

A bald eagle is shown in profile, flying towards the left against a clear blue sky. The eagle's head is white with a yellow beak, and its wings are dark brown. The text "Exploring the Beyond" is overlaid on the right side of the eagle's body.

Exploring the Beyond

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

Financial Secretary

Expectations and Responsibilities



**THE KNIGHTS
OF COLUMBUS**

IN SERVICE TO ONE. IN SERVICE TO ALL.

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.



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

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



**THE KNIGHTS
OF COLUMBUS**

IN SERVICE TO ONE. IN SERVICE TO ALL.

KNIGHTS OF COLUMBUS APPLICATION FOR APPOINTMENT AS FINANCIAL SECRETARY Please Do Not Write Here

IN SERVICE TO ONE. IN SERVICE TO ALL.

Please return completed form promptly to: Carl A. Anderson, Supreme Knight
Knights of Columbus
Attn: Financial Secretary Department
1 Columbus Plaza
New Haven, Connecticut 06510-3326 U.S.A.

WORTHY SUPREME KNIGHT:

I apply for appointment as Financial Secretary of my council, Number _____ in _____ State or Province

Social Security Number _____ Membership No. _____
(Required for compensation payment)

Name (Print) _____ Address _____

City/Town, State/Province, Zip Code _____

My area code and phone numbers: Residence: _____ Business: _____

E-mail address _____

- I am on Supreme Office records as a member of Council Number _____
(Officers must be recorded members of the council in which they hold office.)
- I am in good standing. Write YES here _____ or explain _____
(Good standing means all council and other charges paid to end of past quarter year.)
- I am a Third Degree member. Write YES here _____ or explain _____
(Section 92 of the Laws requires officers to be in Third Degree, but permits officers of a new council to be in First Degree temporarily. If you are not in Third Degree today, explain above.)
- I was born _____ My educational background is _____
Month - Day - Year
- I have served in the following offices of our Order:

(Office)	(No. of Yrs)	(Office)	(No. of Yrs)
_____	_____	_____	_____
_____	_____	_____	_____
- I now hold the COUNCIL OFFICE of _____ from which I hereby resign immediately if appointed Financial Secretary by the Supreme Knight.
- My present major gainful occupation is (Title or duties) _____
for (Name and address of employer) _____
- *I am not engaged in any way in the sale of personal accident, sickness, hospitalization, disability income or life insurance. If I become so engaged while Financial Secretary, I will inform the Supreme Knight immediately. [A member so engaged is not appointed or retained as Financial Secretary.]
*Statement 8 does not apply in Cuba, Guatemala, Panama, Canal Zone, Virgin Islands, Poland and Philippines.
- I have had the following training or experience in accounting or bookkeeping: _____
- I have had these other experiences which might also help as Financial Secretary: _____
- If appointed Financial Secretary, I agree without reservation to fulfill all duties of that office in accordance with the laws of the Order.
- I understand that if appointed Financial Secretary such appointment shall be for a period of three years with my performance in office subject to review before reappointment shall be made.

Applicant's Signature _____ Date _____

IMPORTANT: Have you entered your Council Number in first line above!
Delay in return of this completed form will delay appointment.

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.



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

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



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

NOMINATION FOR APPOINTMENT
A5 FINANCIAL SECRETARY

NOTE: The Financial Secretary:

1. Shall be a Third Degree Member;
2. Shall be appointed by the Supreme Knight, for a three-year term with performance subject to review before reappointment
3. Shall be at least 21 years of age;
4. Shall not be engaged in the sale of life or health insurance
5. Shall not hold another officer position within the council.

Please return completed form promptly to:
Carl A. Anderson, Supreme Knight
 Knights of Columbus
 Attn: Financial Secretary Department
 1 Columbus Plaza
 New Haven, Connecticut 06510-3326 U.S.A.

WORTHY SUPREME KNIGHT:
 I submit the following member(s) for your consideration in appointing the Financial Secretary of
 Council No. _____ located at _____ City/Town _____ State/Province _____

MEMBER NOMINATED

(Print)

Full Name _____ MAIL ADDRESS _____ Street _____
 _____ City _____ State _____ Zip _____

IS HE IN GOOD STANDING IN COUNCIL?	IS HE NOW THIRD DEGREE MEMBER? **	WAS HE EVER EA., TREAS. OR K.C. INS. AGENT?	DOES HE SELL LIFE OR HEALTH INSURANCE?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dues paid to: _____	IF NO when will he receive Third Degree? _____	IF YES, what office did he hold? _____	
DATE _____	DATE _____	OFFICE _____	

NOTE: Question 4 does not apply in Cuba, Panama, Canal Zone, Philippines, Virgin Islands, Poland or Guatemala.

Date _____ Signed _____ Grand Knight { Elected / Re-elected }
 Address _____ City/Town _____
 Zip Code _____ State/Province _____ E-mail Address _____

WE, THE COUNCIL BOARD OF TRUSTEES, CONCUR WITH THE NOMINATION OF THE GRAND KNIGHT:

Signed _____
 Signed _____
 Signed _____

SIGNATURES OF TRUSTEES ARE REQUIRED.

HAVE YOU ENTERED YOUR COUNCIL NUMBER ON THE LINE ABOVE?



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

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.



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



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

EVALUATION OF FINANCIAL SECRETARY

WHEN A KNIGHT ACTS SELFLESSLY, HE ACTS ON BEHALF OF THE WORLD.

Carl A. Anderson, Supreme Knight
Knights of Columbus
Attn: Financial Secretary Department
1 Columbus Plaza
New Haven, Connecticut 06510-3326 U.S.A.

Worthy Supreme Knight,
The following evaluation of Financial Secretary _____ is hereby submitted:
(Place check [✓] in appropriate box)
The Financial Secretary's current major occupation is: _____

	Excellent	Good	Fair	Poor
1. Bills members on time and in the proper manner. Mails membership cards promptly. Follows procedures for NOTICE OF INTENT TO SUSPEND.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends regular meetings, special meetings and First Degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All books and records available and in good condition for semi-annual audits by trustees. Available to answer questions during audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promptly mails all required forms (membership documents, Officers Report, Fraternal Survey, etc) to proper persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperates fully with all council officers and chairmen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promptly draws orders on the treasurer for payment of bills levied against the council. Turns all funds collected over to the treasurer for deposit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reviews monthly council statements and semi-annual membership rosters with the council and grand knight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Rating of his overall attitude and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The reappointment of Brother _____ is hereby recommended (Check one)
(If not recommended please provide reasons with this form.) not recommended

Trustee

Trustee

Trustee

Grand Knight

Date: _____, 20____
District Deputy

Council No. _____ Location _____ City _____ State/Province _____

THIS SECTION TO BE COMPLETED BY THE STATE DEPUTY

The above evaluation of the Financial Secretary of this Council is hereby noted. I am forwarding the recommendation of the Grand Knight, Trustees and District Deputy for your decision.

