“Until you spread your wings, you will have no idea how far you can fly”
Financial Secretary

Expectations and Responsibilities
Who is the Financial Secretary?

- The financial secretary holds the more permanent office in the council and who has the ability, perseverance and trustworthiness to ensure the financial operations and member records of the council are accurate and completed on a timely manner.
Qualifications to be a FS

- Must be at least 21 years of age and at least a third degree member
- Must not be engaged in the sale of life or health insurance for another company
- Should not hold another elected position in the council
How appointed

• Form #101-Application for Appointment as Financial Secretary.

• Mailed from Supreme to GK upon resignation of current FS.

• To be completed by all qualified and interested candidates.
How appointed

- Nomination form for Appointment as Financial Secretary
- Form FS #103
- GK nominates a candidate and trustees concur. Forms are forwarded to Supreme Knight for appointment
How Appointed

After recommendation by the Grand Knight and the Trustees, the Financial Secretary shall be appointed by the Supreme Knight for a three year term and shall hold office at the will of the Supreme Knight.
How appointed

Evaluation by Grand Knight and Trustees after the three year term.

The reappointment is endorsed by the State Deputy.
Charter Constitution Laws

• Provides a very important link between Supreme, State and local Council

• Studies and follows all regulations published in the Charter Constitution Laws of the Order in Section #139.
Financial Secretary Handbook

- The Financial Secretary Handbook is your guide and answer book.
GENERAL INFORMATION

• Must be a member of the Third Degree. This shall not apply to the first officers of a new council.
• Must be at least 21 years of age.
• May not be engaged in the sale of life or health insurance for another organization.
• Shall not hold another elected position within the council.
• In the instance of college councils, the financial secretary must be a member of the faculty or staff of the school, or a permanent resident of the local community.
• Will hold a three year term subject to evaluation at the end of the term.

ACCOUNTING

• Upon appointment shall be bonded for $5000.00. Additional bonding may be obtained at a cost of $7.00 per thousand.
• Shall receive compensation from Supreme Council at $.40 per each insurance certificate registered with the council. Shall receive compensation from council with amount to be determined by the council.
• Shall collect and receive all monies.
• Pay over monies to treasurer received at or between meetings.
• Shall adhere to Supreme Council rules in accounting for monies and recording membership additions and changes.
• Draws orders on treasurer. Such orders shall be signed by financial secretary and countersigned by the grand knight.
• Keep an account of indebtedness of each member.
• Keep records of financial and business transactions upon books or software approved by Board of Directors.

MEMBERSHIP

• Shall process membership bills
• Keep role of members.
• Cause members to subscribe to By-laws.
• Notify Supreme Secretary of elections.
• Notify Supreme Secretary of membership transactions.
• Shall keep the seal of the council.
• Perform other acts required by the laws of his council and the Order and the rules of the Board of Directors.

The information provided in this flyer is not meant to fully describe the duties and responsibilities of the Financial Secretary. For additional resources, consult Financial Secretary Handbook #1410.
Duties and Responsibilities

• May collect compensation of 8 to 10% of dues collected and receive 40 cents from the Supreme Council for each insurance policy held by members and family members within the council.
Duties and Responsibilities

- Bonded for $5,000 upon appointment and retains bond if audits are submitted to Supreme on a timely basis. Council treasurer is also bonded for $5,000 upon election to the position.
- Bonds in jeopardy after failure to remit two completed audits in sequence.
Duties and Responsibilities

A Quick Synopsis

1. Collect and receive all money
2. Keep accounts
3. Transfer money to the Treasurer
4. Keep membership roll
5. Cause members to subscribe to by-laws
Duties and Responsibilities

A Quick Synopsis (cont’d)

6. Communicate with Supreme Secretary
7. Keep member records
8. Maintain financial records, draws orders
9. Process suspensions
Duties and Responsibilities

A Quick Synopsis (cont’d)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Notify candidate’s Grand Knight</td>
</tr>
<tr>
<td>11</td>
<td>Keeper of the council seal</td>
</tr>
<tr>
<td>12</td>
<td>Notify fourth degree comptroller</td>
</tr>
<tr>
<td>13</td>
<td>Other duties</td>
</tr>
</tbody>
</table>
1. Collect and receive all money from any source.

