates](#)
3. [Reporting Allegations Of Misconduct](#)
4. [Resolutions Presented at State and Supreme Council Meetings \(February 2018 Memo\)](#)

2017 MIDYEAR



Youth Protection



HOME > OFFICERS ONLINE > KNIGHTS OF COLUMBUS SAFE ENVIRONMENT PROGRAM

KNIGHTS OF COLUMBUS SAFE ENVIRONMENT PROGRAM

PRINT ALL



Office Of Youth
Protection

THE KNIGHTS OF COLUMBUS
OFFICE OF YOUTH PROTECTION

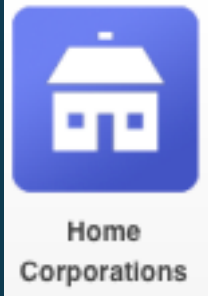
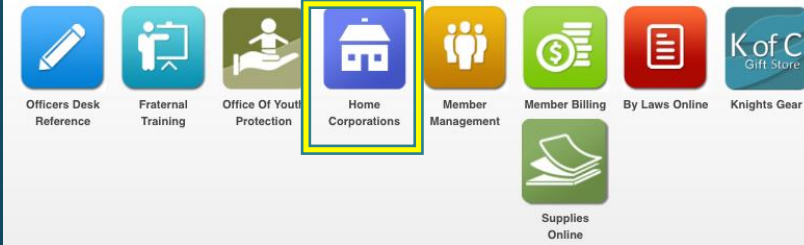
SAFE ENVIRONMENT POLICY
QUICK REFERENCE GUIDE

THE KNIGHTS OF COLUMBUS
SAFE ENVIRONMENT PROGRAM
FREQUENTLY ASKED
QUESTIONS



1. 2018 Safe Environment Program Information Guide
2. Reporting Suspected Abuse within Knights of Columbus Programs
3. Reporting Non-Knights of Columbus Related Sexual Misconduct Involving a Member
4. Overview
5. Knights of Columbus Youth Activity Policy
6. Youth Leader Selection
7. Member Roles Designated For Mandatory Training
8. Local Diocesan Safe Environment Program Requirements
9. Member Compliance with Diocesan Safe Environment Policies
10. Best Practices Regarding Council Compliance with Diocesan Safe Environment Programs
11. Background Check Documents (Canada and Philippines)
12. Background Check Documents (United States)
13. Armatus® Login Instructions
14. Addressing a Member Who Has Been Removed From a Youth Leader Role
15. Grand Knight: Safe Environment Program Talking Points for Prospective Members
16. Grand Knight: Safe Environment Program Talking Points for New Members
17. Suspension of Non-Compliant Squire Circles
18. Frequently Asked Questions: Knights of Columbus Safe Environment Program

Home Corporations



HOME > OFFICERS ONLINE > HANDBOOK FOR COUNCILS USING HOME CORPORATIONS

HANDBOOK FOR COUNCILS USING HOME CORPORATIONS

PRINT ALL

1. [Introduction](#)
2. [Home Corporations are Separate Entities](#)
3. [Name and Emblem Issues](#)
4. [Tax and Insurance Issues](#)
5. [Rental Hall Issues](#)
6. [Building the Domestic Church While Strengthening Our Parishes](#)
7. [Supreme Council Resolutions Regarding Councils Using Home Corporations](#)
8. [Handbook for Councils Using Home Corporation Facilities](#)
9. [August 2017 Columbia Magazine Article on Councils and Home Corporations](#)
10. [UPDATED Templates](#)

Introduction

PRINT SECTION

The Knights of Columbus conducts its charitable and fraternal mission through an extensive network of subordinate councils, which are prohibited from owning real property. Subordinate councils are unincorporated associations holding charters from the Knights of Columbus or otherwise approved by the Board of Directors of the Knights of Columbus; they are subject to dissolution or merger according to the Order's laws. Subordinate councils have the discretion to choose a suitable location to conduct their activities in light of the mission and identity of the Knights of Columbus. The Supreme Council has strongly encouraged councils to meet at a local parish, in accord with the original vision of Father McGivney. Today, most councils of the Knights of Columbus are parish-based.

Rev. September 2017

Home Corporations are Separate Entities

PRINT SECTION

In the past, individual members of some subordinate councils decided on their own to form corporations outside the control of the Knights of Columbus for the purpose of buying real property and owning buildings where their councils could establish a "permanent home." These corporations came to be known as "home corporations." "Home Corporation" is a generic term for what are variously known as "permanent homes," "home associations," "council halls," "Columbus Clubs," "KC Clubs," and "Knights of Columbus Clubs."

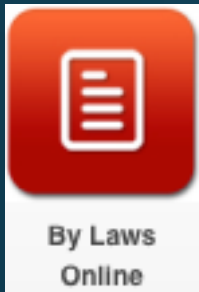
Home corporations are independent legal entities formed under the applicable laws of the jurisdictions in which members of local councils are situated. They are not subordinate units of the Knights of Columbus and are not subject to the Charter, Constitution, and Laws of the Order. The properties and buildings owned by home corporations are not owned, operated, or maintained by the Knights of Columbus. The home corporations, and not the Knights of Columbus, are solely responsible for all liabilities arising from the properties and the activities conducted there.