Dated: _____ State Deputy

How appointed

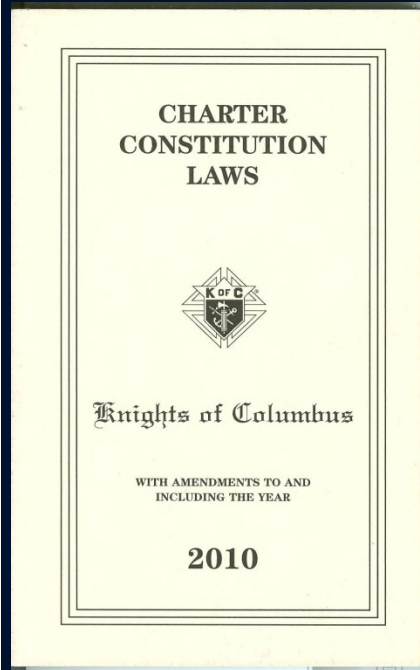
Evaluation by Grand Knight and Trustees after the three year term.

The reappointment is endorsed by the State Deputy.



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

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.



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

Financial Secretary Handbook



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



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



For additional resources, consult:

Grand Knight Handbook #915
Duties of Council Officers #4241
Charter, Constitution and Laws #30
Your Council's By-Laws

FINANCIAL SECRETARY

Fast Facts



Knights of Columbus
Supreme Council Office
One Columbus Plaza
New Haven, Connecticut 06510

(203) 752-4000
www.kofc.org



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.



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

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.



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

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



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

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



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

Duties and Responsibilities

A Quick Synopsis (cont'd)

10 Notify candidate's Grand Knight

11 Keeper of the council seal

12 Notify fourth degree comptroller

13 Other duties



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

Duties and Responsibilities

1. Collect and receive all money from any source.

- Dues from members
- Fund raisers

- Social events
- Special collections


- Athletic events
- Any other funds



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

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.



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

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.



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

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



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

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.



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

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.



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

Form #185-Officers Chosen

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

REPORT OF OFFICERS CHOSEN FOR THE TERM
JULY 1, 2006 TO JUNE 30, 2007

Council # _____ DATE OF ELECTION _____

PLEASE PRINT – INDICATE MEMBERSHIP NUMBERS → Due By: JUNE 30

COUNCIL ADDRESS (Meeting Location)

STREET _____ ADDITIONAL ADDRESS _____

CITY _____ ST _____ POSTAL _____

GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					
<input type="checkbox"/> NEWLY ELECTED <input type="checkbox"/> RE-ELECTED					
TELEPHONE AREA CODE _____ PHONE NO. _____ EMAIL _____					

DEPUTY GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

CHANCELLOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

RECORDER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

TREASURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

ADVOCATE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

WARDEN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

INSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

OUTSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

TRUSTEE FOR ONE YEAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

TRUSTEE FOR TWO YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

TRUSTEE FOR THREE YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
<input type="checkbox"/> ADDRESS CHANGE					

COUNCIL MEETS _____

IMPORTANT NOTICE: 1. THIS INFORMATION IS ESSENTIAL FOR TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS.
2. APPOINTMENT OF FINANCIAL SECRETARY, SECTION 128, LAWS AND RULES.
3. THE FINANCIAL SECRETARY SHALL BE APPOINTED BY THE SUPREME KNIGHT. HE SHALL HOLD OFFICE AT THE WILL OF THE SUPREME KNIGHT.
4. A MEMBER MAY NOT QUALIFY FOR HOA OR BE INSTALLED IN A COUNCIL OFFICE UNLESS HIS DUES ARE PAID TO THE END OF THE PREVIOUS QUARTER. FAILURE TO KEEP HIS DUES PAID AS REQUIRED BY LAW WOULD MAKE HIM INELIGIBLE TO CONTINUE IN THE OFFICE. AN INSURANCE MEMBER RECORDED AS AN AUTOMATIC LOAN CASE IS NOT ELIGIBLE TO SERVE AS A COUNCIL OFFICER UNLESS THE MEMBER PAYS HIS COUNCIL DUES.

MAIL ORIGINAL TO: Supreme Secretary MAIL COPIES TO: State Deputy, District Deputy, Council File


185 4/05 31

- 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.



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

Form #365-Service Personnel

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

SERVICE PROGRAM PERSONNEL REPORT
2006-2007

For Supreme Office Use Only
Rec'd _____

Due By:
AUGUST 1, 2006

Form (#365) should be completed and forwarded to the Supreme Council Department of Fraternal Services as soon as a majority of your council's Service Program personnel have been appointed. Please understand that it is not necessary for your council to appoint members to fill all of the positions listed below. Because of local circumstances, a council may wish to only appoint the seven directors and perhaps a few chairmen to conduct those programs needed in your area. When and if additional chairmen are appointed, they should be reported promptly to the Department of Fraternal Services.

Please print or type names and membership numbers for those directors and/or chairmen appointed for your council. Failure to include membership numbers will only delay the processing and receipt of special program materials which include **PROGRAM SUPPLEMENT**.

The Service Program Personnel Reporting Form (#365) must be received at the Supreme Council office by **August 1**, in order to attain the first requirement for the **Star Council, Columbian, Father McGivney and Founders' Awards**.

If there are additions or deletions to your listing of Service Program personnel during the fraternal year, please notify the Supreme Council Department of Fraternal Services immediately at: 1 Columbus Plaza, New Haven, CT 06510-3326.

Date _____ Council No. _____
City _____ State or Province _____

OFFICER:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
CHAPLAIN:		_____	_____	_____
		EMAIL	_____	_____
PROGRAM DIRECTOR:		_____	_____	_____
		EMAIL	_____	_____
CHURCH DIRECTOR:		_____	_____	_____
		EMAIL	_____	_____
VOCATIONS CHAIRMAN:		_____	_____	_____
		EMAIL	_____	_____
COMMUNITY DIRECTOR:		_____	_____	_____
		EMAIL	_____	_____
PRO-LIFE COUPLE: Husband and Wife		_____	_____	_____
		EMAIL	_____	_____
HEALTH SERVICES:		_____	_____	_____
		EMAIL	_____	_____
COUNCIL DIRECTOR		_____	_____	_____
		EMAIL	_____	_____
PUBLIC RELATIONS:		_____	_____	_____
		EMAIL	_____	_____

MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services
MAIL COPIES TO: State Deputy, District Deputy, Council File

(Continued on Reverse)

365 4/05 33

Submit annually
before August 1st

- Assist GK in preparing report
- Use this form or Member Management
- **Required for Star Council Award**



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

Form #1728-Fraternal Survey

KNIGHTS OF COLUMBUS ANNUAL SURVEY OF FRATERNAL ACTIVITY
IN SERVICE TO ONE. IN SERVICE TO ALL.

