



Wisconsin
State Council
Knights of Columbus

2020-2021

Grand Knight
and
Deputy Grand Knight
Training

1



Wisconsin
State Council
Knights of Columbus

2020-2021

Grand Knight and Deputy
Grand Knight Training

General Information

2



"God calls, and that's what we see in the vocation of the great leaders. In our tradition, a mission always starts with a calling."

Pope Francis, On Heaven and Earth.

3



THE KNIGHTS OF COLUMBUS



MISSION

TO PROVIDE A MEANS BY WHICH CATHOLIC MEN COULD
SUPPORT THE CATHOLIC CHURCH;

TO PROVIDE FINANCIAL PROTECTION TO
PROTECT THEIR FAMILIES;

TO ENGAGE IN WORKS OF CHARITY TO BENEFIT
THE LESS FORTUNATE.



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

The Knights of Columbus was established in 1882

4



As grand knight you have been elected to provide leadership to your council. Through your example of faith, charity and good judgment, you provide the model for your council members to follow. Through your leadership, set a tone that is open and engaging, and that will ensure your council's growth in charitable outreach and membership.

5



What is the Grand Knight?

- **GK is the leader of its local Council**
- **GK is responsible for the success of its council**
- **But you may not be the expert for everything in your council**
- **What else is the Grand Knight?**
- **What is not the Grand Knight?**

6



What is the Grand Knight?

- **“Chairman” of Leadership Team**
 - Council Officers
 - Council Directors
 - Standing Committee Chairs
 - Council Appointees (Lecturer for example)
- **Learn to delegate... *You ARE part of a team !!!***

7



As Grand Knight, you need to

- **Understand your duties and responsibilities**
- **Engage your fellow officers**
- **Form, focus & motivate your membership into a team**
- **Work with other councils on larger initiatives**
- **Be the “go-to guys” for your parish pastors & community**

8



As Grand Knight, you need to

- **Complete, submit and confirm Supreme and State Council forms are submitted on time**
- **Involve Past Grand Knights (while still maintaining command)**
- **Coordinate council activities with your District Deputy**

9



As Grand Knight, you need to

- **Make charitable works and Faith in Action a focus of your council**
- **Invite all eligible Catholic men to join**
- **Find (and groom) your replacement**
- **Your best gauge of success as a Grand Knight is to ask “Is the council better now than when I took office?”**

If the answer is yes, then you’ve been successful!

10



Responsibilities of GK

Ceremonials

- **Coordinates installation of council officers with District Deputy.**
- **Schedules and publicizes the Exemplification of Charity, Unity and Fraternity**
- **Arranges Mass(es) for departed brothers.**

11



Responsibilities of GK

Ceremonials

- **Awards certificates, cards and pins during "Honorary Membership" and "Honorary Life Membership" ceremonials.**
- **Maintains proper conduct of ceremonials at regular meetings.**
- **Presents Shining Armor Awards to deserving members**

12



Responsibilities of GK

Duties

- Recognizes Honorary & Honorary Life Members, Past Grand Knights, Knight of the Year, Community Leaders etc.
- Sets and promotes Council Goals in:
 - Membership (Double the Supreme Quota)
 - Insurance (Meet the Supreme Quota)
 - Programs (Earn the Columbian Award)
 - Awards (*BE A DOUBLE STAR COUNCIL !!!!*)

13



Award Goals

- State Outstanding Council Award
- Columbian Award (Programs)
- Father McGivney Award (Membership)
- Founder's Award (Benefits)
- Star Council
- **Double Star Council**



14



Responsibilities of GK

Duties

- **Appoints a Council Lecturer**
- **Recommends a Council Chaplain
(Bishop/Archbishop appoints)**
- **Appoints Membership & Program Directors**
- **Appoints Admission, Retention and Standing Committees**
- **Schedules and presides at Officers' Meetings**
- **Regularly monitors Council's performance**

15



Responsibilities of GK

Duties

- **Conducts Semi-Annual Audit with Trustees**
- **Ensures correct forms are submitted on time**
- **Organizes and/or supervises Council Degree Team**
- **Arranges for Council representation at wakes or memorial services for deceased brothers**
- **Acquaints himself with "Robert's Rule of Order"**
- ***Starts All Meetings on Time***

16



Responsibilities of GK

Duties

- **Countersigns orders for payments and checks**
- **Maintains working relationships with the council's chaplain, district deputy, field agent and general agent; as well as with other local service organizations (e.g. Habitat for Humanity, food pantries/soup kitchens)**
- **Has a working knowledge of the K of C Supreme website, WI K of C State website, Officers Online and Member Management**

17



What is a Deputy GK?

- **Assist the GK of the council**
- **Acting GK when GK is absent.**
- **Be a leader in your council**
- **Be watchful of Protocol**
- **Chairman of the Retention committee**
- **Possibly Program Director or History Book Chair.**

18



10 Things Every DGK Should Do

- The DGK should help the GK with paperwork.
- He should help oversee officers, directors, and activities.
- He should support the work of the GK, in and out of the council chamber.
- He should help maintain protocol at meetings through example (using the title “Worthy” and saluting the GK with the tree of the Cross).
- He should greet guests and make introductions.