Rev. September 2017

Name and Emblem Issues

PRINT SECTION


By-Laws



Officers Online

By-Laws Online - Standard Template


Council

 **ANTON J FRANK** **Council 8771**

Council Location: HOUSTON **Jurisdiction:** TX
District: 090 **Date of Institution:** 09-04-1984

[Date Information](#) | [Dues Information](#) | [Meeting Information](#) | [Fund/Committee](#) | [Officer Information](#)

Date Information

Date Adopted by Council:
 
MM-DD-YYYY

[Date Information](#) | [Dues Information](#) | [Meeting Information](#) | [Fund/Committee](#) | [Officer Information](#)

Dues Information

Annual Dues: <input type="text" value="36.00"/> ###.##	Initiation Fee: <input checked="" type="radio"/> Yes <input type="radio"/> No	Initiation Fee: <input type="text" value="30.00"/> ###.##
---	---	--

[Date Information](#) | [Dues Information](#) | [Meeting Information](#) | [Fund/Committee](#) | [Officer Information](#)

Meeting Information

Quorum Number: <input type="text" value="10"/> Minimum is 8	Maximum Amount to be Paid per Transaction at a Regular Business Meeting: <input type="text" value="500.00"/> ###.## Maximum is 500
--	--

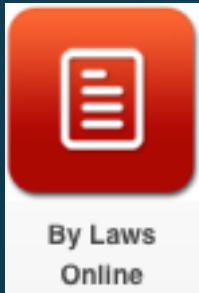
Please note that the Member Management, Member Billing and By-Laws Online Call Center's new telephone number is 203-752-4210. When calling, please select option 1.

On Tuesday, May 17 the following was implemented to improve processing of large amount of data. Now when clicking Process button on Pending Receipts or Pending Vouchers screen, you will be notified that an email will be sent to you , informing you when the processing of posting these transactions will be complete, so your report can be generated. For common users this will have little or no affect; however for those users that are posting a large number of transactions will see a difference. This is a first step, and eventually the process in processing large reports (ie. Income & Expense for large period of time) or the Data Extract Tool will change as well.

By-Laws Online provides your council or assembly the ability to submit new or revised By-Laws to the Supreme Advocate's office online. If your council or assembly wishes to have changes or addendum to this Standard Template, we encourage you to actually consider establishing Council or Assembly Policy, which should be voted on by the membership on an annual basis (for example, waiving dues for Deacons, etc.). Additionally, By-Laws Online provides the ability to submit a request for printing, as well as maintaining a historical file of your submitted By-Laws.

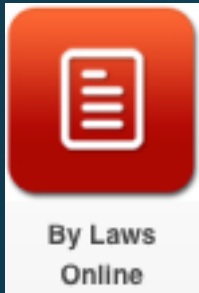
To proceed to By-Laws Online, click the 'Live' button on the bottom of this window.

By-Laws



- The only field which can be changed are:
 - Date Adopted by Council
 - Annual Dues
 - Initiation Fee
 - Quorum Number
 - Maximum Amount to be Paid per Transaction at a Regular Business Meeting
 - Relief Fund
 - Memorial Committee
 - Annual Communion
 - Financial Secretary Compensation
 - Include Lecturer as Appointed Officer

By-Laws



Submit By-Laws for Printing

When a print request is submitted to the Supreme Council, *the most recent approved version of your By-Laws will be used.*

Your By-Laws were last approved on: **November 18, 2008**

If you have made changes since the last version was approved, please submit the updated version to the Supreme Advocate for approval *before* submitting a Print Request.

Print Request

Please Select One of the Following:

- 100 Copies (\$25.00)
- 200 Copies (\$30.00)
- 300 Copies (\$40.00)
- Other Quantity

Must be in increments of one-hundred, with an additional cost of \$5.00 per one-hundred

- I agree that the cost of printing is to be charged to my council's account.

Optional Print Features

- Include List of Current Officers
- Include List of Charter Members

Knights Gear Website



Grid system - Boot X Responsive utilitie X Bootstrap 4 Cheat X Display property X Knights Gear X Saba: Home X Expert Guidance X

www.knightsgear.com

REGISTER LOG IN WISHLIST (0) SHOPPING CART (0)

Search store SEARCH

Home Page My Account FAQs Contact Us New Knights Gear

CATEGORIES

- NEW Knights' Gear
- College Gear
- Apparel
- Accessories
- Recognition
- Home and Office
- Christmas 2018
- Sports and Outdoors
- Religious And Liturgical Items
- Books / DVD / Publications
- * SALE *
- FEATURED - Religious And Liturgical Items
- FEATURED - Personalized Cap
- FEATURED - Spring Gear

MANUFACTURERS

FEATURED - Religious And Liturgical Items

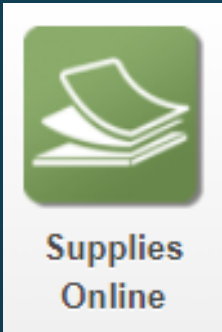
FEATURED - Personalized Cap


FEATURED - Spring Gear


HELLO SPRING

SHOP NOW


Supplies Online



 **KNIGHTS OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Customer Service | 833.591.7770 (M-F 8AM - 6PM EST) or Support 











[Shop](#) [My Orders](#) [Logout](#)



Welcome to the new Supplies Online! This self-service website allows you to order print items and supplies online, and includes order tracking and email confirmations.