For Twelve Month Period Ending December 31, 2009

Council Number _____ Location _____
city/town state/province

I. NUMBER OF MEETINGS HELD DURING YEAR:

1. Regular _____
 2. Social _____
 3. Special _____

TOTAL NUMBER OF MEETINGS HELD _____

II. ACTIVITY EXPENSE DOLLARS ONLY:

1. a. Printing and Postage _____
 b. Food and Refreshments _____
 c. Prizes _____
 d. Projects _____
 e. Entertainment _____
 f. Miscellaneous _____

TOTAL ACTIVITY EXPENSES _____

III. CHARITABLE DISBURSEMENTS:

Church Activities DOLLARS ONLY:

1. a. Church Facilities _____
 b. Catholic Schools _____
 c. Religious Education _____
 d. Seminarians/RSPV _____
 e. Seminaries _____
 f. Vocations Projects _____
 g. Miscellaneous _____

Total Church Disbursements _____

Community Activities DOLLARS ONLY:

2. a. Elderly _____
 b. Physically Disabled _____
 c. Special Olympics _____
 d. Intellectual Disabilities _____
 e. Human Needs _____
 f. Pro-Life Programs _____
 g. Victims of Disasters _____
 h. Hospitals/Institutions _____
 i. Health and Service Organizations _____
 j. Community-wide Projects _____
 k. Habitat for Humanity Projects _____
 l. Miscellaneous _____

Total Community Disbursements _____

Youth Activities DOLLARS ONLY:

3. a. Columbian Squires _____
 b. Scouting _____
 c. Youth Groups _____
 d. Youth Welfare/Services _____
 e. Athletics _____
 f. Scholarships/Education _____
 g. Miscellaneous _____

Total Youth Disbursements _____

TOTAL CHARITABLE (Church, Community and Youth) DISBURSEMENTS _____

IV. FRATERNAL COMMITMENT:

1. Number of visits to:
 a. Sick _____
 b. Bereaved _____

Total Visits _____

2. Number of blood donors _____
 3. Habitat for Humanity Projects _____

Estimated hours of volunteer service:

4. a. Church _____
 b. Community _____
 c. Youth _____
 d. Habitat for Humanity _____
 e. Miscellaneous _____

Total Volunteer Hours _____

Estimated hours of fraternal service:

5. Sick/disabled members and their families _____

(Signed) _____ (Grand Knight)
 (Signed) _____ (Financial Secretary)
 Date: _____

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



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

Form #4584-Special Olympics

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

**PARTNERSHIP PROFILE REPORT
WITH SPECIAL OLYMPICS**

For Twelve Month Period Ending December 31, 2005

Council Number _____ Location _____
city/town state/province

Council involved in Special Olympics Council **not** involved in Special Olympics

I. Volunteer Hours provided by K of C members and their families to Special Olympics throughout the calendar year.

1. State Games/Events					
2. Regional Games/Events					
3. Local Games/Events					
TOTAL VOLUNTEER HOURS					

II. Number of K of C Volunteers at Special Olympics Games and Events.

EVENT-SPECIFIC VOLUNTEERS

1. State Games/Events				
2. Regional Games/Events				
3. Local Games/Events				
Total Event-Specific				

YEAR-ROUND K of C VOLUNTEERS

1. State Games/Events				
2. Regional Games/Events				
3. Local Games/Events				
Total Year-Round				
TOTAL K of C VOLUNTEERS (Event-Specific and Year-round)				

III. Number of Events in which K of C members and families volunteer.

1. State Games/Events				
2. Regional Games/Events				
3. Local Games/Events				
TOTAL EVENTS				

IV. Total Funds Contributed to Special Olympics. Dollars Only

1. State Games/Events				
2. Regional Games/Events				
3. Local Games/Events				
TOTAL CONTRIBUTIONS				

V. New Events Added This Year.

VI. Special Olympics Affiliations

Date: _____ (Signed) _____ (Grand Knight)

Mail Original To: Supreme Council Department of Fraternal Services. _____ (Signed) _____ (Financial Secretary)

Mail Copies To: State Deputy, District Deputy, Council File. _____ (Financial Secretary)

20 4584 4/05

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



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

Form #1295-Audit Report

KNIGHTS OF COLUMBUS		SEMIANNUAL COUNCIL AUDIT REPORT	
BY SERVICE TO ONE. IN SERVICE TO ALL.		FOR PERIOD ENDED JUNE 30, 2005	
COUNCIL NO. _____	CITY _____	STATE _____	Due By: AUGUST 15
SCHEDULE A – MEMBERSHIP			
ADDITIONS		INS. ASSO. TOT.	DEDUCTIONS
Total Members Start of Period			Suspensions
Initiations			Deaths
Transfers from other councils			Final Withdrawals
Transfers—Assoc. to Ins.			Transfers—Assoc. to Insurance
Transfers—Ins. to Assoc.			Transfers—Ins. to Associate
Reinstatements & Readmissions			Transfers to Other Councils
Total for Period			Total Deductions
Minus Total Deductions			
Number Members End of Period			
SCHEDULE B – CASH TRANSACTIONS			
FINANCIAL SECRETARY		TREASURER	
Cash on Hand Beginning of Period	\$ _____	Cash on Hand Begin. Period	\$ _____
Cash Received—Dues, Initiations	\$ _____	Received from Fin. Sec.	\$ _____
Cash Received from other Sources:		Interest Earned on Investments	\$ _____
(Explain Kind and Amount)		Total Receipts	\$ _____
\$ _____		Disbursements	
\$ _____		Per Capita: Supreme Council	\$ _____
\$ _____		State Council	\$ _____
Total Cash Received	\$ _____	General Council Expenses	\$ _____
Paid to Treasurer	\$ _____	Transfers to Sav. & Invest. Accts.	\$ _____
Cash on Hand at End of Period	\$ _____	Miscellaneous	\$ _____
		Total Disbursements	\$ _____
		Net Balance on Hand	\$ _____
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	\$ _____	Due State Council	\$ _____
Total Current Assets	\$ _____	Advance Payments By _____ Members	\$ _____
Less: Current Liabilities	\$ _____	Misc. Liabilities	\$ _____
Net Current Assets	\$ _____		\$ _____
Investments:		Total Current Liabilities	\$ _____
*Real Estate	\$ _____	Signed this _____ day of _____ 20____	
*Furniture	\$ _____		
*Stocks & Bonds	\$ _____		
Total Investment	\$ _____		
Less: Investment			
Liabilities	\$ _____		
Net Investment Assets	\$ _____		
Total Assets	\$ _____		
			Grand Knight
			Trustee
			Trustee
			Trustee

*Use reverse side to describe
Please complete all items. Insert "None" where no figures are to be shown.