19



10 Things Every DGK Should Do

- He should help build membership and programs.
- He should listen to and learn from his GK (to eventually become a good GK himself).
- He should actively seek and tutor his own eventual replacement as DGK.
- Has a working knowledge of the K of C Supreme website, WI K of C State website, and Officers Online
- Performs other such duties as the GK may direct

20



What else?

- **Local Council recognition**
- **Try to involve your Past Grand Knights**
- **Always work on Growing your council**
- **Assist with membership recruitment**
- **Attend the 5 required meetings per year
(2 District – Diocesan – State convention – Training)**

21



Wisconsin
State Council
Knights of Columbus

Building the Domestic Church

Faith in Action

22



"Families are the domestic Church...That is why the enemy so often attacks the family..."

May the Lord bless families and strengthen them in this time of crisis when the devil is seeking to destroy them."

Pope Francis

23



"The family as domestic Church is central to both the work of the New Evangelization and to the future sustainability of our parishes – also the future sustainability of the Order"

Supreme Knight Anderson

24



Building the Domestic Church

Through our Building the Domestic Church Order wide initiative, every Knights of Columbus council is called to respond to the challenges facing our families and our parish communities. To accomplish this, together we must rededicate ourselves to our mission of service for the Church.

25



Building the Domestic Church

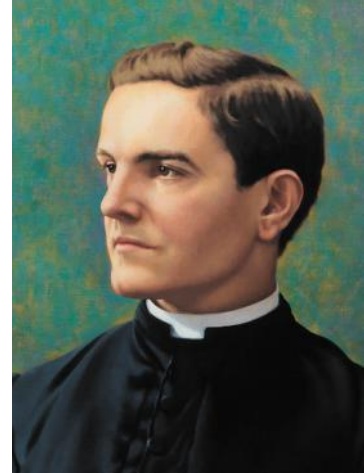
By implementing this initiative in your councils, Knights, their families, and all parishioners participate in activities that promote the New Evangelization, strengthen our parishes, and build Catholic fraternity.

26



Building the Domestic Church

Since our founding by parish priest, Father Michael McGivney, Knights of Columbus have been dedicated to strengthening Catholic family life. As Knights we strive to dedicate our time, talent and resources to ensuring that our parishes are beacons of the new evangelization.



27



Building the Domestic Church

To be evangelizers, families look to find support in the sacramental life of the parish. In support of this evangelization of family life, every Knights of Columbus council strives to be united with its parish mission and vision. Our programs and activities – at home, at Church, and in the community – are a means to impact and strengthen parish family life.

28



**In the 2018-2019 Fraternal year,
Building the Domestic Church
evolved into
*Faith in Action***

29



Faith in Action

Overview

- Replaced Surge with Service
- Is the umbrella for Supreme Council recommended programs
- Program categories
 - Faith
 - Family
 - Community
 - Life

30



Faith in Action

Overview

- GKs need to appoint Faith Director, Family Director, Community Director and Life Director
- Columbian Award is 4 programs in 4 categories (instead of 4 programs in 6 categories)

31



Faith in Action Programs

Faith

RSVP
Into the Breach
Marian Icon Prayer Program
CIS Domestic Church Kiosk & Series
Rosary Program
Spiritual Reflection Program
Holy Hour
Sacramental Gifts

Community

Coats for Kids
Global Wheelchair Mission
Habitat for Humanity
Disaster Response
Free Throw Championship
Catholic Citizenship Essay Contest
Soccer Challenge
Helping Hands

32



Faith in Action Programs

Family

Food for Families
Family of the Month/Year
Keep Christ in Christmas
(Posada, Poster Contest, etc.)
Family Fully Alive
Family Week
Consecration to the Holy Family
Family Prayer Night
Good Friday Family Promotion

Life

March for Life
Special Olympics
Ultrasound Program
Christian Refugee Relief
Silver Rose
Mass for People with Special Needs
Pregnancy Center Support
Novena for Life

33



Wisconsin State Council Knights of Columbus

E Membership

34



E Member

- **How is this a member?**
 - **Non-Degreed Member**
 - **Official member of the State Council**
 - **Not a special class of member**

35



E Member

- **What does it mean for “my council”**
 - **Prospective candidates from men that are truly interested in the Knights of Columbus**
 - **Must take the Admissions Degree in order to join a Council**
 - **May attend Council meetings, but can’t make motions or vote**

36



Wisconsin
State Council
Knights of Columbus

Safe Environment

37



Safe Environment

“A basic responsibility of every family –
and especially the Christian family – is the
protection of their children.”

- Supreme Knight Carl Anderson

38



Safe Environment

- **Training Requirements**
 - Grand Knight – training
 - Program Director – training
 - Family Director – training and background check
 - Community Director – training and background check
- **Compliance required for Star Council**

39



Safe Environment

- **BEST RESULTS: Submit Completed Form 185 (Officers) and Form 365 (Directors) Online via Member Management**
- **Forms 185 and 365 Data transmitted to Praesidium on Thursdays**
- **Praesidium sends email(s) to newly appointed members on Monday**
 - Member's Email must be listed in Member Management
 - One Email For Training ONLY
 - Two Emails For Training AND Background Check
- **Emails are sent WEEKLY from Praesidium until member is compliant OR removed because of noncompliance (after 30 days)**

40



Wisconsin
State Council
Knights of Columbus

*Leave No Neighbor
Behind*

41



Leave No Neighbor Behind

Knights of Columbus Orderwide are encouraged to serve and sacrifice for those around us. Many, including in our own councils and parishes, are isolated and alone in quarantine. Food banks, blood centers, and other essential services have been depleted of their vital supplies. There are many people and places that require urgent help.