[Order Now](#)

Access all your supply and print products here.

 Administrative	 Assembly Supplies	 Catholic Information Service	 Ceremonial Supplies	 Ceremonial Other
				

Officers Online - Status

Texas > 90 > #8771 (Houston)

Supporting Applications

- Officers Desk Reference
- Fraternal Training
- Office Of Youth Protection
- Home Corporations
- Member Management
- Member Billing
- By Laws Online
- Knights Gear
- Supplies Online










Membership | Reports | Forms | Publications | Prospect

Awards Progress								
	Quota	Month to Date			Year to Date			%
		Gain	Loss	Net	Gain	Loss	Net	
MBR	35	3	0	3	14	0	14	40
INS	17	2	1	1	5	1	4	24

Council Membership	
Total Membership 10/31/2018	YTD Change in Membership
696	4








Officers Online - Reports

Supporting Applications

-  Officers Desk Reference
-  Fraternal Training
-  Office Of Youth Protection
-  Home Corporations
-  Member Management
-  Member Billing
-  By Laws Online
-  Knights Gear
-  Supplies Online


Membership | **Reports** | Forms | Publications | Prospect


Search:


Report Name	Date	PDF	Excel
Membership Roster	10/30/2018		
Membership Roster - January	1/1/2018		
Membership Roster - July	7/1/2018		
Financial Statement	10/1/2018		


Officers Online - Forms


Supporting Applications



Officers Desk
Reference



Fraternal
Training



Office Of Youth
Protection



Home
Corporations


Member
Management


Member Billing


By Laws Online


Knights Gear


Supplies
Online

Membership
Reports
Forms
Publications
Prospect

Search:

Form Name ▲	Form Number ◆	Due Date ◆	Print ◆	Online ◆
Annual Report KofC Round Table	2630	6/30		
Annual Survey for Fraternal Activity	1728	1/31		
Application for Appointment as Financial Secretary	101	As Needed		
Brother Barnabas	279	6/30		
Building the Domestic Church Report Form		06/30		
Coats for Kids Order Form	Coats	As Needed		
Columbian Award Application	SP-7	6/30		
Columbian Squires Officers & Chairmen	468	8/1		
Corps d'Elite Award	278	6/30		
Essay Contest Kit Order Form	EA-KIT	9/1		
Evaluation of Financial Secretary	1938	As Needed		
Family of the Month (PL=FAM)	1993A	As Needed		
Family of the Year Awards Entry Form (PL=FAM)	1993	As Needed		



Council # _____ DATE OF ELECTION _____

THIS REPORT CAN BE COMPLETED USING MEMBER MANAGEMENT.
OTHERWISE PLEASE PRINT — INDICATE MEMBERSHIP NUMBERS

**Due By:
JUNE 30**

COUNCIL ADDRESS (Meeting Location)

STREET		ADDITIONAL ADDRESS	
CITY		STATE	ZIP/POSTAL CODE

GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
--------------	----------------	-----------	------------	---------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

<input type="checkbox"/> NEWLY ELECTED	<input type="checkbox"/> RE-ELECTED	TELEPHONE AREA CODE	PHONE NO.	EMAIL
--	-------------------------------------	---------------------	-----------	-------

CHAPLAIN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
----------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

DEPUTY GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
---------------------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

CHANCELLOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
------------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

RECORDER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
----------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

TREASURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
-----------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

LECTURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
----------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

ADVOCATE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
----------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

WARDEN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
--------	----------------	-----------	------------	---------	-------

STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
--------	------	---------------	-----------------

ADDRESS CHANGE

INDEE CLERK	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
-------------	----------------	-----------	------------	---------	-------

OUTSIDE CLERK	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
---------------	----------------	-----------	------------	---------	-------

TRUSTEE FOR ONE YEAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
----------------------	----------------	-----------	------------	---------	-------

TRUSTEE FOR TWO YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
-----------------------	----------------	-----------	------------	---------	-------

TRUSTEE FOR THREE YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
-------------------------	----------------	-----------	------------	---------	-------

COUNCIL MEETS _____

- THIS INFORMATION IS ESSENTIAL FOR TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS.
- APPOINTMENT OF FINANCIAL SECRETARY (SECTION 126, LAWS AND RULES).
- THE FINANCIAL SECRETARY SHALL BE APPOINTED BY THE SUPREME KNIGHT. HE SHALL HOLD OFFICE AT THE WILL OF THE SUPREME KNIGHT.