1295 4/05 MAIL ORIGINAL TO: Council Accounts MAIL COPIES TO: State Deputy, District Deputy, Council File 1

- 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 on-line (Signatures)



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

[Click for how to do an Audit](#)

Form #SP7-Columbian Award

COLUMBIAN AWARD APPLICATION

Due By **JUNE 30**
(State or Province)

Council Number _____ Location _____ (City) _____

Those councils deemed outstanding in their implementation of the Service Program for the 2009-2010 fraternal year are eligible to receive the Supreme Council's COLUMBIAN AWARD. The award is a tangible testimonial of the efficiency, industry and excellent activity program of the council. Those councils winning the award should display it with justifiable pride.

Each council must:

- qualify for the Columbian Award, the council must:
- submit the Service Program Personnel Report Form (#905) to the Supreme Council office
- submit the Service Program Personnel Report Form (#1728) to the Supreme Council office
- submit the Service Program Personnel Report Form (#1728) to the Supreme Council office

COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.)

1. _____

2. _____

3. _____

4. _____

COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.)

1. _____

2. _____

3. _____

4. _____

FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.)

1. _____

2. _____

3. _____

4. _____

PRO-LIFE ACTIVITIES ("tubey showers" for crisis pregnancy centers, donating ultrasound machines, March for Life, etc.)

1. _____

2. _____

3. _____

4. _____

YOUTH ACTIVITIES* (Columbian Squares, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.)

1. _____

2. _____

3. _____

4. _____

*Columbian Squares, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.

Our Council sponsors Columbian Squares Circle No. _____

MAIL, ORIGINAL TO: Supreme Council Department of Fraternal Services.
MAIL, COPIES TO: State Deputy, District Deputy, Council File.

This Area For Supreme Council Use Only

Form #905 Received _____

Fraternal Survey Received _____

Application Received _____

Acknowledged _____

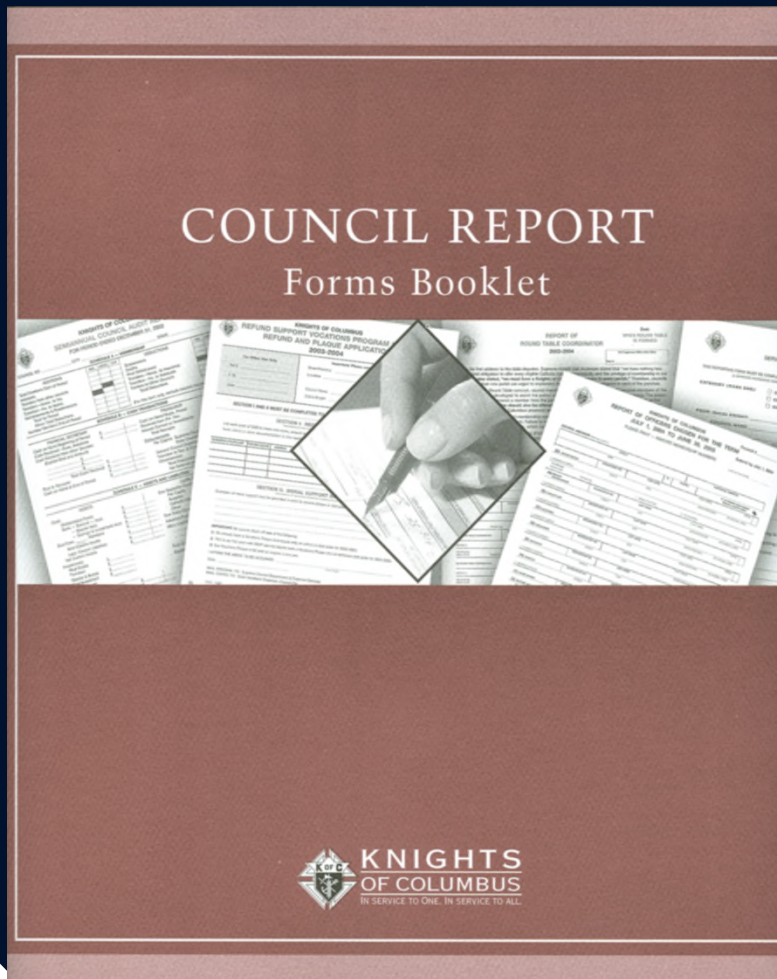
office no later than June 30, 2010.

- 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**



**THE KNIGHTS
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Council Report Forms Booklet



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



**THE KNIGHTS
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Council Report Forms Booklet

- To View Forms on the K of C Website

Click on www.kofc.org and go to For Officers and then Forms on the Orders Website. Select council for respective council forms



**THE KNIGHTS
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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 by each member
- Keeps record of all money received and paid to the Treasurer



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

Duties and Responsibilities

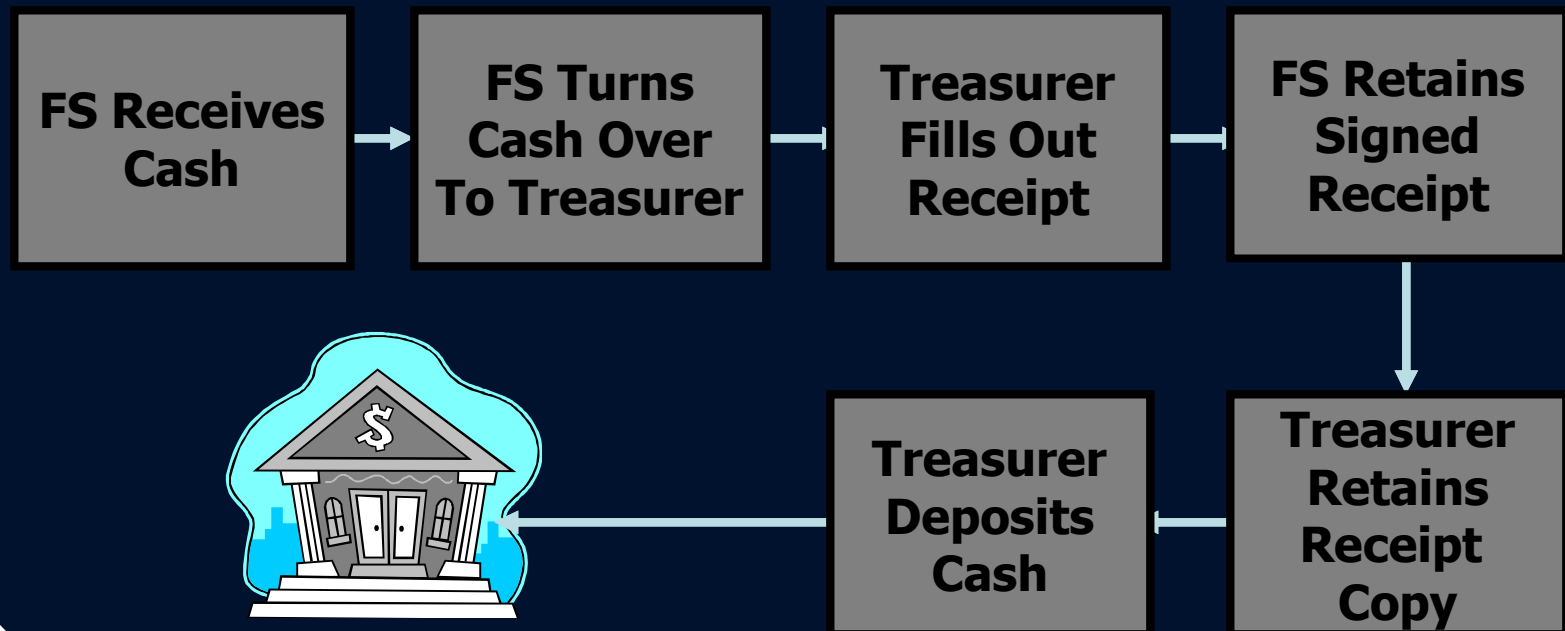
8. Draws orders and records other financial transactions