- Dues from members
- Fund raisers
- Social events
- Special collections
- Athletic events
- Any other funds
Duties and Responsibilities

2. Keep an account of member records

- Keep an account of the financial standing of all members.
- Is the accountant for the council. Keeps council financial records.
Duties and Responsibilities

3. Transfer all moneys received to the Treasurer. Gets receipt from Treasurer

- Dues from members.
- Fundraisers.
- Contributions or donations.
- All other sources.
Duties and Responsibilities

4. Keeps roll of all members and policy holders (Active and inactive)

- Age
- Residence address
- Dates of exemplification
- Record of fourth degree members
- Occupation
Duties and Responsibilities

5. Causes members to subscribe to by-laws, etc

- Ensures that every member before taking of the first degree exemplification, subscribe his name on the Constitutional Roll, thereby submitting himself to the laws and rules of the Order.
## Constitutional Role of Membership

### Knights of Columbus

The undersigned, on my own behalf, in consideration of having been admitted to membership in the Knights of Columbus through the [Council Name], hereby covenant and agree:

1. That I am a member of the Knights of Columbus and that I am not a member of any other fraternal or secret society.
2. That I am not a member of any other fraternal or secret society.
3. That I have read and understand all the rules and regulations governing membership.
4. That I am not a member of any other fraternal or secret society.
5. That I have read and understand all the rules and regulations governing membership.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Insurance or Associate</th>
<th>Date of Initiation</th>
<th>First Degree</th>
<th>Second Degree</th>
<th>Third Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Duties and Responsibilities

6. Notify Supreme Secretary 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.
Form #185-Officers Chosen

- Form #185 “Officers Chosen for the Term”
- Submit before July 1st each year, even if all positions are not filled.
- Use this form or use Member Management.
Form #365-Service Personnel

Submit annually before August 1st

• Assist GK in preparing report
• Use this form or Member Management
• Required for Star Council Award
Form #1728-Fraternal Survey

- “Annual Survey of Fraternal Activity”
- Submit annually before January 31st.
- Assist GK/Officers in preparation of report
- Required for Star Council Award
Form #4584-Special Olympics

- “Partnership Profile Report with Special Olympics”
- Submit with Fraternal Survey before January 31st each year.
- Assist GK/Officers in preparation of report
Form #1295-Audit Report

- Due Feb 15/Aug 15
- Give info to GK and Trustees. By law, they prepare and sign.
- Maintain $5,000 bond
- Insure safety of council funds
- Cannot be submitted online (Signatures)

Click for how to do an Audit
Form #SP7-Columbian Award

- GK and Program Chairmen to complete
- Due prior to June 30th each year
- List four activities in six program categories.
- Required for Star Council Award
Council Report Forms Booklet

- Council Report Forms Booklet
- FS should have copy
- Remind officers of due dates and assist with form preparation and submission.
Council Report Forms Booklet

• To View Forms on the K of C Website

Click on [www.kofc.org](http://www.kofc.org) and go to For Officers and then Forms on the Orders Website. Select council for respective council forms
Duties and Responsibilities

7. Keeps record of all transactions

- Names of prospective candidates
- Names of elected candidates
- Names of members initiated
- Number of degrees taken be each member
- Keeps record of all money received and paid to the Treasurer
Duties and Responsibilities

8. Draws orders and records other financial transactions

- Receives all council checks and cash
- Prepares receipts
- Prepares expense vouchers
- Records all financial transactions
- Publishes financial reports
Basic financial process