42



Leave No Neighbor Behind

- **Support Your Brother Knights**
- **Support Your Parish**
- **Support Your Community**
- **Feed the Hungry**
- **Participate in Blood Drives**

43



Leave No Neighbor Behind

- **Support Your Brother Knights**
 - **Use phone tree callers as possible to check on Brother Knights.**
 - **Start a “Buddy System” to make daily contact with “at risk” members and their families.**
 - **Develop a list of local support organizations and hotlines**
 - **Assemble your council contact information.**
 - **Regularly communicate to members.**

44



Leave No Neighbor Behind

- **Support Your Parish**
 - Council officers should request to speak with their pastor as soon as possible
 - Ask about – and be prepared to deliver on – the requests of the pastor and the needs of the parish community
 - Map out a strategy to deliver on the pastor's requests.
 - Regularly communicate with your pastor

45



Leave No Neighbor Behind

- **Support Your Community**
 - Contact leaders from local nonprofits to discuss how the council can best assist
 - Encourage council members to reach out to their neighbors
 - Call people who are isolated in assisted living facilities
 - Shop for those unable to leave their house
 - Ask your pastor for support with these initiatives

46



Leave No Neighbor Behind

■ Feed the Hungry

- Contact a local food bank or food pantry or build on existing relationships. Coordinate their desired method of delivery for food or funds.
- Ask pastor for his permission to share this initiative with the entire parish through parish communication channels.
- Prioritize giving cash or gift cards directly to local food banks and pantries so they can purchase items they need most.
- If collecting food, make sure to take appropriate precautions and minimize contact with those driving up and dropping off.

47



Leave No Neighbor Behind

■ Participate in Blood Drives

- Identify and schedule appointments for existing blood drives
- Only donate blood by appointment
- Spread the word to eligible family members, friends, Brother Knights and parishioners to schedule an appointment and donate blood as soon as possible.
- Sponsor a Blood Drive
- Donate and save a life!

48



Leave No Neighbor Behind

- Report your activities with the Leave No Neighbor Behind Survey at www.kofc.org/neighbor.
- For more information:
<https://www.kofc.org/en/news-room/leave-no-neighbor-behind/index.html>

49



***QUESTIONS
or COMMENTS
??????***

50



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Meetings

51



Monthly Meetings

- **2 or 3 meetings per month**
 - **Officers meeting**
 - **Prep for General Business**
 - **General Business**
 - **Social Meeting (optional)**
- **Officers and General meetings mandated by Supreme Laws (sec 124)**

52



Officer's Meeting

- **Review correspondence and discuss any recommended action.**
- **Review Officer, membership and program directors' reports.**
- **Review forms that are due**
- **Assess membership recruitment, retention and insurance promotion performance toward earning the Star Council Award.**

53



Officer's Meeting

- **Evaluate programs and activities and member involvement. Discuss future actions.**
- **Review council supplies on hand and order any necessary supplies.**
- **Set Business Meeting Agenda.**

54



Prepare for Business Meeting

- **Protocol Booklet (1612)**
- **The Method of Conducting Council Meeting (10318)**
- **Fraternal Planner (5033)**



55



Prepare for the Business Meeting

- **Open Mail before going**
 - Review and select pertinent mail
 - Write notes for communications and new business
 - See that State or Supreme info gets proper attention
 - Put in file folder for meeting or “circular” file
- **Prepare Grand Knight Report**
 - 5 minutes maximum

56



Prepare for the Business Meeting

- **Review other pertinent information to discuss at meeting**
 - **From packets received at**
 - **2 annual District meetings**
 - **Annual Diocesan meeting**
 - **From Knightline and Columbia magazine**
 - **From WI State Newsletter and Badger Bulletin**
 - **Flocknote**
 - **Resolutions passed at State Convention**



57



Prepare for the Business Meeting

- **Dress the Part**
- **Get to meeting EARLY**
- **Have time to make sure all is well**
- **Make sure Warden has meeting area set up correctly!**

58



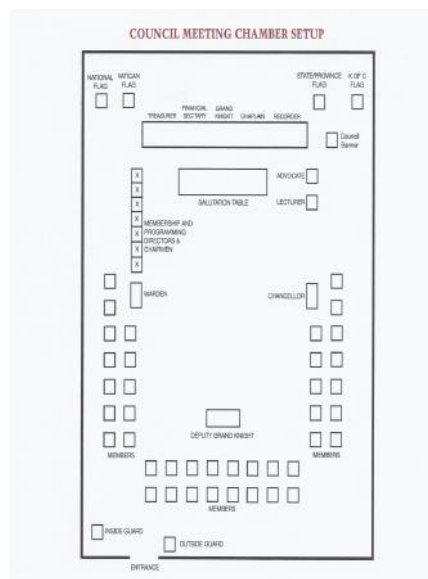
Prepare for the Business Meeting

- Make sure all coming are welcomed
- Have Officers take positions
- Make sure GK report, mail, bills, and other items are organized