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



Basic financial process

Handling Cash



**THE KNIGHTS
OF COLUMBUS**
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Basic Financial Process

RECORD OF CASH RECEIPTS

RECEIVED FROM	AMOUNT	DATE	PAYMENT	DATE	AMOUNT
James Harlow (Christmas Dance)	207.00				207.00
George W. Harris	5.00				
Thomas Askano	5.00		1-21	5.00	
James L. Dillon	5.00		1-21	5.00	
William J. Scott	5.00		1-21	5.00	
Edward J. Ingals	5.00		1-21	5.00	
Samuel Fazio	5.00		1-21	5.00	
John Edwards	5.00		1-24	5.00	
James P. Harlow	20.00 (15.00)		1-24	20.00	
Thomas Wilson	5.00		1-24	5.00	
William Yunkus	5.00		1-24	5.00	
James C. Scott	20.00 (15.00)		1-24	20.00	
Edward Ingals (Raffle)	143.50		1-24	143.50	
Harold F. Peterson	5.00	5.00	1-24	5.00	
TOTALS	490.50			90.00	400.50

SUMMARY OF CASH RECEIPTS	
DUES	90.00
MISC.	400.50

- Record of Cash Receipts (Manual)
- Copy to Treasurer with cash and checks.




**THE KNIGHTS
OF COLUMBUS**

IN SERVICE TO ONE. IN SERVICE TO ALL.

Basic Financial Process

- Record of Cash Receipts (MB)

MSGR MICHAEL E DOLAN CO 1128
PO Box 1110
Chadron, NE 69337

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

Page 1 of 1
October 31, 2011

Report of Receipts - Transaction Details

Receipt #	Member/Payor				
Check #	Receipt Date	Account: Sub Account	Event	Description	Amount
Batch: 47		Date Processed: 05-04-2011			
217	05-04-2011	Miscellaneous Activities: One Rose One Life		Gordon collection	155.00
					Batch 47 Total: 155.00
Batch: 48		Date Processed: 05-13-2011			
218	05-13-2011	Keith P Kearns Assessments: Dues			25.00
219	05-13-2011	Miscellaneous Activities: One Rose One Life			18.00
					Batch 48 Total: 43.00
Grand Total of Report of Receipts:					198.00

Respectfully submitted,

Dennis R Staal
Financial Secretary

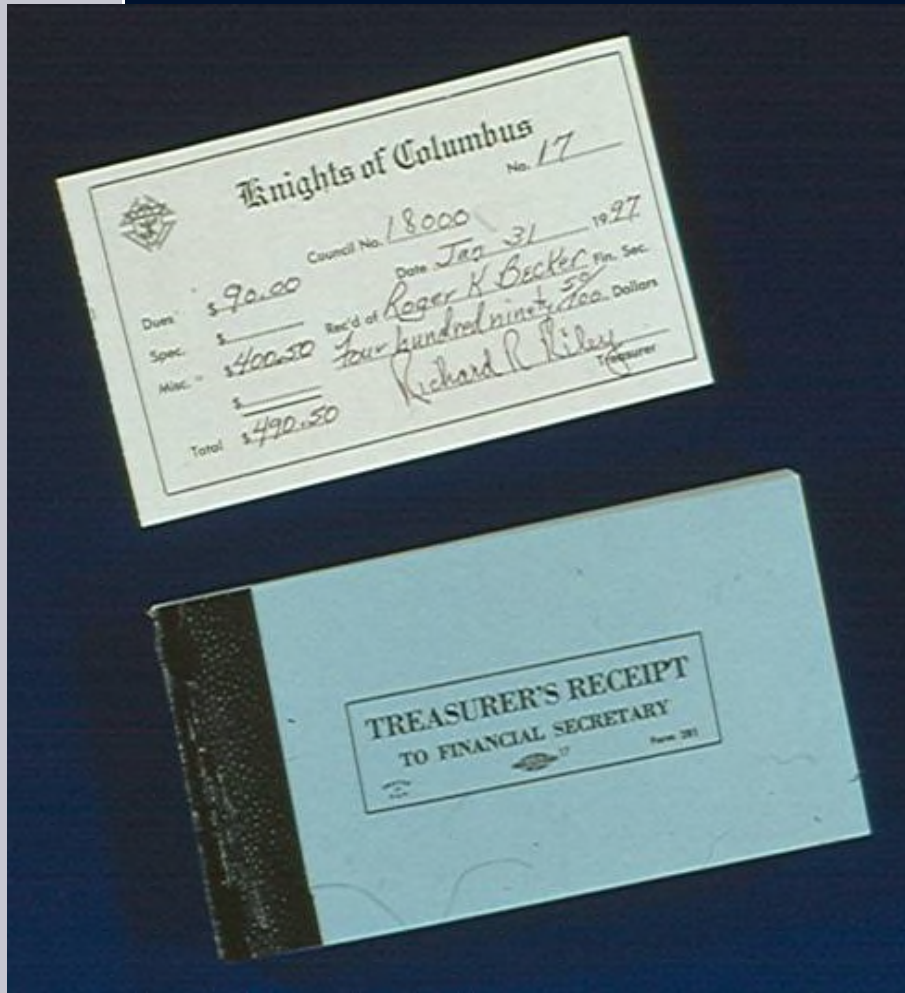
Received by:

Russell A Bohnenkamp
Treasurer



**THE KNIGHTS
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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



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

Basic Financial Process

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

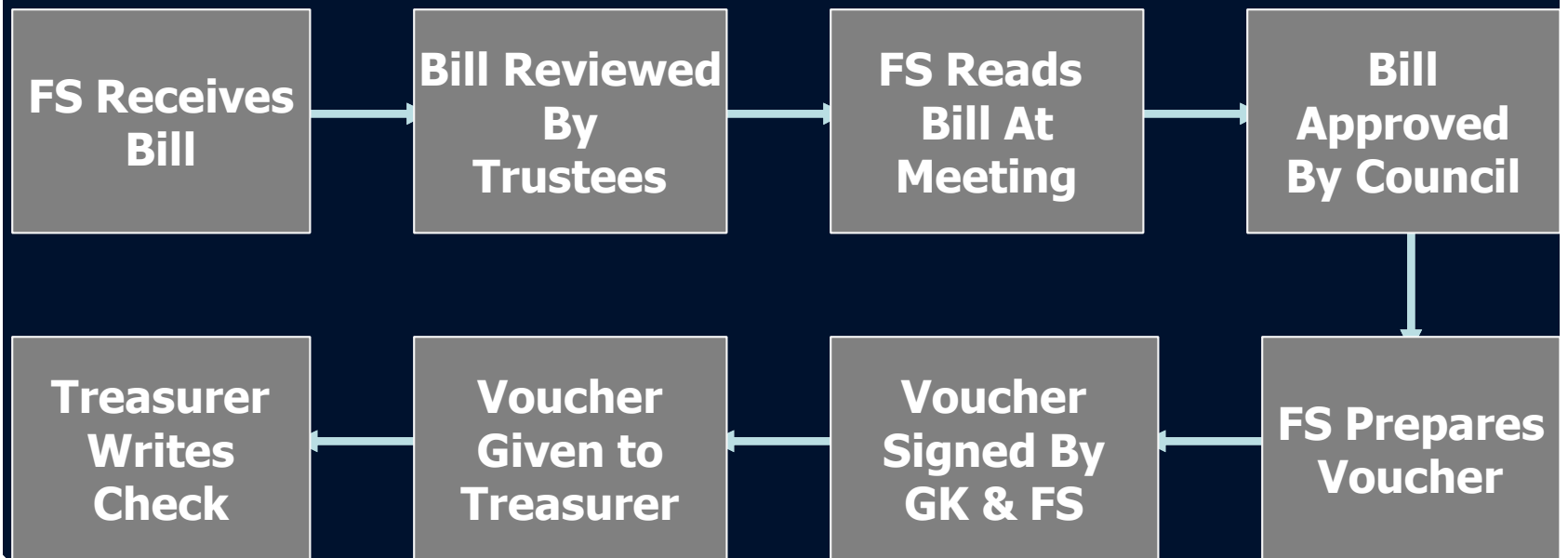
Knights of Columbus Council, No.....	Receipt No..... Date.....19
Received of..... Dollars. \$..... Contribution Dues from..... to..... Assmt. No.....	
Special for..... <i>Thank You!</i> Financial Secretary.



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

Basic financial process

Paying Non-Budgeted Bills



**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.



**THE KNIGHTS
OF COLUMBUS**

IN SERVICE TO ONE. IN SERVICE TO ALL.

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



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

Duties and Responsibilities

Draws all orders (vouchers) after council approval

No. 340
Date 5-18-99
To Realtime Printing Company
For printing newsletter
\$ 6.25

Form 157

WARRANT VOUCHER		Knights of Columbus		No. <u>340</u>	
		<u>St Joseph</u> Council, No. <u>18000</u>		Date <u>5-18-99</u>	
To Brother <u>Richard Riley</u> , Treasurer,		Pay to the order of <u>Realtime Printing Company</u>			
the sum of <u>Six dollars and twenty-five cents</u> Dollars, \$ <u>6.25</u>		In payment for <u>printing newsletter</u>			
DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
<u>5-15</u>	<u>6.25</u>				

Roger K Becker Financial Secretary.
John P Daig Grand Knight.
Check No. 2065 Date 5-30-99

Check No. [Red Box] →

#157 – Signed by FS and GK, Given to Treasurer



**THE KNIGHTS
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Report of Vouchers

Voucher #	Member/Payee / Address	Event	Description	Amount
Check #	Voucher Date	Account: Sub Account		
Batch: 1		Date Processed: 01-25-2012		
1	01-25-2012	Richard W Martin 7236 Shamrock Ct / Lincoln, NE 68508-2967 Council Activities: Printing and copies	Newsletter	34.50
2	01-25-2012	Safeway Stores 2009 South 44th St / O'Neill, NE 68778 Council Activities: Food Items and Services	Mother's Day Brunch	123.46
Batch 1 Total:				157.96

After approval by council membership, vouchers are now ready for signatures of the officers shown below and processing for payment. Member Billing Format

Grand Total of Report of Vouchers: 157.96

Respectfully submitted,

Received by:

Marvin J Ziska
Financial Secretary

Douglas G Steffen
Grand Knight

UNASSIGNED
Treasurer

Duties and Responsibilities

→ Treasurer writes or prints check

2065
27-1/1040
BRANCH 1

OMAHA, NEBRASKA, May 30 1999

PAY TO THE ORDER OF Realtime Printing Company \$ 6.25

Six dollars and twenty-five cents DOLLARS

① first national bank of omaha
and first national service omaha, nebraska 68102

FOR Printing newsletter

KNIGHTS OF COLUMBUS COUNCIL NO. 3019
ACTIVITY ACCOUNT

Richard K. Riley
Treasurer

Irene Daily
Grand Knight

Signed by Treasurer and Grand Knight.
“Financial Secretary is not authorized”



**THE KNIGHTS
OF COLUMBUS**
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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



**THE KNIGHTS
OF COLUMBUS**
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KNIGHTS OF COLUMBUS
7 COLUMBUS PLAZA, NEW HAVEN CT 06510