SEND ORIGINAL TO: Membership Records (email: AddressChange@kcof.org)
SEND COPIES TO: State Deputy, District Deputy, Council File

SERVICE PROGRAM PERSONNEL REPORT

JULY 1, 20___ THRU JUNE 30, 20___

Council # _____ Jurisdiction: _____

Due By: AUGUST 1

The Service Program Personnel Report (SPR) must be received by the Supreme Council office by August 1 for the council to be eligible to earn the Star Council Award. Please complete and submit the report with the council's appointed personnel.

- Submit this report through Member Management for expedited processing. This is the preferred method.
- If filing out this report on paper, be sure to include the correct membership number for each role.
- Required roles to be appointed have been designated – Program Director, Community Director, Family Director, Membership Director, & Retention Chairman.
- Changes during the fraternal year can be made using Member Management to replace the roles accordingly. If your council uses the paper form, only complete and submit the information which has changed.

PROGRAM DIRECTOR REQUIRED	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
FAITH DIRECTOR	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
COMMUNITY DIRECTOR REQUIRED	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
FAMILY DIRECTOR REQUIRED	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
LIFE DIRECTOR	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
MEMBERSHIP DIRECTOR REQUIRED	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RECRUITMENT COMMITTEE	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RECRUITMENT COMMITTEE	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RECRUITMENT COMMITTEE	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
RETENTION CHAIRMAN REQUIRED	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
INSURANCE PROMOTION	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
VOCATIONS CHAIRMAN	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
HEALTH SERVICES	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
PUBLIC RELATIONS	MEMBER OF NCL	LAST NAME	FIRST NAME	INITIAL
		EMAIL		

SEND ORIGINAL TO: Department of Fraternal Mission (email: fraternalmission@kslft.org)

SEND COPIES TO: Star Deputy, District Deputy, Council File

Grand Knight

Date



PROGRAM DIRECTOR REQUIRED	MEMBERSHIP NO.
FAITH DIRECTOR	MEMBERSHIP NO.
COMMUNITY DIRECTOR REQUIRED	MEMBERSHIP NO.
FAMILY DIRECTOR REQUIRED	MEMBERSHIP NO.
LIFE DIRECTOR	MEMBERSHIP NO.
MEMBERSHIP DIRECTOR REQUIRED	MEMBERSHIP NO.
PROGRAMS AND COMMUNITY	MEMBERSHIP NO.

		E
RETENTION CHAIRMAN REQUIRED	MEMBERSHIP NO. 	L
		E
INSURANCE PROMOTION	MEMBERSHIP NO.	L



COUNCIL NO. CITY STATE

SCHEDULE A – MEMBERSHIP

ADDITIONS	INS. ASSO. TOT.			DEDUCTIONS	INS. ASSO. TOT.		
	INS.	ASSO.	TOT.		INS.	ASSO.	TOT.
Total members start of period				Suspensions			
Initiations				Deaths			
Transfers from other councils				Withdrawals			
Transfers—assoc. to insurance				Transfers—assoc. to insurance			
Transfers—ins. to associate				Transfers—ins. to associate			
Re-entries				Transfers to other councils			
Total for period				Total deductions			
Minus total deductions				Do not include inactive insurance members in this section.			
Number members end of period				See Knights of Columbus Leadership Resources (#5023) booklet.			

SCHEDULE A – ALTERNATIVE Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.**SCHEDULE B – CASH TRANSACTIONS**

FINANCIAL SECRETARY		TREASURER	
Cash on hand beginning of period	\$	Cash on hand beginning of period	\$
Cash received—dues, initiations	\$	Received from financial secretary	\$
Cash received from other sources:		Transfers from sav/other accts.	\$
(Explain kind and amount)		Interest earned	\$
\$		Total receipts	\$
\$		<u>Disbursements:</u>	
\$		Per capita: Supreme Council	\$
Total cash received	\$	State council	\$
Transferred to treasurer	\$	General council expenses	\$
Cash on hand at end of period	\$	Transfers to sav/other accts.	\$
		Miscellaneous	\$
		Total disbursements	\$
		Net balance on hand	\$

SCHEDULE C – ASSETS AND LIABILITIES

ASSETS		LIABILITIES	
Cash:		Due Supreme Council:	
Undeposited funds	\$	Per capita	\$
Bank — Checking acct.	\$	Supplies	\$
— Savings acct.	\$	Catholic advertising	\$
— Money market accts.	\$	Other	\$
Due from members	\$	Due state council	\$
Total current assets	\$	Advance payments by members	\$
Less: current liabilities	\$	Misc. liabilities	\$
Net current assets	\$		\$
Other Assets:			\$
Short term CD	\$		\$
Money Market	\$	Total current liabilities	\$
Mutual Funds	\$	Signed this day of 20	
Misc. assets	\$		Grand Knight
Total other assets	\$		Trustee
Total assets	\$		Trustee
			Trustee

Please complete all items. Insert "None" where no figures are to be shown.