Handling Cash

FS Receives Cash

FS Turns Cash Over To Treasurer

Treasurer Fills Out Receipt

FS Retains Signed Receipt

Treasurer Deposits Cash

Treasurer Retains Receipt Copy

FS Receives Cash
Basic Financial Process

- Record of Cash Receipts (Manual)
  - Christmas Dance
  - Dues
  - Raffle

- Copy to Treasurer with cash and checks.
Basic Financial Process

- Record of Cash Receipts (MB)

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Check #</th>
<th>Receipt Date</th>
<th>Event</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch 47</td>
<td>217</td>
<td>05-04-2011</td>
<td></td>
<td>Miscellaneou...</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activities: One Rose One Life</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gordon Collection</td>
<td>155.00</td>
<td></td>
</tr>
<tr>
<td>Batch 48</td>
<td>218</td>
<td>05-13-2011</td>
<td></td>
<td>Keith P Sears</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assessment: Dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>219</td>
<td>05-13-2011</td>
<td></td>
<td>Miscellaneou...</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activities: One Rose One Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Batch 48 Total</td>
<td>35.00</td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Daniel R Staal
Financial Secretary

Received by:

Russell A. Bohrenkamp
Treasurer

Grand Total of Report of Receipts: 198.00
Basic Financial Process

• Example of Treasurer’s Receipt to Financial Secretary

• Receive for all funds transferred to the council treasurer

• Trustees use to verify records during audit
Basic Financial Process

- Receipt for Cash
- Issue to members for fundraisers and other monetary collections
- Membership card is substitute for receipt.
Basic financial process

Paying Non-Budgeted Bills

1. FS Receives Bill
2. Bill Reviewed By Trustees
3. FS Reads Bill At Meeting
4. Bill Approved By Council
5. Voucher Given to Treasurer
6. Voucher Signed By GK & FS
7. FS Prepares Voucher
8. Treasurer Writes Check

THE KNIGHTS OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.
Basic financial process

Council Funds

SEC. 122. (a) All moneys obtained from any source, by or through any person or persons, acting for or in the name of any council or under its direction or authority, shall be considered council funds and shall be forthwith delivered to the Financial Secretary, who shall give his official receipt therefor and who shall report at the close of each meeting the amounts so received and from what source.

(b) No money in excess of $500.00 shall be paid or transferred from the treasury, of any council (except such moneys as the council is called upon to regularly pay for its current expenses and as provided by the laws of the Order, or for purposes approved by the Supreme Council, or Board of Directors) unless by a two-thirds vote of the members present and voting at a regular business meeting held subsequent to a regular business meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read. Provided, however, that any council may, by by-law, properly approved, provide and maintain a fund for rendering mutual aid and assistance to its sick, disabled and needy members and their families and families of deceased members. Said by-laws to state the manner in which, and by whom, the said fund is to be expended.
Basic financial process

- Bills that can be paid *without council approval*:
  - Supreme per capita which now includes Catholic Advertising
  - Supply invoices from Supreme
  - State per capita and assessments
  - Budgeted expense items pre-approved by majority of council membership at a regular business meeting
Duties and Responsibilities

Draws all orders (vouchers) after council approval

#157 – Signed by FS and GK, Given to Treasurer
After approval by council membership, vouchers are now ready for signatures of the officers shown below and processing for payment. Member Billing Format

### Report of Vouchers

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Check #</th>
<th>Voucher Date</th>
<th>Member/Payee</th>
<th>Address</th>
<th>Account</th>
<th>Sub Account</th>
<th>Event</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch: 1</td>
<td></td>
<td>01-25-2012</td>
<td>Richard W Martin</td>
<td>72306 Shamrock Ct / Lincoln, NE 68508-2967</td>
<td>Council Activities: Printing and copies</td>
<td>Newsletter</td>
<td>34.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>01-25-2012</td>
<td>Safeway Stores</td>
<td>2009 South 44th St / O'Neil, NE 65778</td>
<td>Council Activities: Food Items and Services</td>
<td>Mother's Day Brunch</td>
<td>123.46</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Batch 1 Total:** 157.96