Membership Document
A CATHOLIC, FAMILY,
FRATERNAL, SERVICE ORGANIZATION

1	COUNCIL NUMBER	COUNCIL LOCATION CITY/STATE	MEMBERSHIP NUMBER	DOB/AGE	DATE ISSUED	REV. SEC. 502
2	TRANSACTION <input type="checkbox"/> REACTIVATION (inactive insurance) <input type="checkbox"/> TRANSFER IN <input type="checkbox"/> DATA CHANGE <input type="checkbox"/> NEW MEMBER <input type="checkbox"/> READMISSION (up to 7 years) <input type="checkbox"/> HONORARY MEMBERSHIP <input type="checkbox"/> SUSPENSION <input type="checkbox"/> JUVENILE TO ADULT <input type="checkbox"/> REAPPLICATION (over 7 years) <input type="checkbox"/> HONORARY LIFE MEMBERSHIP <input type="checkbox"/> DEATH					
3	LAST NAME FIRST NAME MIDDLE NAME TITLE STREET CITY STATE/PROV POSTAL CODE COUNTRY (OUTSIDE US) MO DATE OF BIRTH YES MARITAL STATUS HOME PHONE BUSINESS PHONE CELL PHONE HOME ADDRESS OCCUPATION/Employer LAST FOUR DIGITS OF DM EXPL. SERV. (XXXX-XXXX)					
4	ARE YOU CURRENTLY EMPLOYED IN THE U.S. OR ABROAD WITH THE U.S. SOCIAL SECURITY NUMBER? YES NO YES NO DO YOU HAVE A CURRENT U.S. PASSPORT? YES NO YES NO YES NO YES NO WIFE OF MEMBERSHIP? YES NO NUMBER OF CHILDREN COUNCIL LOCATION CITY/STATE					
5	NEW MEMBERS AND THEIR WIVES ARE ELIGIBLE (THROUGH AGE 83) FOR A KNIGHTS OF COLUMBUS ANNUITY AS DESCRIBED ON THE BACK OF THIS APPLICATION (COMPLETE FOR MEMBER) OR THE REVERSE SIDE OF THE DUPLICATE (COMPLETE FOR WIFE) I am applying for myself <input type="checkbox"/> Yes <input type="checkbox"/> No I am applying for my wife <input type="checkbox"/> Yes <input type="checkbox"/> No					
6	I HEREBY RECOMMEND THE ABOVE APPLICANT FOR MEMBERSHIP PROPOSER'S SIGNATURE PROPOSER'S MEMBER NUMBER (optional) SIGNATURE OF APPLICANT DATE COUNCIL SECRETARY SUPERVISOR BOARD MEMBER					
COMPLETE WHEN REPORTING MEMBER DEATH ONLY.			FOR SUPREME COUNCIL OFFICE USE ONLY			
NEXT OF KIN						
RELATIONSHIP						
STREET						
CITY						
ST/PROV			POSTAL CODE			
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.						
<input type="checkbox"/> CHURCH		<input type="checkbox"/> COMMUNITY		<input type="checkbox"/> COUNCIL		
<input type="checkbox"/> FAMILY		<input type="checkbox"/> YOUTH		<input type="checkbox"/> MEMBERSHIP RECRUITMENT/RETENTION		
Please specify interests: _____						
What do you expect from your membership in the Knights of Columbus? _____						
In your opinion, what can you do or contribute to assist in the successful operation of this council? _____						
Date of Interview: _____			Signed: _____			
TRANSACTIONS WITH ANNUITY (APPS) TO GENERAL AGENT. ALL OTHER TRANSACTIONS TO SUPREME COUNCIL OFFICE.						
THESE QUESTIONS DO NOT APPLY TO PROSPECTIVE MEMBERS ORIGINAL COPY						

Membership Document: Form #100-1A Revised 12/11



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

Proper Completion of Form #100



**KNIGHTS
OF COLUMBUS**

1 COLUMBUS PLAZA, NEW HAVEN CT 06510

Membership Document

A CATHOLIC, FAMILY,
FRATERNAL, SERVICE ORGANIZATION

Section #1

	COUNCIL NUMBER	COUNCIL LOCATION (CITY, ST/PROV)	MEMBERSHIP NUMBER	DATE READ	DATE ELECTED	1ST. DEG. DATE
1	10909	Omaha, Nebraska	1234567	10/3/10	10/3/10	10/8/10

Council Number

Date Application Read

Council Location (City and State)

Date Member Elected

Membership Number, if known

First degree date



**THE KNIGHTS
OF COLUMBUS**

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Proper Completion of Form #100

Section #2

2	TRANSACTION	<input type="checkbox"/> REACTIVATION (inactive insurance)	<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> DATA CHANGE
	<input checked="" type="checkbox"/> NEW MEMBER	<input type="checkbox"/> READMISSION (up to 7 years)	<input type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> SUSPENSION _____ <small>month</small>
	<input checked="" type="checkbox"/> JUVENILE TO ADULT	<input type="checkbox"/> REAPPLICATION (over 7 years)	<input type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> DEATH _____ <small>mo day yr</small>
	<input type="checkbox"/> REINSTATEMENT (up to 3 months)			

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.



**THE KNIGHTS
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Proper Completion of Form #100

Section #2

2	TRANSACTION	<input type="checkbox"/> REACTIVATION (inactive insurance)	<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> DATA CHANGE
	<input type="checkbox"/> NEW MEMBER			
	<input type="checkbox"/> JUVENILE TO ADULT	<input type="checkbox"/> READMISSION (up to 7 years)	<input type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> SUSPENSION _____ <small>month</small>
	<input checked="" type="checkbox"/> REINSTATEMENT (up to 3 months)	<input type="checkbox"/> REAPPLICATION (over 7 years)	<input type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> DEATH _____ <small>mo day yr</small>

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.



**THE KNIGHTS
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Proper Completion of Form #100

Section #2

2	TRANSACTION	<input checked="" type="checkbox"/> REACTIVATION (inactive insurance)	<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> DATA CHANGE
	<input type="checkbox"/> NEW MEMBER	<input checked="" type="checkbox"/> READMISSION (up to 7 years)	<input type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> SUSPENSION _____ <small>month</small>
	<input type="checkbox"/> JUVENILE TO ADULT	<input type="checkbox"/> REAPPLICATION (over 7 years)	<input type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> DEATH _____ <small>mo day yr</small>
	<input type="checkbox"/> REINSTATEMENT (up to 3 months)			

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.



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Proper Completion of Form #100

Section #2

2	TRANSACTION	<input type="checkbox"/> REACTIVATION (inactive insurance)	<input checked="" type="checkbox"/> TRANSFER IN	<input type="checkbox"/> DATA CHANGE
	<input type="checkbox"/> NEW MEMBER	<input type="checkbox"/> READMISSION (up to 7 years)	<input type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> SUSPENSION _____ <small>month</small>
	<input type="checkbox"/> JUVENILE TO ADULT	<input checked="" type="checkbox"/> REAPPLICATION (over 7 years)	<input type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> DEATH _____ <small>mo day yr</small>
<input type="checkbox"/> REINSTATEMENT (up to 3 months)				

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



**THE KNIGHTS
OF COLUMBUS**
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Proper Completion of Form #100

Section #2

2	TRANSACTION	<input type="checkbox"/> REACTIVATION (inactive insurance)	<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> DATA CHANGE
	<input type="checkbox"/> NEW MEMBER	<input type="checkbox"/> READMISSION (up to 7 years)	<input checked="" type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> SUSPENSION _____ <small>month</small>
	<input type="checkbox"/> JUVENILE TO ADULT	<input type="checkbox"/> REAPPLICATION (over 7 years)	<input checked="" type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> DEATH _____ <small>mo day yr</small>
<input type="checkbox"/> REINSTATEMENT (up to 3 months)				

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



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Proper Completion of Form #100

Section #2

2	TRANSACTION	<input type="checkbox"/> REACTIVATION (inactive insurance)	<input type="checkbox"/> TRANSFER IN	<input checked="" type="checkbox"/> DATA CHANGE
	<input type="checkbox"/> NEW MEMBER			
	<input type="checkbox"/> JUVENILE TO ADULT	<input type="checkbox"/> READMISSION (up to 7 years)	<input type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input checked="" type="checkbox"/> SUSPENSION _____ <small>reason</small>
	<input type="checkbox"/> REINSTATEMENT (up to 3 months)	<input type="checkbox"/> REAPPLICATION (over 7 years)	<input type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> DEATH _____ <small>mo day yr</small>

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.