59



Prepare for the Business Meeting



60



Business Meeting Protocol

- **Membership Cards**
- **Gavel Raps**
- **Salute**
- **Dignitaries**
- **Council Jewels**

61



Motions

- **Here is where you shine as a leader**
- **Importance of keeping discussion on track**
- **The Grand Knight should be taking most discussions**
- **Have the Recorder read back any motions for clarity**
- **Be ready for amendments**
- **Vote on Motion or Table for later.**
- **Motions are only done only during new and old Business**

62



Motions

- **Motion is stated**
- **The motion must then be seconded.**
A motion cannot be discussed unless it is seconded
- **The GK or Recorder repeats the motion in full.**
- **GK asks "Is there any discussion?"**
The Motion is then open for discussion.
Discussion is directed at the GK

63



Motions

- **Vote is taken by one of four methods.**
 - **Voting by Acclamation: "Aye" or "Nay."**
 - **Voting by Standing or Raising the Hand.**
 - **Voting by Roll Call.**
 - **Voting by Ballot.**

64



Conducting your Business Meeting

- ❖ Call to Order. (Grand knight stands at all times while presiding.)
 - ▷ Grand Knight (One rap of gavel): Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. (In their absence, the grand knight shall appoint guards for the time being.)
- ❖ Warden's Report on Membership Card.
 - ▷ Grand Knight: Worthy warden, do you vouch that all present are in possession of the current membership card? (Warden salutes and proceeds to inspect membership cards.)
 - ▷ Warden: Worthy grand knight (salutes). I vouch that all present are in possession of the current membership card. (Salutes grand knight and deputy grand knight.)
- ❖ Prayer.
 - ▷ Grand Knight: Brothers, let us invoke the Divine blessing by repeating aloud the Lord's Prayer. (Four raps. Chaplain or grand knight so prays.)
- ❖ Pledge of Allegiance to the Flag, or some other suitable patriotic display of loyalty. (Three raps. One rap at conclusion.)
- ❖ Roll Call of Officers.
 - ▷ Grand Knight: The recorder will call the roll of officers. (Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall appoint officers for the time being.)

65



Conducting your Business Meeting

- ❖ ²Opening Ode.
 - ▷ Grand Knight: Brothers, we shall now sing the opening ode. (Three raps. At conclusion, one rap.)
- ❖ ³Chaplain's Message (This is an opportunity for the chaplain to educate council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention.)
- ❖ Approval of Minutes of Previous Meeting.
 - ▷ Grand Knight: Are there any corrections to the minutes? They are approved as read.
- ❖ Report of Admission Committee and Reading of Applications.
- ❖ Balloting for membership. (New members, readmissions, reapplications, transfers.)
- ❖ ²Initiations.
- ❖ Grand Knight's Report.
- ❖ ²Treasurer's Report.
- ❖ ²Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.
- ❖ ²Reading of Bills and Communications.
- ❖ Financial Secretary's Report of Receipts of Meeting.
- ❖ ²Report of Auditors and Trustees.
- ❖ ²Chancellor's Report on Vocations.
- ❖ ²Report of Service Program Committees. (Grand knight calls on membership and program directors, who introduce their committee directors for their reports.)

66



Conducting your Business Meeting

- ▷ Membership Director
- ▷ Program Director
 - Church Director
 - Community Director
 - Council Director
 - Culture of Life Director
 - Family Director
 - Youth Director
- ❖ Report of Round Table Chairman.
- ❖ Report of Standing Committees.
- ❖ Unfinished Business.
- ❖ ²New Business. (When elections are in order, this is the first item under New Business.)
- ❖ Report of the Fourth Degree.
- ❖ Field Agent's Report.
- ❖ District Deputy's Report.
- ❖ ²Good of the Order.
 - ▷ Grand Knight: Before proceeding to the Good of the Order, let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress? (Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)

67



Conducting your Business Meeting

- ▷ Grand Knight: The Good of the Order will now be conducted by the worthy lecturer, I trust to the enjoyment, instruction and edification of all present. (The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)
- ❖ Closing Prayer.
 - ▷ Grand Knight: Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers. (Four raps. Chaplain or grand knight so prays. One rap at conclusion.)
- ❖ ²Closing Ode.
 - ▷ Grand Knight: We shall now sing the Closing Ode. (Three raps. At conclusion, one rap.) I now declare this meeting adjourned.

Use of the Gavel

- One rap — instructs your council to come to order or be seated; a ruling on an action has been concluded.
- Two raps — instructs council officers to stand.
- Three raps — instructs all to stand.
- Four raps — instructs all to kneel in prayer.

²Parts of the Order of Business marked with an asterisk may be omitted at meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers' jewels should be worn at all meetings.

³Or at any time he so desires. § 125 (13).

68



GK Report for the Business Meeting

■ Grand Knight Report

- 5 minutes maximum - for ideas can use:
 - Review past month's and future month's activities
 - Use Resources discussed earlier
 - From packets received at 2 annual District meetings, Annual Diocesan meeting, From Knightline, Columbia magazine, WI State Newsletter, Badger Bulletin, and/or Resolutions passed at State Convention

69



Good of the Order for Meeting

The lecturer is appointed by the grand knight to provide both educational and entertaining programs to the council. He is responsible for the 'Good of the Order' portion of council meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all council programming.