---

**Grand Total of Report of Vouchers:** 157.96

---

Respectfully submitted,

Marvin J Ziska
Financial Secretary

Douglas G Steffen
Grand Knight

UNASSIGNED
Treasurer

---

January 25, 2012
Duties and Responsibilities

Treasurer writes or prints check
Signed by Treasurer and Grand Knight.
“Financial Secretary is not authorized”
Duties and Responsibilities

9. Notify Supreme Secretary of membership transactions. Use form #100 or Member Management

- Report members initiated, suspended, expelled, deceased, readmitted etc, transfers into the council and any other data changes.

- Prompt reporting is crucial
Proper Completion of Form #100

Section #1

Council Number
Council Location (City and State)
Membership Number, if known
Date Application Read
Date Member Elected
First degree date
New Member – Check this box.

Juvenile to Adult- When a man joins the Order who has an insurance policy issued on him prior to 18 years of age.
Proper Completion of Form #100

Section #2

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>REACTIONS (inactive insurance)</th>
<th>TRANSFER IN</th>
<th>DATA CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW MEMBER</td>
<td>REACTIVATION (inactive insurance)</td>
<td>TRANSFER IN</td>
<td>DATA CHANGE</td>
</tr>
<tr>
<td>READERMISSION (up to 7 years)</td>
<td>HONORARY MEMBERSHIP</td>
<td>HONORARY LIFE MEMBERSHIP</td>
<td>DEATH</td>
</tr>
<tr>
<td>REACTIONSTATION (up to 3 months)</td>
<td>REAPPLICATION (over 7 years)</td>
<td>REAPPLICATION (over 7 years)</td>
<td>DEATH</td>
</tr>
</tbody>
</table>

Reinstatement - Use when the member rejoins the Order after being suspended less than three months.
No break in service, no loss of benefits. Must join the same council from which he was suspended. Certain exceptions may apply.
Proper Completion of Form #100

**Section #2**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>REACTIVATION (inactive insurance)</th>
<th>TRANSFER IN</th>
<th>DATA CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW MEMBER</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUVENILE TO ADULT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REINSTATEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REAPPLICATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reactivation – Member who has insurance with the Order becomes an active dues paying member. Fee is $5.00 without withdrawal card.

Readmission – Member who has been out of the Order for more than 3 months but less than 7 years. Fee is $7.50 without withdrawal card.
Proper Completion of Form #100

Section #2

Reapplication- Former member who has been suspended for over 7 years rejoins the Order. Fee is $7.50 without withdrawal card.

Transfer In- an active member in another council transfers into your council. Only the incoming council can initiate the move
Proper Completion of Form #100

Section #2

Honorary Membership – Member has reached the age of 65 and has 25 years of consecutive service. Former members maybe eligible.

Honorary Life Membership – Member has reached the age of 70 with 25 years of consecutive service, or age 68 with 50 years of service. Again former members may be eligible. Priests and Religious Brothers are HL
Proper Completion of Form #100

Section #2

Data change – Use when making changes to a members record, such as address, phone number, degree dates etc. Preferred input method is through member management on the K of C Website.

Suspension - After 60 days and before 90 days of submitting the #1845 Notice of Intent to Suspend, mark suspension and state reason.
Membership Records mails this form to the member’s former council for degree information, dues owed or paid. Supreme will not assess back dues more than one year.
Proper Completion of Form #100

Section #2

Death - Notify membership records of the month, day and year of the death of a member. Provide proof of death. Use obituary or website ‘Social Security Death Index’ for death date. If reporting on Member Mgmt, no tangible proof is necessary.
Proper Completion of Form #100

Section #3

- Name and Address - Complete and Legible
- Date of Birth, Marital Status, Phone numbers
- E-mail address, occupation and last four digits of SS#
### Proper Completion of Form #100