SEND ONE COPY TO: Council Accounts

Email: council.accounts@kcfc.org

Fax: 855-625-1396

Mail: 1 Columbus Plaza, New Haven, CT 06510

CORRE TO: State Deputy, District Deputy Council File

Available in electronic format at kofc.org/forms

ANNUAL SURVEY OF FRATERNAL ACTIVITY

JANUARY 1, 20__ THRU DECEMBER 31, 20__

COUNCIL NUMBER _____

JURISDICTION _____

Section I. Fraternal Program Activities

FAITH ACTIVITIES (where applicable)

	CONTRIBUTOR DISTRIBUTORS	HOURS OF SERVICE
a. RSVF Program		
b. Church Facilities		
c. Catholic Schools/Seminars		
d. Religious/Vocations Education		
e. Prayer & Study Programs		
f. Sacramental Gifts		
g. Miscellaneous Faith Activities		
TOTAL FAITH CONTRIBUTIONS	0	0

FAMILY ACTIVITIES (where applicable)

	CONTRIBUTOR DISTRIBUTORS	HOURS OF SERVICE
a. Food for Families		
b. Family Formation Programs		
c. Keep Christ in Christmas		
d. Family Work		
e. Family Prayer Night		
f. Miscellaneous Family Programs		
TOTAL FAMILY CONTRIBUTIONS	0	0

COMMUNITY ACTIVITIES (where applicable)

	CONTRIBUTOR DISTRIBUTORS	HOURS OF SERVICE
a. Care for Kids		
b. Global Wheelchair Mission		
c. Habitat for Humanity		
d. Disaster Preparedness/Relief		
e. Physically Disabled/Intellectual Disabilities		
f. Elderly/Widow(er) Care		
g. Hospitals/Health Organizations		
h. Columbian Squares		
i. Scouting/Youth Groups		
j. Athletics		
k. Youth Welfare/Service		
l. Scholarships/Education		
m. Veteran Military/VAWS		
n. Miscellaneous Community/Youth Activities		
TOTAL COMMUNITY CONTRIBUTIONS	0	0

LIFE ACTIVITIES (where applicable)

	CONTRIBUTOR DISTRIBUTORS	HOURS OF SERVICE
a. Special Olympics		
b. Marches for Life		
c. Ultrasound Initiative		
d. Pregnancy Support		
e. Christian Refugee Relief		
f. Memorials to Unborn Children		
g. Miscellaneous Life Activities		
TOTAL LIFE CONTRIBUTIONS	0	0

TOTAL 0 0

Section II. Fraternal Commitment Activities

MEETINGS

1. Regular	
2. Social	
3. Special/Committee	
TOTAL MEETINGS	0

OTHER FRATERNAL COMMITMENTS:

Visits to the Sick	
Visits to the Bereaved	
Number of Blood Donations	
Meals Held for Members	
Hours of Fraternal Service to Sick/Disabled Members and their Families	

All information provided on this report is to be from Programs & Activities conducted January 1st through December 31st annually.

Submit form to:
fraternalmission@kofc.org

Grand Knight Date

Member P

Financial Secretary Date

Member P



COLUMBIAN AWARD APPLICATION

Due by June 30th

Council Number: _____ Jurisdiction: _____ 20____-20____

FAITH PROGRAMS: (RSVP, Into the Breach, Martin Leon Prayer Program, Building the Domestic Church Kiosk, Rotary Program, Holy Hour, Sacramental Gifts, *Spiritual Reflection Program is the required program*)

1. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

2. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

3. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

4. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

FAMILY PROGRAMS: (Food for Families, Family of the Month/Year, Keep Christ in Christmas, Family Fully Alive, Family Week, Family Prayer Night, Good Friday Family Promotion, *Consecration to the Holy Family is the required program*)

1. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

2. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

3. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____

4. Program Name: _____ Recruitment Opportunity? YES NO Participants _____ x _____ = _____ Total Hours
Donations: _____
Program Description: _____



**APPLICATION FOR RELIEF FROM PAYMENT
OF COUNCIL DUES AND SUPREME AND
STATE COUNCIL PER CAPITA TAXES**

I hereby certify that I, _____

Name

Address

_____, am a member in good standing of Council No. _____

and that I am totally disabled and hereby request that I be relieved of payment of all council dues and Supreme and state council per capita taxes under Section 118(e) of the Laws of the Order. In support of this request, I submit one of the following as evidence of my total disability:

- Certification from Health and Human Services, or
- Certification from Internal Revenue Service, or
- Certification from Veterans' Administration, or
- Certification from attending physician.

Dated _____

Member Signature

CERTIFICATION OF COUNCIL

Council No. _____

Location _____

This is to certify that _____

Name

Membership Number

is a member in good standing in this council and that he has presented evidence of total disability that warrants consideration for relief from payment of all council dues and Supreme and state council per capita taxes, under Section 118(e).