(Duties of Council Officers 4241 (5/15))

70



Meeting Summary

- Try to stay no longer than an hour
- Protocol helps not hinders
- Motions help limit discussion
- Use Gavel if losing control of Meeting
(Kneel or stand and pray)

71



***QUESTIONS
or COMMENTS
???????***

72



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Supreme and State Forms

73



Completing Forms - Tenants

- **All forms must be reviewed by the Grand Knight**
- **Always make a photocopy of all your forms – or if using the Supreme Website to submit forms – print a copy for yourself and/or email a copy to yourself**
- ***Send copy of all forms to District Deputy and forms@wikofc.com***
- **The Financial Secretary is responsible for maintaining council forms**

74



Locating Form Due Dates

- **On the form itself**
- **Supreme Form Website Page**
- **Fraternal Leader Success Planner**
- **Knightline**
- **WI State Officers Directory**
- ***Last, but not least....your District Deputy***

75



Mandatory Council Forms

Form 365, Service Program Personnel Report, 8/1*

Form 1295-1, Semiannual Council Audit, 8/15

**Form 2629, Notice of Appointment of Round Table Coordinator:
Sept. 1, even if no changes***

Form 1728, Annual Survey of Fraternal Activity, 1/31

**Form 4584, Partnership Profile Report with Special Olympics,
1/31**

*can be updated though out the year as necessary

76



Mandatory Council Forms

- Intellectual Disability Tootsie Roll Council Order Form, 2/1**
- Form 1295-2, Semiannual Council Audit, 2/15**
- State Form CCGF, Council Charity Grant Request, 5/1**
- Form SP-7, Columbian Award Application, 6/30**
- Form 185, Report of Officers Chosen for Term, 7/1***
- Form 2630, Annual Report K of C Round Table, 6/30**

77



Optional Council Forms

- Form 4567, Soccer Challenge Participation Form, 12/15**
- Form 10092, Habitat for Humanity, as needed**
- Form 1598, Free Throw Championship Score Sheet**
- State reports for PPK, Soccer, Essay Contest, Christmas Poster, Free Throw and Knowledge**
- Form 4001, Substance Abuse Awareness Poster Contest Participation Form, 1/31**

78



Optional Council Forms

Form 2863, RSVP Refund and Plaque Application, 6/30

Form 10057, Food For Families Report Form, 6/30

Form 1993, Family of the Month, monthly

Form 10071, Global Wheelchair Mission, as needed

Form STSP, Service Program Award, as needed, 3/1 for consideration of State award at Annual Convention (Supreme form submitted to State only)



Supreme Form Submission

CC: forms@wikofc.com and your DD

Submit electronically online or

<u>Star Council Forms</u>	<u>Description</u>	<u>Scan or Send to:</u>
Form 100	Membership Document	membershiprecords@kofc.org or membership@kofc.org
Form 1728	Fraternal Survey	fraternalservices@kofc.org
Form 365	Report of Service Personnel	fraternalservices@kofc.org or on FS Member Management
Form SP-7	Columbian Award Application	fraternalservices@kofc.org

<u>Other Council Forms</u>	<u>Description</u>	<u>Scan or Send to:</u>
Form 185	Council Officers	addresschange@kofc.org
Form 1295	Council Audits	council.accounts@kofc.org *
Form 2629 and 2630	Report of Round Table Coordinator and RT Report	councilgrowth@kofc.org

Non listed forms should be sent to fraternal services
Mail to: Knights of Columbus, (Dept per above)
1 Columbus Plaza, New Haven, CT 06510



State Form Submission

Forms have to be printed out, completed, and either

- Scanned and emailed to: forms@wikofc.com
- or mailed to:

Wisconsin State Council Knights of Columbus
4297 West Beltline Highway
Madison, WI 53711

Form 100's are also sent to General Agent

Copies of all forms are sent to District Deputy

81



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Audit Report

82



Audit Report

Why in Grand Knight Training?

- **Grand Knight ensures the audit is completed and submitted on time**
- **Grand Knight is on the Board of Trustees**
- **Grand Knight attends the audit meeting**

83



Audit Report

Why in Grand Knight Training?

- **Ensures the availability of the Financial Secretary and Treasurer**
- **Invite District Deputy**
- **Ensures the availability of all appropriate records needed**
- **Grand Knight signs the form attesting to accuracy**

84



Audit Report

- **Who does the audit?**
 - **Grand Knight and the Trustees**
 - **Financial Secretary and Treasurer are present only to provide documents and answer questions –*The FS and Treasurer DO NOT perform the audit***

85



Audit Report

- **Why do we perform the audit?**
 - **To ensure that proper procedures are being followed with regards to monies received and disbursed.**
 - **To help all the council officers and members understand the state of the council as it relates to finances and membership.**

86



Audit Report

- **Why do we perform the audit?**
 - **Bonding of officers is tied to audit completion.**
 - **Members in arrears in their dues must show on the audit before suspension.**
 - **The Supreme Office requires it.**

87



Audit Report

- **Roles in the Audit**
 - **All Trustees (along with the Grand Knight) complete the audit**
 - **Validate the membership numbers**
 - **Ensures payments are properly made**
 - **Ensures that cash and council assets are handled**
 - **Trustees report the audit to the council**

