

TEXAS PROPER BILLING PROCEDURES
INCLUDING USE OF THE "NOTICE OF INTENT TO RETAIN"

A vitally important part of financial welfare council is the collection of dues and capita assessments from members. The Grand Knight and Trustees should, therefore, always be certain the following retention process is to be followed.

Please note that financial secretaries should use the Member Management and Member Billing applications, located in the Secure Officers Online area of www.kofc.org to perform the tasks listed in this section online. Instructions, Recorded webinars, and help are available within the online application.

1. The financial secretary mails the First Notice 15 days before the billing period to each member.
2. If payment not received in 30 days, the financial Secretary mail the membership bill "Second Notice".
3. If payment is not received within 30 days from the date the "Second Notice" was sent, the Financial Secretary will provide names, addresses, phone numbers and amount due for each in the arrears to the retention committee for personal follow up.

The committee should include but is not limited to the Retention Committee Chairman (as reported on the Service Program Personal Report - typically the Deputy Grand Knight), the Trustees; and the proposer, if available. (NOTE: The Financial Secretary NOT a member of the Retention Committee.)

The Retention Chairman (typically the Deputy Grand Knight) shall assign a member of the retention committee to discuss the reasons for non-payment; discuss any personal situations prohibiting payment: or to offer a cooperative remedy to the delinquency situation

The Retention Chairman will notify the Grand Knight of the results of the contact. If directed, the Financial Secretary forwards a "Knight Alert" letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work.

NOTE: The Retention Committee should make use of various methods, including internet search engines, in its attempt to locate the member if unreachable.

The Committee members provide a written report of their findings to the Retention Chairman.

The Retention Committee Chairman then compile a report on all members in arrears to be presented to the Grand Knight who will present the findings at the next officers meeting to determine if the members are to be suspended or need assistance. Personal financial difficulty is not a sufficient reason for suspension.

If the members is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member a payment plan or other financial arrangement that is acceptable to the council.

The Texas Membership Conservation Report #TX1845A (current version Rev July 12) will be prepared with all available information including details of all attempted and actual contacts with the member. The Form TX1845A is signed by the grand knight, financial secretary, council retention chairman and District Deputy. The form will be prepared in one copy and copies made for distribution. Forms 1845 and TX1845A will be distributed to your District Deputy and The State Retention Chairman.

Form 1845 and TX1845A Council copy are retained for the council files.

4. If after 15 days of sending the "Knight Alert" the member still has not paid his dues or no satisfactory arrangement has made, the "Notice of Intent to Retain" is prepared and by the Financial Secretary and countersigned by Grand Knight.

- a. The Copy is sent to the delinquent member.
- b. The Office Copy" is forwarded to of Membership Records.

The Form 1845 and TX 1845A State Council copy are mailed to the State Retention Chairman. He will contact the member, offering assistance and advising him that the district deputy in his area is available to help with any particular problems.

The Supreme Knight then mails a personal letter to the delinquent member to convey the Supreme Knight's interest in having retain his "good standing" status.

c. The State Retention Chainman, on behalf of the State Deputy will have the responsibility of monitoring the conservation listing posted each Saturday morning on the Supreme web site the Officers Online area. The same has the responsibility to ensure that the District Deputy and State Retention Team have access to the conservation list. He should also communicate with the member, offering assistance and advising him that the District Deputy in his area is available to help with any particular problems.

d. The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme website in the Officers Online area, to access the list of members needing to be contacted. He personally contacts the delinquent member to discuss the nonpayment situation, In the course of the visit suggestions as to possible solutions should be recommended and the District Deputy will volunteer to assist the member, if the need exists.

The Deputy determines whether personal contact has been made by the council. The response and reaction received from the delinquent member is recorded on the reverse side of the District Deputy copy of the Form #1845 and then forwarded to the State Deputy for review.

- e. The "Council Copy" is retained for council files.

5. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of the of Intent to Retain, then the council may file a membership document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filling the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a "Notice Intent to Retain" has been on file for the required 60 days.

E. The "Notice of Intent to Retain" 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 be removed from the file under the assumption the council has been successful at retaining the member.

7. If, subsequently, the member on whom the council previously filed a "Notice of Intent to Retain" again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each Council in his district.

It is the State Deputy's responsibility to insure that the State Membership Director, the State Retention Chairmen and the District Deputy the retention procedures.

Rev July 2015

MEMBERSHIP CONSERVATION REPORT

(Type or Print legibly)



Page: _____ of _____
Date: _____

Council: _____
District: _____

	Date of Last Billing	No. Months Delinquent	Name	Address	Telephone	Membership #	Committeeman Making Contact	Payment Received	Reason
1									
	Remarks & Comments								
2									
	Remarks & Comments								
3									
	Remarks & Comments								
4									
	Remarks & Comments								
5									
	Remarks & Comments								

Upon completion: Attach respective 1845's.