Attest: _____

Financial Secretary

Grand Knight

Dated _____

(affix council seal here)

ANNUAL SURVEY OF FRATERNAL ACTIVITY

20 INDIVIDUAL MEMBER WORKSHEET

INSTRUCTIONS TO FINANCIAL SECRETARIES / FAITHFUL COMPTROLLERS / BURSARS

Note: Knights should separate reported assembly activities from their reported council activities.

Located on the lower portion of this page are Individual Member Worksheets to assist you in determining the number of hours of volunteer service expended by members during 20 .

To help prepare our Fraternal Survey for the Supreme Council office, please complete the information requested below and return it at our next meeting. This information will assist us in determining the total number of hours of community service volunteered by our members.

COUNCIL HOURS

FAITH ACTIVITIES (where applicable) Hours of Service

a. RSVP Program	<input type="text"/>
b. Church Facilities	<input type="text"/>
c. Catholic Schools/Seminaries	<input type="text"/>
d. Religious/Vocations Education	<input type="text"/>
e. Prayer & Study Programs	<input type="text"/>
f. Sacramental Gifts	<input type="text"/>
g. Miscellaneous Faith Activities	<input type="text"/>

FAMILY ACTIVITIES (where applicable)

a. Food for Families	<input type="text"/>
b. Family Formation Programs	<input type="text"/>
c. Keep Christ in Christmas	<input type="text"/>
d. Family Work	<input type="text"/>
e. Family Prayer Night	<input type="text"/>
f. Miscellaneous Family Programs	<input type="text"/>

COMMUNITY ACTIVITIES (where applicable)

a. Coats For Kids	<input type="text"/>
b. Global Wheelchair Mission	<input type="text"/>
c. Habitat for Humanity	<input type="text"/>
d. Disaster Preparedness/Relief	<input type="text"/>
e. Physically Disabled/Intellectual Disabilities	<input type="text"/>
f. Elderly/Widow(er) Care	<input type="text"/>
g. Hospitals/Health Organizations	<input type="text"/>
h. Columbian Squares	<input type="text"/>
i. Scouting/Youth Groups	<input type="text"/>
j. Athletics	<input type="text"/>
k. Youth Welfare/Service	<input type="text"/>
l. Scholarships/Education	<input type="text"/>
m. Veteran Military/VAVS	<input type="text"/>
n. Miscellaneous Community/Youth Activities	<input type="text"/>

LIFE ACTIVITIES (where applicable)

a. Special Olympics	<input type="text"/>
b. Marches for Life	<input type="text"/>
c. Ultrasound Initiative	<input type="text"/>
d. Pregnancy Support	<input type="text"/>
e. Christian Refugee Relief	<input type="text"/>
f. Memorials to Unborn Children	<input type="text"/>
g. Miscellaneous Life Activities	<input type="text"/>

OTHER FRATERNAL COMMITMENTS:

Visits to the Sick	<input type="text"/>
Visits to the Bereaved	<input type="text"/>
Number of Blood Donations	<input type="text"/>
Hours of Fraternal Service to Sick/Disabled Member and their Families	<input type="text"/>

TOTAL

ASSEMBLY HOURS

FAITH ACTIVITIES (where applicable) Hours of Service

a. RSVP Program	<input type="text"/>
b. Church Facilities	<input type="text"/>
c. Catholic Schools/Seminaries	<input type="text"/>
d. Religious/Vocations Education	<input type="text"/>
e. Prayer & Study Programs	<input type="text"/>
f. Sacramental Gifts	<input type="text"/>
g. Miscellaneous Faith Activities	<input type="text"/>

FAMILY ACTIVITIES (where applicable)

a. Food for Families	<input type="text"/>
b. Family Formation Programs	<input type="text"/>
c. Keep Christ in Christmas	<input type="text"/>
d. Family Work	<input type="text"/>
e. Family Prayer Night	<input type="text"/>
f. Miscellaneous Family Programs	<input type="text"/>

COMMUNITY ACTIVITIES (where applicable)

a. Coats For Kids	<input type="text"/>
b. Global Wheelchair Mission	<input type="text"/>
c. Habitat for Humanity	<input type="text"/>
d. Disaster Preparedness/Relief	<input type="text"/>
e. Physically Disabled/Intellectual Disabilities	<input type="text"/>
f. Elderly/Widow(er) Care	<input type="text"/>
g. Hospitals/Health Organizations	<input type="text"/>
h. Columbian Squares	<input type="text"/>
i. Scouting/Youth Groups	<input type="text"/>
j. Athletics	<input type="text"/>
k. Youth Welfare/Service	<input type="text"/>
l. Scholarships/Education	<input type="text"/>
m. Veteran Military/VAVS	<input type="text"/>
n. Miscellaneous Community/Youth Activities	<input type="text"/>

LIFE ACTIVITIES (where applicable)

a. Special Olympics	<input type="text"/>
b. Marches for Life	<input type="text"/>
c. Ultrasound Initiative	<input type="text"/>
d. Pregnancy Support	<input type="text"/>
e. Christian Refugee Relief	<input type="text"/>
f. Memorials to Unborn Children	<input type="text"/>
g. Miscellaneous Life Activities	<input type="text"/>