**Section #43**

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>#4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Parish Name and Location: St Mary’s, Bellevue, WA
- Former Columbian Squire: [X]
- Degree Dates:
  - 4/6/88
  - 5/22/88
  - 12/12/88
- Date of Termination: 6/4/95
- Reason: Job relocation
- Number of Last Council: 7740
- Council Location: Omaha, Nebraska

---

**THE KNIGHTS OF COLUMBUS**

**IN SERVICE TO ONE. IN SERVICE TO ALL.**
Proper Completion of Form #100

Section #53

- New Member Annuity Interest
- Available for Member and Spouse
- FS forwards top copy of Form #100 to General Agent when interest is indicated in an annuity. Use transmittal form #175FS.
Copy of transmittal to General Agent #175FS

<table>
<thead>
<tr>
<th>SUPREME OFFICE USE ONLY</th>
<th>NAME OF APPLICANT</th>
<th>G. A. USE ONLY</th>
<th>AMOUNT REMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATE NUMBER</td>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>WRITING AGENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>INITIAL</td>
<td>NUMBER</td>
</tr>
</tbody>
</table>

TOTAL APPLICANTS __________

FINANCIAL SECRETARY __________

COUNCIL NO. __________

DATE __________

GENERAL AGENT __________

SIGNATURE __________

AGENCY __________

GENERAL AGENT COPY

THE KNIGHTS OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.
Proper Completion of Form #100

Section #63

- Proposer Name and Number
- Signature of Applicant
- Date, Signature of Financial Secretary and Grand Knight

Rod J Hofschulte

1590186

9/3/10

THE KNIGHTS OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.
Proper Completion of Form #100

- Use when reporting member death
- Letter of condolence sent if reported within 6 months
- Report on Form #100 or use Member Management
Proper Completion of Form #100

- Use to solicit member activity interest
- Use as prelude to admission committee meeting and assignment to a team or council’s activity director for active involvement.

**APPLICANT'S INTERESTS/PREFERENCES**

Following submission of this Membership Document, you will be contacted in regard to your meeting with the council’s admission committee. To aid the committee in preparation for this meeting, you are asked to indicate committee assignment preferences below. If you need more specific information on any of these committees, please inquire during the interview process.

- CHURCH
- FAMILY
- COMMUNITY
- YOUTH
- COUNCIL
- MEMBERSHIP RECRUITMENT/RETENTION

Please specify interests:
Proper Completion of Form #100

- Solicit member expectations and anticipated contribution to the council’s success.
- Date of interview and signature of admission committee chairman.
Proper Completion of Form #100

- On the reverse of Form #100 is the applications for both the new member and spouse to open an annuity with the Order.

- Upper section 1-10 is applicant information.

- Lower section 1-5 is understanding the contract and signature
Billing Process

- First billing statement.
- Billing should be made 15 days prior to the billing period or approximately December 15th.
- Second billing by January 15th
Billing Process

- Second notice of dues owed.
- Billing should be made 30 days after first billing. Approximately January 15th.

• First notice of dues owed use Form #423 and for second notice of dues owed use Form #424.

• First billing mailed about December 15th and second billing 30 days after first billing. Approximately January 15th.
Next step - Personal Visit

- Retention starts the day they join and “IT IS EVERYBODY’S BUSINESS”!

- But when a member is in arrears on dues, someone from the retention committee makes a personal visit to the member and spouse to explain benefits of membership.
Billing Process-Suspensions

• On February 15th alert the Grand Knight and Retention committee of members in arrears. Retention committee is made up of GK, DGK, Trustees, Field Agent and Proposer. DGK is key.

• Grand Knight and Trustees mail member Knight Alert.