88



Audit Report

- **FS Records needed for the audit**
 - **Cash Receipts/Payments**
 - **Warrant Voucher Stubs, Receipts Treasurer to FS**
 - **Year end or Semi-annual records**
 - **Council Roster**
 - **Council (Supreme/State) Statements**
 - **Copy of Last audit**

89



Audit Report

FS Records needed for the audit (continued)

- **Latest Council Member General Ledger and Accounts**
- **Bills & Invoices requiring payment**

90



Audit Report

- **Treasurer and Secretary Records needed for the audit**
 - **Cash Book, Warrant Vouchers**
 - **Checkbook, Other Bank Books, Bank Statements, Cancelled checks**
 - **Stocks, Bonds, Notes, etc. if appropriate**
 - **Minute Book from the Secretary - Record of motions approved**



Audit Report

Conducting the Audit: Section A



KNIGHTS OF COLUMBUS
SEMIANNUAL COUNCIL AUDIT REPORT
 FOR PERIOD ENDED DECEMBER 31, _____

Due By:
February 15

COUNCIL NO. _____ CITY _____ STATE _____

SCHEDULE A – MEMBERSHIP

ADDITIONS	MEMBERSHIP			DEDUCTIONS	MEMBERSHIP		
	INS.	ASSO.	TOT.		INS.	ASSO.	TOT.
Total Members Start of Period	_____	_____	_____	Suspensions	_____	_____	_____
Initiations	_____	_____	_____	Deaths	_____	_____	_____
Transfers from other councils	_____	_____	_____	Final Withdrawals	_____	_____	_____
Transfers -Assoc. to Ins.	_____	N/A	_____	Transfers -Assoc. to Insurance	N/A	_____	_____
Transfers -Ins. to Assoc.	N/A	_____	_____	Transfers-Ins. to Associate	_____	N/A	_____
Reinstatements & Re-admissions	_____	_____	_____	Transfers to Other Councils	_____	_____	_____
Total for Period	_____	_____	_____	Total Deductions	_____	_____	_____
Minus Total Deductions	_____	_____	_____				
Number Members End of Period	_____	_____	_____				

(For this form only, exclude inactive insurance members)



Audit Report

Conducting the Audit: Section A Objectives

- Reconcile Local membership records
 - With Supreme Council
 - Accuracy of the changes
 - Completeness of the records
 - Honorary & Honorary Life designations
 - Family members, parish designations, etc.

93



Audit Report

Conducting the Audit: Section A Value

- How is the membership trending?
 - Are we gaining or losing members?
 - Are members taking advantage of insurance?
- Are we replacing the members we are losing to deaths?
- What percentage of our losses are due to suspensions

94



Audit Report

■ Conducting the Audit: Section B

FINANCIAL SECRETARY		SCHEDULE B – CASH TRANSACTIONS		TREASURER	
Cash on Hand Beginning of Period	\$ _____	Cash on Hand Begin. Period	\$ _____	Received from Fin. Sec.	\$ _____
Cash Received-Dues, Initiations	\$ _____	Interest Earned on Investments	\$ _____	Total Receipts	\$ _____
Cash Received from other Sources: (Explain Kind and Amount)	_____	Disbursements		Per Capita: Supreme Council	\$ _____
_____	\$ _____	State Council	\$ _____	General Council Expenses	\$ _____
_____	\$ _____	Transfers to Sav. & Invest. Accts.	\$ _____	Miscellaneous	\$ _____
Total Cash Received	\$ _____	Total Disbursements	\$ _____	Net Balance on Hand	\$ _____
Paid to Treasurer	\$ _____				
Cash on Hand at End of Period	\$ _____				



Audit Report

Conducting the Audit: Section B Objectives

- Reconciliation of Cash Balance from *all accounts*
 - Bank statement to Cash Book
 - Cash Book to Cash Receipts register
- Authorization of Cash Transactions
 - Trace amounts to authorized supporting documents
 - Review appropriate signatures
 - Review authorization in budget or minute book



Audit Report

Conducting the Audit: Section B Value

- Is the council living within its means?
- Is cash being deposited properly and in a timely fashion?
- Are there any amount(s) in arrear that the council needs to address?



Audit Report

■ Conducting the Audit: Section C

SCHEDULE C – ASSETS AND LIABILITIES			
ASSETS		LIABILITIES	
Cash:		Due Supreme Council:	
Undeposited Funds	\$ _____	Per Capita	\$ _____
Bank - General - Acct.	\$ _____	Supplies	\$ _____
- Special Acct.	\$ _____	Catholic Adv.	\$ _____
- Savings & Investment Acct.	\$ _____	Other	\$ _____
Due From ^{Members} Members	\$ _____	Due State Council	\$ _____
Total Current Assets	\$ _____	Advance Payments By ^{Members} Members	\$ _____
Less: Current Liabilities	\$ _____	Misc. Liabilities	\$ _____
Net Current Assets	\$ _____		\$ _____
Investments:			\$ _____
*Real Estate	\$ _____		\$ _____
*Furniture	\$ _____	Total Current Liabilities	\$ _____
*Stocks & Bonds	\$ _____	Signed this _____ day of _____ 20____	
Total Investment	\$ _____		
Less: Investment			
Liabilities			
Net Investment Assets	\$ _____		Grand Knight
Total Assets	\$ _____		Trustee
			Trustee
			Trustee