OTHER FRATERNAL COMMITMENTS:










Visits to the Sick	<input type="text"/>
Visits to the Bereaved	<input type="text"/>
Number of Blood Donations	<input type="text"/>
Hours of Fraternal Service to Sick/Disabled Member and their Families	<input type="text"/>

TOTAL






Officers Online - Publications

Supporting Applications

-  Officers Desk Reference
-  Fraternal Training
-  Office Of Youth Protection
-  Home Corporations
-  Member Management
-  Member Billing
-  By Laws Online
-  Knights Gear
-  Supplies Online

Membership Reports Forms **Publications** Prospect

Search:

Publication Name	Date	Type
District Deputy Reminder		
Knightline		
Leadership Handbooks		

Officers Online - Publications

KOFC.ORG > Resources: Officer Guides

OFFICER GUIDES

Print

Share

Officer handbooks provide a general overview of the duties and responsibilities of officer positions within the Order along with reference sections on laws and rules within the Knights of Columbus.

- [Chaplain's Handbook \(PDF\)](#)
- [District Deputy's Guide \(PDF\)](#)
- [Grand Knight's Guide \(PDF\)](#)
- [Leadership Resources \(PDF\)](#)
- [Financial Secretary's Guide \(PDF\)](#)
- [Faithful Comptroller Handbook \(PDF\)](#)
- [Vocations Handbook \(PDF\)](#)

Officers Online - Prospect

Urgent Messages


Fraternal Training Portal:
If the Fraternal Training button is not appearing, we suggest that you request your grand knight or financial secretary update your record with a primary email address. If this is not the issue, feel free to contact 203-752-4270, selecting option 3 for assistance; or email FraternalTraining@KofC.org.

First Degree Ceremonial Production
Supreme Knight Carl Anderson has announced that a video production of the First Degree Ceremonial is available for councils to utilize when bringing in new members. This production is designed to aid any council lacking a degree team, or for those times when special circumstances prevent the candidate from attending a First Degree Ceremonial. While the preferred exemplification of the First Degree is to be conducted by a skilled council team, this video production offers every council an option. [Play Video](#) | To download this video, right-click [here](#) and click on Save Link As or Save Target As.


First Degree Ceremonial Instructions: [View](#) | [Download](#) | [Order](#)

Connecticut > District > Council

Supporting Applications



Officers Desk Reference



Knights Gear

Membership | Reports | Forms | Publications | **Prospect**

Unassigned

Assigned

Membership | Reports | Forms | Publications | **Prospect**

Assigned

Search:

Council # ▲	Assigned Date ⇅	Name ⇅	Member # ⇅	Grand Knight Approval (Date Read) ⇅	Financial Secretary (Ceremonial Date) ⇅	Action ⇅
10705	02/26/2018	Benson Dubios	492546	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>

Important Dates:



AUGUST 2019

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	31	1 Service Program Personnel Report DUE
4	5	6	7	8
		Supreme Convention Minneapolis, MN		
11	12 Venerable Michael McGivney's Birthday	13	14 Venerable Michael McGivney's Memorial	15 ASSUMPTION OF THE BLESSED VIRGIN MARY Council Audit DUE
18	19 Order Church Drive Kits for October	20	21	22
25	26	27	28	29

Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Member Management



Member
Management



****NOTICE – COMCAST EMAILS****

The Supreme Council is experiencing issues with emails going to Comcast accounts. We believe that this is how Comcast deals with receiving emails from a 'NoReply' process in general (not just from the Knights of Columbus), which is the current industry standard. We are working to determine if the Supreme Council can change our process to allow emails to go through to our members with a Comcast email address.

The Service Program Personal (also known as Form 365) will be recorded as received when the following required roles have been appointed - Program Director, Community Director, Family Director, Membership Director, and Retention Chairman.

Safe Environment Requirements can be found at kofc.org/safe

Please note that the Member Management, Member Billing and By-Laws Online Call Center's new telephone number is 203-752-4210. When calling, please select option 1.

LIVE

TRAINING

Member Management

[English](#) | [Español](#) | [Français](#)

[Home](#) | [Contact Us](#) | [Logout](#)



Find a Member by Last Name:

Go

Print this screen



[Officers Online](#)

[Member Billing](#)

[Member Management](#)

[Council Administration](#)

[Print Center-MM](#)

• [Member Management](#)

• [Find a Member](#)

▶ [Search Results](#)

▶ [General Information](#)

▶ [Fraternal Information](#)

▶ [Personal Information](#)

▶ [Member Interests](#)

▶ [Contact Notes](#)

▶ [Change History](#)

Member Management - Find A Member

Search Criteria

Display records for the following:

Active Members

Former Members

Required Criteria

Last Name:

-or-

Member #:

Search Tips



Member Billing



KNIGHTS OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:

Print this screen



Officers Online

Member Management

Member Billing

Print Center-MB

• Council Ledger

▶ Receipts

▶ Vouchers

▶ Assessments

▶ Adjustments

▶ Billing Information

▶ Member Information

▶ Email

Council Billing & Accounting - Council Ledger

Council



ANTON J FRANK

Council 8771

Council Location: HOUSTON

Jurisdiction: TX

District: 090

Date of Institution: 09-04-1984

View Transactions

By Date

By Transaction Type

By Income Account

By Expense Account

By Event

Show from:

MM-DD-YYYY

to:

MM-DD-YYYY

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount
------	------------------	---------	----------------------	-------	--------

Council Transactions - Pending

[Pending Receipts](#)

[Pending Vouchers](#)


[Pending Assessments](#)

[Pending Adjustments](#)

Member Billing

Expert FS Online training

<http://www.kofc.org/en/officers/help/membermanagement.html>



UPDATES | MEMBER MANAGEMENT | MEMBER BILLING | BY-LAWS | FS / FC SUPPORT | CONTACT US

Recent Updates:

Degree Level Reports
A new report was added to the Print Center in Member Management which displays only members who have attained the selected degree and not higher degrees.

Searching for Members / Payee/Payers
Changes have been made in the search areas to allow the user to search using the first letter of the last name and an asterisk or just the first letter of the last name (with no asterisk).

Member Management

General Information

Search Tips

Can Data be converted from FSPC to Member Management?

Is a Form 100 still required?

Can a death of member be reported online?

Why are Former Members displaying?

Why are Degree Dates not accurate?


What are the various Member Types & Classes?

Reporting Officers & Service Program Personnel

Printing Issues

Email Functionality

(C)2003-2018 Knights of Columbus®. All rights reserved.



UPDATES | MEMBER MANAGEMENT | MEMBER BILLING | BY-LAWS | FS / FC SUPPORT | CONTACT US

Recent Updates:

Video Tutorial:
[Click here to view Video Tutorials](#)

Data Extract Tool:
The issues with generating an extract using the Data Extract Tool has been corrected in Member Management.

This issue continues when attempting to generate an extract using the Data Extract Tool, if your version of Excel is earlier than 2007, in Member Billing. We are working to correct these issues with Member Billing application.

Account List:
The Supreme Council has added a System defined expense Account: Sub Account for Councils named Per Capita: Culture of Life.

If you have a Council defined expense account with the exact same name, we suggest that you make a slight change to this expense account on the Edit Account list (click on Edit link from the Account List screen), so that an adjustment can be made on the Adjustment screen moving all recorded expenses from the Council created account to the System created account.

Once this adjustment is made, the Council created account can be made inactive, so that all future transactions will be applied to the new System account.

Member Billing

Getting Started / Initial Set-Up

Adjusting on Past Dues for delinquent members

Billing Schedule/Frequency

Enter/Change Amount of Dues

Billing Notice Delivery Preference for individual members

Sub Class Information

Generating an Assessment

Entering Receipts/Payments

Entering Vouchers

Printing

Email Functionality

General Information

Liability Insurance

- Councils are responsible for providing their own liability Insurance
- Churches normally do not Cover Council Meetings or Activities on their premises or off site.
- You need Council liability Insurance and an umbrella Policy to cover the Officers
- See Officers Desk Reference - Council and Assembly Issues



Council Officers Conflict of Interest Form

Knights of Columbus Councils

Conflict of Interest Disclosure Form

Name: _____

Position (trustee/officer/member): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest between your duty of care, good faith and loyalty to the Council and your similar duty to another entity involved in a transaction with the Council.

____ I have read the conflict of interest guidance

____ I have no conflict of interest to report

____ I have the following conflict of interest, or possible conflict of interest to report:

1. _____

2. _____

3. _____

I acknowledge that I have an ongoing duty of care, good faith, and loyalty to the Council and I agree to disclose a conflict of interest, if one should arise during the year, after I have signed this Conflict of Interest Disclosure Form.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

Form 990

- If your Council or Assembly has income of \$50,000 or less you can file the 990-N. (Used to be under \$25,000)
- If your gross receipts are \$200,000 or less and your assets are \$500,000 or less you can file the 990-EZ form OR the full 990.
- If your gross income is over \$200,000 and you have assets over \$500,000 you have to file the full 990 form.
- See the Supreme May 2010 Memorandum for more details on the completion of these forms

Form 990

- Keep copies of 990-N Confirmation
- Make sure your bank accounts use your EIN
- If you get a letter from the IRS – Talk to a CPA or Tax professional before your respond
- Respond to an IRS letter, It won't go away, it won't get better with time.

COMPENSATION

- The Financial Secretary may receive an amount equal to and not less than 8% and not more than 10% of the monies collected on account of dues from both insurance and associate members of the council. (Per the by-laws, the council may determine the exact percentage).
- The Financial Secretary may receive \$0.40 for each life insurance certificate registered through the Council and in good standing at the end of the calendar year.