• Members of committee visit delinquent member.
Billing Procedures - Suspension

Suspension Forms

PROPER BILLING PROCEDURES INCLUDING USE OF THE "NOTICE OF INTENT TO SUSPEND"

1. The financial secretary will mail the Membership Bill - First Notice Form #1823 15 days prior to the billing period.

2. If payment is not received on time, the financial secretary will mail the Membership Bill - Second Notice Form #1844.

3. If payment is still not received within 30 days from the date the second notice was sent:
   - The financial secretary will provide the name, address, telephone number, and amount delinquent for each member in arrears to the retention committee.
   - The committee should include -- but is not limited to -- the grand knight, chairman of officers, the trustee, and the proper person(s) it may deem necessary.
   - A "Knight Alert" letter Form #1841 will be forwarded to each delinquent member, signed by the grand knight and trustee.
   - The grand knight will assign a member of the retention committee to make personal contact with the delinquent member to verify the fact of his delinquency. The committee member will provide a written report of his findings to the grand knight. If the member is experiencing financial difficulty, the grand knight will direct the committee member to visit the member and make a financial arrangement acceptable to the council. A full report will be provided to the grand knight as to why the member is delinquent and why he is considering taking the Order's Financial Difficulty as a valid reason for suspension.

4. If at the end of the second month of suspension the member still has not paid his dues, the Notice of Intent to SUSPEND Form #1845 is to be prepared and signed by the financial secretary, countersigned by the grand knight, and distributed immediately after completion as follows:
   - The original copy is sent to the delinquent member.
   - The Supreme Officer copy is forwarded to the Department of Membership Records.
   - The Supreme Knight will mail a personal letter to the delinquent member. This letter will inform the Supreme Knight's Interest in hearing the member retain his "good standing" status.
   - The State Council is mailed to the state deputy. He will write to the member, offering assistance and advising him that the district deputy in his area is available to help with any particular problem.
   - If the district deputy does not respond to his letter, the district deputy will telephone the delinquent member to discuss the arrearage situation. If the member of the telephone, suggestions as to a possible solution will be recommended, and if the district deputy does not wish to discuss the arrearage situation. If the member is not contacted by the district deputy, the delinquent member will be considered delinquent.
   - The Council Copy is sent to your district deputy, who will telephone the delinquent member to discuss the arrearage situation. The council's copies of the Notice of Intent and the suspension letter will be mailed to the state deputy. The state deputy's letter will be mailed to the delinquent member. If the member does not receive the letter, the council's copy will be mailed to the delinquent member. If the member does not receive the letter, the council's copy will be mailed to the delinquent member.
   - The Council Copy is retained for council files.

5. If the delinquent member does not meet his obligations or arrange a satisfactory payment schedule within 60 days following processing of the Form #1845, the council may file a Form 180 Membership Document, indicating suspension. However, the suspension will not be processed at the Supreme Council office unless a Notice of Intent to SUSPEND Form #1845 has been as for the required 60 days.

6. The Notice of Intent to SUSPEND Form #1845 becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption that the council has been successful in retaining the member.

7. If, subsequently, the member on whom the council previously filed a Notice of Intent to SUSPEND Form #1845 should again become delinquent, the entire billing retention process must be re-initiated as described herein.

Brother ___________ Date ___________

Our records indicate that on (date) you were contacted personally by our council's Retention Committee regarding your Knights of Columbus membership. As of this date, we have not heard from you relative to the matter of your delinquency as itemized below:

From your relative to the matter of your delinquency as itemized below:

<table>
<thead>
<tr>
<th>PREVIOUS AMOUNTS</th>
<th>CURRENT DUE</th>
<th>TOTAL DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Phone No.</td>
<td>Original Copy</td>
</tr>
<tr>
<td>Membership Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form is printed on "No Carbon Required" paper. Please use a typewriter or print with a ball-point pen on a hard surface to make clear copies.
Billing Process-Suspension
Form #1845-Notice of Intent to Suspend

- Mail original copy to delinquent member
- Mail copy to Supreme. Supreme Knight conveys his interest to the member via letter.
- Mail copy to State Deputy. Gives advice
- Mail copy to District Deputy. He calls
- Council retains council copy
Suspension: - After 60 days from submission of #1845 to Membership Records at Supreme and before 90 days, council must submit Form #100 indicating suspension and the reason.
- Assumes you did all you could to retain him
Notice of improper procedure

When an error in procedure occurs in suspending a member, the Supreme Council Membership Records Dept will inform the FS.