*Use reverse side to describe
 Please complete all items. Enter zero where no figures are to be shown.
 12/05 9/2002 **SUBMIT ORIGINAL TO:** Council Accounts **SEND COPIES TO:** State Deputy, District Deputy, Council File



Audit Report

Conducting the Audit: Section C Objectives

- All Assets and Liabilities are properly recorded
 - Cash Assets come from Section B
 - Review member ledger for “due from or prepaid” amounts
 - Review bills and invoices for liabilities
 - Review minute book for purchase of assets
 - Determine current value of assets

99



Audit Report

Conducting the Audit: Section C Value

- Is the council using savings to meet operating expenses?
- Are the council’s assets gaining or losing value?
- Does the council have more liabilities than assets?
- How many members are in arrears in dues?
- Who has prepaid their dues?

100



Audit Report

*Remember, the FS and Treasurer **DO NOT** perform the audit, that is the same as the fox guarding the henhouse*



101



**QUESTIONS
or COMMENTS
???????**

102



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy Grand Knight
Training

*Current Pandemic Challenges for
Fraternal Operations*

103



Challenges for Fraternal Operations

- **Pandemic continues**
 - Second wave building, uncertain future
 - New norms for life with the virus
- **Economic turmoil growing**
 - Massive unemployment, companies shut down
- **Social unrest spreading**
 - Demonstrations, riots, national focus
- **Political Divisiveness worsening**
 - No middle ground

104



5 Key Responses for Knights

- **Embrace digital technologies and practices**
 - Use extensively in Fraternal Operations

- **Ramp up LNNB efforts for the entire fraternal year**
 - Care for your members, parishes, and communities
 - Engage your members in meaningful contributions

*

105



5 Key Responses for Knights

- **Adopt new normals for life with the pandemic**
 - Focus on protecting the vulnerable

- **Help get our churches reopened**
 - Restore access to the sacraments
 - Provide a calming influence in our stressed society

*

106



5 Key Responses for Knights

- **Evangelize the Faith**
 - **Build the Domestic Church within our own families**
 - **Engage Catholic men with Into The Breach**

*

107



New normal for life with pandemic

- **Still taking shape**
- **Different in every state and city**
- **Common theme: Protect the vulnerable**

108



New normal: Suggestions for relaxed restrictions

- **Follow civil, religious, county health regulations**
- **Avoid unnecessary travel**
- **Take special measures to protect the vulnerable members, volunteers, guests**

109



New normal: Suggestions for meetings, events

- **Offer a digital option to participate without risk for health**
 - **Combine digital with face to face**
- **Use entry controls to turn away sick or exposed**
 - **Take temperatures, ask questions**
- **Use hand sanitizers and disinfectants**
- **Take special precautions**
 - **Masks, spacing, group size, avoid touching**

110



New normal: Suggestions for meetings, events

- **Sanitize food prep and serving areas**
- **No self serve food or drink**
- **Plate the food in clean area and bring to guests**
- **Use individually packaged condiments**
- **Don't use cash transactions**
- **Offer take out meals**

111



Award Revisions McGivney Award

- **5% Net Growth in Membership**
 - **Reduced from 7%**
- **Minimum 3 - 20**
 - **Reduced from Minimum 4 - 35**

112



Award Revisions Founders Award

- **Host and promote two Fraternal Benefit Seminars**
 - **Removed Quota of 2.5% and Min 3 / Max 18**
- **Seminar must be promoted**
- **No attendee minimum.**
- **Can do combined seminars with other councils**
- **Use approved presentations**
- **General Agent reports completion to Supreme**

113



Award Revisions Columbian Award

- **16 Program Credits**
 - **4 each in Faith, Family, Community and Life Categories**
- **Removed Required Programs**
- **Added More Featured Programs**

114



Award Revisions Star Council Award

- McGivney Award (Membership)
- Founders Award (Insurance)
- Columbian Award (Programs)
- Submit Forms #365 and #1728
- Safe Environment Compliant (US / CAN)
- *Removed requirement to be current with Supreme Assessments*

115



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Resources

116



Resources

- **Supreme Council Help**
 - **FRATERNAL SERVICES**
 - Email: fraternalmission@kofc.org
 - Phone: (203) 752-4270
 - Fax: (203) 752-4108
 - **MEMBERSHIP GROWTH**
 - Phone: (203) 752-4473
 - Fax: (203) 752-4108

117



Resources

- **Supreme Council Help**
 - **MEMBERSHIP RECORDS**
 - Email: membership@kofc.org
 - Phone: (203) 752-4210
 - Fax: (203) 752-4113 or (203) 562-7215
 - **CEREMONIALS**
 - Email: ceremonials@kofc.org
 - Phone: (203) 752-4347

118



Resources

- **Supreme Website – www.kofc.org**
- **State Website – www.wikofc.com**
- **Flocknote – text brother to 84576**
- **Fraternal Leader Success Planner (#5033)**
- **Charter Constitution Laws (#30)**

119



Resources

- **Fraternal Training Portal: www.kofc.org/training**
 - **Fraternal Training Webinars**
 - **Faith in Action Resources**
 - **Officer Resources**
 - **Webinar Archive**
 - **Quick Tips from Supreme**