1. **Must include FS, DD, Retention Chairman and GK Signature**
2. **Mail original of this form to the State Retention Chairman**
3. **Keep a file copy for the Council's records**

On my honor as a Catholic gentleman, I do swear that the information shown above is correct to the best of my knowledge.

Form - TX1845A (Rev July 2012)

Financial Secretary Signature

Retention Chairman Signature

Grand Knight Signature

See reverse for instructions

District Deputy Signature

TEXAS MEMBERSHIP CONSERVATION REPORT

DISTRICT DEPUTY CHECK LIST: COMPLETION OF FORMS –

MUST BE COMPLETED BY DD TO BE VALID

FORM 185	COMPLETED?	YES ___	NO ___
FORM 365	COMPLETED?	YES ___	NO ___
LIST RETENTION CHAIRMAN?		YES ___	NO ___
FORM 1295	COMPLETED?	YES ___	NO ___
1295 LIST DELINQUENT MEMBERS		YES ___	NO ___

1. Form TX-1845A **Texas Membership Conservation Report** is in compliance with the Supreme Council's requirement whereas "the committee member will provide a written report of his findings to the Grand Knight". The committee member referenced here is a member of the Council Retention Committee appointed by the Grand Knight. (refer to Step #3 of the PROPER BILLING PROCEDURES in the Financial Secretary handbook).
2. A member of the Retention Committee must contact the delinquent member in person, explaining his benefits and attempting to save the member. Financial difficulty is not a valid reason for suspension.
3. Councils having incomplete audits or not submitting an audit for the past two consecutive and most recent audit periods CANNOT suspend a member.
4. Councils not submitting their Form 365 (Service Program Personnel Report) with a copy to the State Office CANNOT suspend a member.
5. Councils having submitted their Form 365 but failing to identify a council Retention Chairman CANNOT suspend a member.
6. Councils that have been suspended for failure to pay their Supreme Per Capita assessments CANNOT suspend a member.
7. Form 1845 (Notice of Intent to Suspend) must be signed by the council Grand Knight, the council Financial Secretary, and the council Retention Chairman before submitting it to the Supreme Council Membership Records department. A copy must be submitted to the District Deputy and the State Retention Chairman.
8. Form TX-1845A (Texas Membership Conservation Report) must be signed by the council Grand Knight, the council Financial Secretary, the council Retention Chairman, and the District Deputy before submitting it to the State Retention Chairman. A copy must be submitted to the District Deputy. (Note: This report is not mailed to the Supreme Council)

STATE RETENTION CHAIRMAN

Ed Glisky	830-609-2264 (h)
66 Country View Circle	830-708-9928 (c)
New Braunfels, TX 78132	edglik@satx.rr.com



Texas State Council Review of Suspension Request

Council Number _____
Council Location _____
Council Diocese _____
Council Membership _____

Council Grand Knight _____
Council Financial Secretary _____
Council Retention Chairman _____
District Deputy _____

Yes	No	Don't Know	DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the Council current with its Supreme Per Capita (not on suspension)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Was Form 365 (Report of Personnel) received by the Supreme Council?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Was a copy of Form 365 received by the State Council Office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Was appointment of the Council Retention Chairman verified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Were last two council audits (Form 1295) received by the Supreme Council?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Was a copy of latest council audit received by the State Council Office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Did latest council audit list number of delinquent members and amount in arrears?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Was Form 1845 received by the Supreme Council?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Was Form 1845 signed by the Grand Knight?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Was Form 1845 signed by the Financial Secretary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Did Form 1845 list name of a Council Retention Committeeman?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Was a copy of Form 1845 received by the District Deputy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Was a copy of Form 1845 received by the State Retention Chairman?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Was a copy of Form TX1845A received by the State Retention Chairman?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Was Form TX1845A signed by the Grand Knight?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Was Form TX1845A signed by the Financial Secretary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Was Form TX1845A signed by the Council Retention Chairman?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Was Form TX1845A signed by the District Deputy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Is the "remarks & comments" section of Form TX1845A completed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Was personal contact with member verified? (documentation may be required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Were Texas Proper Billing Procedures completed correctly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Was the member offered amnesty to forgive past dues?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Does the member meet requirement for Honorary Life Membership?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Was the Field Agent provided notice of intent to suspend insured member?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Has the council suspended other members this fraternal year? How many?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Has the council recruited new members this fraternal year? How many?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____