*Example letter at left.*
RetentionPolicy Responsibilities

- Maintain information on proposers
  - Keep separate file of proposers or maintain record of all Form #100s
- For notifying members of degree exemplifications
- For follow up in the event of a suspension possibility.
- List maintained in Member Management
Reasons we should never suspend

• Member has financial difficulty and unable to pay dues. Should pay from council’s charity fund or waive dues.

• Medical problems which deter his ability to earn income or if total disability, then have completed Form #1831.
Disability Waiver Form #1831

• Application for Relief from Payment of Council Dues and Supreme and State Per Capita Taxes

• Completed by member, attested to by GK and FS

• Must renew annually.
Suspensions which may not affect award quotas

- Suspension-Failure to remain Catholic. Requires letter from member or pastor attesting to this fact.
- Suspension-Felony conviction. Requires newspaper account of conviction or court documentation (Generally use ‘one year and one day’ guideline)
- Suspension-Misconduct. For violating the Order’s laws
Conservation steps recommended for Council Retention Team to Follow

Click here to follow: Flow Chart on PPt

Click here to follow: Flow chart in Word
Withdrawal Procedures

• Effective October 1\textsuperscript{st}, 2003.
• No longer use Form #100 for withdrawal.
• Member must send a personal letter, signed by him and mailed to Membership Records Department at Supreme Council Office.
• All members will be expected to pay a re-entry fee upon returning to the Order.
Statements and Rosters

- Council Statement-Summary and Payment Coupon
- Received monthly from Supreme
- Verify accuracy of information, quotas achieved, etc
- Payment coupon for remitting money owed to Supreme
## Statements and Rosters

### Knights of Columbus Council Statement

<table>
<thead>
<tr>
<th>IMBER</th>
<th>NAME</th>
<th>TRANSACTIONDESCRIPTION</th>
<th>EFFECTIVEDATE</th>
<th>ASSOC</th>
<th>INS</th>
<th>INACT</th>
<th>TOTAL</th>
<th>INCLUDEDINTOTAL</th>
<th>ACCOUNTBALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>48731</td>
<td>HAWK TROY L</td>
<td>MEMBER TRANSFER</td>
<td>02-01-05</td>
<td>145</td>
<td>67</td>
<td>1</td>
<td>213</td>
<td>3</td>
<td>364.00</td>
</tr>
<tr>
<td>86871</td>
<td>JERGENSON LEE</td>
<td>MEMBER TRANSFER</td>
<td>02-01-05</td>
<td>+1</td>
<td></td>
<td>+1</td>
<td></td>
<td></td>
<td>365.75CR</td>
</tr>
<tr>
<td>91894</td>
<td>PARKER BRAD A</td>
<td>PAYMENT</td>
<td>02-01-05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>116.08CR</td>
</tr>
<tr>
<td>48731</td>
<td>HAWK TROY L</td>
<td>DUES ADJUSTMENT</td>
<td>02-15-05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.08CR</td>
</tr>
<tr>
<td>48731</td>
<td>HAWK TROY L</td>
<td>DUES ADJUSTMENT</td>
<td>02-28-05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NEW BALANCE</td>
<td>03-01-05</td>
<td>146</td>
<td>68</td>
<td>1</td>
<td>215</td>
<td>3</td>
<td>0.50CR</td>
</tr>
</tbody>
</table>