120



Resources

- **GRAND KNIGHT RESOURCES:**

<https://www.kofc.org/en/for-members/resources/council-leaders/grand-knight.html?1tab=1tab4>

- Forms
- Faith in Action Resources
- How to be an Officer
- Welcoming New Members
- Leadership Resources

121



Resources

- **Knights of Columbus Leadership Resources (#5093)**
- **Grand Knight's Guide (#5085)**
- **How to Conduct A Meeting (#483)**
- **Protocol Handbook (#1612)**
- **The Method of Conducting Council Meeting (10318)**

122



Resources

- Knightline
- Columbia
- State Council Newsletter
- Materials distributed at District and Diocesan Meetings
- State Officers and Coordinators
- Other Grand Knights and Officers



Resources

Fraternal Leader Success Planner

FRATERNAL QUICK START TO-DO LIST

2020-2021 FUTURE YEAR

Be sure to review your 2020-2021 National plan to make a good estimate of meeting and program objectives and plan accordingly. Review your 2020-2021 National plan to make a good estimate of meeting and program objectives and plan accordingly. Review your 2020-2021 National plan to make a good estimate of meeting and program objectives and plan accordingly.

2020-2021 FUTURE YEAR

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	STRENGTHS	WEAKNESSES
OFFICERS	1	2
	3	3
	4	4
	4	4
TRUSTEES	1	1
	2	2
	3	3
	4	4

2020-2021 FUTURE YEAR

2020-2021 FUTURE YEAR	2020-2021 FUTURE YEAR	2020-2021 FUTURE YEAR
INCUBUS COUNCIL FUND RAISING, PUBLIC AFFAIRS, COMMUNITY SERVICE	SENIOR COUNCIL CARE, EDUCATION, RECREATION, CHARITABLE, PUBLIC AFFAIRS, COMMUNITY SERVICE	EXCLUSIVE COUNCIL FUND RAISING, PUBLIC AFFAIRS, COMMUNITY SERVICE, RECREATION, CHARITABLE, PUBLIC AFFAIRS, COMMUNITY SERVICE
VIGILANT FOCUS COUNCIL LAW ENFORCEMENT, FIRE, POLICE, SECURITY, PUBLIC AFFAIRS, COMMUNITY SERVICE	YOUTH COUNCIL RECREATION, EDUCATION, CHARITABLE, PUBLIC AFFAIRS, COMMUNITY SERVICE	COUNCIL IN FOCUS LAW ENFORCEMENT, FIRE, POLICE, SECURITY, PUBLIC AFFAIRS, COMMUNITY SERVICE
LADY KNIGHTS COUNCIL CARE, EDUCATION, RECREATION, CHARITABLE, PUBLIC AFFAIRS, COMMUNITY SERVICE	ASSOCIATION OF NATIONS CARE, EDUCATION, RECREATION, CHARITABLE, PUBLIC AFFAIRS, COMMUNITY SERVICE	NEWSPAPER CARE, EDUCATION, RECREATION, CHARITABLE, PUBLIC AFFAIRS, COMMUNITY SERVICE

2020-2021 FUTURE YEAR	2020-2021 FUTURE YEAR	2020-2021 FUTURE YEAR
Star Council Award	Star District Award	Star Regional Award
<ul style="list-style-type: none"> ✓ Star Council Award Father McEvoy Award (100% participation) Reach 75% participation in meetings (minimum 2, maximum 20) Participate in 100% of meetings Provide and host the National Council's annual meeting in person Collective Award (100%) 100% participation in the 100% of the 100% of the 100% Submit National Award Application (NAA) - Due 1/31 Overall Council Excellence Be fully compliant with Self-Inspection requirements (ISA & Census only) Be in good standing with Supreme Council Submit Service Program Financial Report (SPFR) - Due 3/31 Submit Annual Survey of National Activity (SNAA) - Due 1/31 	<ul style="list-style-type: none"> ✓ Star District Award Member rate growth Reach 70% of combined council growth quota Insurance Growth Participation Award earned by every council in district Overall District Excellence For each council in your district, submit two District Deputy Commission Reports (DDCR) - Due 10/31 and 1/31 All have completed the District Council Survey (DCS) - Due 1/31 	<ul style="list-style-type: none"> ✓ Star Regional Award Member rate growth Reach growth quota: 40% (maximum 2015-2020 enrollment growth 25%) Progress Crisis Award Conduct and report at least two round robin programs Submit 100% of round robin reports (RBR) - Due 1/31 Tribute Public Award Public Affairs Award Application (PAA) - Due 1/31 Submit the 100% of the 100% Overall Regional Excellence Submit a monthly inventory report to the District Deputy Commission Submit Annual Survey of National Activity (SNAA) - Due 1/31 Submit Annual Survey of National Activity (SNAA) - Due 1/31 Submit Annual Survey of National Activity (SNAA) - Due 1/31



Resources

State Website
www.wikofc.com

129



Chuck Rohr, Jr
State Training Coordinator
807 Heather Ct.
Neenah WI 54956
wi-dd10-crohrjr@hotmail.com
phone or text: 920-540-4486

Please leave a voice mail, disregard my message

130



***QUESTIONS
or COMMENTS
??????***

131



***Thank you!
Have a great year!
Vivat Jesus!***

132