### Address Maintenance Area

<table>
<thead>
<tr>
<th>BR #</th>
<th>NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>43308</td>
<td>JEREMY D STANBURY</td>
<td>2527 UNIVERSITY AVE NE #2</td>
</tr>
<tr>
<td>60334</td>
<td>GREGORY D ERNST</td>
<td>6033 S 78TH ST</td>
</tr>
</tbody>
</table>

**Transfer in**

**Transfer out**

**Payment made**

**Address maintenance area**
### Statements and Rosters

**Receive this semi-annual roster from Supreme**

**THE KNIGHTS OF COLUMBUS**

*In service to One. In service to all.*
10. Notify Candidate’s Grand Knight

When a candidate receives degrees at a council in which he is not a member, the Financial Secretary must then notify the candidate’s council of the degrees.
11. Keep seal.

Keep official seal of council and affix the same to all official documents, papers, membership cards, etc.
Duties and Responsibilities

12. Notify Fourth Degree Comptroller.

Provides address changes, status changes, etc to the Comptroller for his records. Also refer all members interested in becoming a fourth degree member to him.
Duties and Responsibilities

13. 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
Duties and Responsibilities

Other duties:
Distribute materials sent from Supreme or State Council to Grand Knight as indicated. Example: Surge with Service CD\s sent in April or May
Duties and Responsibilities

- Form #1 Supply Order Form

- Use 800 266 6340 to fax or mail requests.
Duties and Responsibilities

- Prepare Form #990 or similar document for IRS
- Fraternal Benefits Society 501(c)(8)

TAX INFORMATION FOR SUBORDINATE COUNCILS

- The Knights of Columbus is a fraternal benefits society organized under IRS Code Section 501 (c) (8).
- All subordinate councils and assemblies are exempt from most forms of federal income tax, but not necessarily all.
- As of 2008, all councils and assemblies are required to file a return regardless of income level.
- Home corporations are not subordinate units of the Knights of Columbus for tax purposes, and are therefore not tax exempt.
- Social clubs are found in section 501 (c) (7) and are not exempt from income, property or sales tax.
- All councils and assemblies must provide their Federal Employer ID number to the Supreme Advocates office for inclusion in the group exemption listings.
- Solicitations for fraternal funds by the Knights of Columbus are not deductible for income tax purposes as charitable contributions. A disclaimer regarding non-deductibility for income tax filings must also appear on membership dues statements.
- Do not use the title “Supreme Council” anywhere in the name of your organization. It should read “Knights of Columbus” and the adopted name.
Duties and Responsibilities

• Federal Income Tax Information – Form 990
  ALL councils must file one of the following:
  990N - Gross receipts not exceeding $50,000
  (electronically only, available at www.irs.gov)
  990EZ – Gross receipts over $50,000 and up to $200,000
  990 – Gross receipts over $200,000

  *Failure to file 3 consecutive years will result in a loss of tax exempt status!*
Duties and Responsibilities

- Federal Income Tax Information – Form 990
- The Knights of Columbus is organized under IRS code (501) (c)(8), a fraternal benefits society.
- Most councils are exempt from income tax.
- Must provide EIN number to Supreme Advocate.
- Solicitations are not deductible for tax purposes.
- When filing for the first time do not use the words Supreme council, use Knight of Columbus and council name.
Star Council

**Program Personnel Reported**
Form #365 Due by August 1

**Membership**
Quota= 3 or 7%
and participate
in 4 first degrees
Use Form #450c

**Fraternal Survey**
Form #1728 Due by Jan 31st

**Insurance**
Quota=3 or 2.5%

**Columbian Award**
SP-7 Due by June 30th

Per Capita Tax Paid
To Accomplish your Mission:
Have the Will to Prepare and…
The Will to Succeed!

You can be a great help to your council by providing guidance and advice. Insure that all forms are filed on time, all council records are maintained and your council continues to grow in membership and activities.
FOR ALL YOU DO..

Thank You!