**THE KNIGHTS
OF COLUMBUS**
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Account Adjustment for Transfer

Knights of Columbus		Account Adjustment for Transfer			
1 Columbus Plaza New Haven CT 06510-3326		The transfer for this member has been processed. Please complete this form and return the top two copies to the Department of Membership Records as soon as possible. This will enable us to make the necessary dues adjustment.			
NAME OF TRANSFEREE	CORNELIUS F JOHNSON	MEMBERSHIP NUMBER	7879765		
FROM FORMER COUNCIL NUMBER		TO NEW COUNCIL NUMBER		TRANSFER DATE	
15999		18000		03/19/1997	
CITY, STATE/PROVINCE		CITY, STATE/PROVINCE		ANNUAL DUES	
WATERBURY CT		NEW HAVEN CT		\$24.00	
1ST DEGREE DATE	2ND DEGREE DATE	3RD DEGREE DATE	4TH DEGREE DATE	DUES PAID TO...	
12/02/1971	12/15/1971	01/12/1972		12/97 (MO / YR)	
NATHAN A LUCHER 115 RIVER RD WATERBURY CT 06807-5025		ACCOUNT ADJUSTMENT CALCULATED AS OF THE LAST DAY OF THE MONTH OF TRANSFER	CREDIT	X	BALANCE
			PAST DUE		\$18.00
<i>Nathan A. Lucher</i> FINANCIAL SECRETARY					
SUPREME OFFICE COPY					

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.



**THE KNIGHTS
OF COLUMBUS**

IN SERVICE TO ONE. IN SERVICE TO ALL.

Proper Completion of Form #100

Section #2

2	TRANSACTION	<input type="checkbox"/> REACTIVATION (inactive insurance)	<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> DATA CHANGE
	<input type="checkbox"/> NEW MEMBER			
	<input type="checkbox"/> JUVENILE TO ADULT	<input type="checkbox"/> READMISSION (up to 7 years)	<input type="checkbox"/> HONORARY MEMBERSHIP _____ <small>degree attained</small>	<input type="checkbox"/> SUSPENSION _____ <small>month</small>
	<input type="checkbox"/> REINSTATEMENT (up to 3 months)	<input type="checkbox"/> REAPPLICATION (over 7 years)	<input type="checkbox"/> HONORARY LIFE MEMBERSHIP _____ <small>degree attained</small>	<input checked="" type="checkbox"/> DEATH _____ <small>mo day yr</small>

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.



**THE KNIGHTS
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Proper Completion of Form #100

Section #3

LAST NAME Seacrest		FIRST NAME Jerald		MIDDLE INITIAL K		TITLE Dr		
STREET 5687 Seward Street			CITY Oakland		STATE Ohio	POSTAL CODE 40987	COUNTRY (OUTSIDE US) USA	
DATE OF BIRTH 10/31/48		MARITAL STATUS Married		HOME PHONE 203-567-9008		BUSINESS PHONE 203-567-9009		CELL PHONE 203-456-9787
E-MAIL ADDRESS Seacrest@gmail.com				OCCUPATION/EMPLOYER Cardiologist			LAST FOUR DIGITS OF TAX ID (incl. SSN) XXXXX-2390	

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



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

Proper Completion of Form #100

Section #4B

ARE YOU A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	PARISH NAME, LOCATION (CITY, ST/PROV) St Mary's, Bellevue, WA				FORMER COLUMBIAN SQUIRE?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
4	DID YOU APPLY FOR MEMBERSHIP PREVIOUSLY?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	INITIATION DATES	1. FIRST 4/6/88	2. SECOND 5/22/88	3. THIRD 12/12/88	4. FOURTH 5/2/89	
	DATE OF TERMINATION 6/4/95		REASON Job relocation			NUMBER OF LAST COUNCIL 7740		COUNCIL LOCATION (CITY, ST/PROV) Omaha, Nebraska		

- Parish Name and Location
- Former Columbian Squire
- Degree Dates
- Former council information



**THE KNIGHTS
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Proper Completion of Form #100

Section #5B

5	NEW MEMBERS AND THEIR WIVES ARE ELIGIBLE (THROUGH AGE 83) FOR A KNIGHTS OF COLUMBUS ANNUITY AS DESCRIBED ON THE BACK OF THIS APPLICATION (COMPLETE FOR MEMBER) OR THE REVERSE SIDE OF THE DUPLICATE (COMPLETE FOR WIFE)				
	I am applying for myself	<input type="checkbox"/> Yes	<input type="checkbox"/> No	*I am applying for my wife	<input type="checkbox"/> Yes

- 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.



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

Proper Completion of Form #100

Section #6B

I HEREBY RECOMMEND THE ABOVE APPLICANT FOR MEMBERSHIP.		I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I WILL UPHOLD THE CHARTER, CONSTITUTION AND LAWS OF THE KNIGHTS OF COLUMBUS AND ANY OF ITS COUNCILS IN WHICH I HOLD MEMBERSHIP AND AGREE THAT THE DECISION OF THE BOARD OF DIRECTORS SHALL CONTROL IN ALL MATTERS.	
PROPOSER'S SIGNATURE	Rod J Hofschulte		
PROPOSER'S MEMBER NUMBER (required)	1590186	X	SIGNATURE OF APPLICANT
DATE	9/3/10	X	
FINANCIAL SECRETARY		X	GRAND KNIGHT
		SIGNATURES	

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



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Proper Completion of Form #100

DATE	FINANCIAL SECRETARY	SIGNATURES	GRAND KNIGHT
COMPLETE WHEN REPORTING MEMBER DEATH ONLY.		FOR SUPREME COUNCIL OFFICE USE ONLY	
NEXT OF KIN _____			
RELATIONSHIP _____			
STREET _____			
CITY _____			
ST/PROV _____		POSTAL CODE _____	

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



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Proper Completion of Form #100

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:

- 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.



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Proper Completion of Form #100

What do you expect from your membership in the Knights of Columbus?

In your opinion, what can you do or contribute to assist in the successful operation of this council?

Date of Interview: _____

Signed: _____

ADMISSION COMMITTEE CHAIRMAN

TRANSACTIONS WITH ANNUITY APP(S) TO GENERAL AGENT. ALL OTHER TRANSACTIONS TO SUPREME COUNCIL OFFICE.

* THESE QUESTIONS DO NOT APPLY TO PRIESTS AND RELIGIOUS

CC101MM-000V

- Solicit member expectations and anticipated contribution to the council's success.
- Date of interview and signature of admission committee chairman.



**THE KNIGHTS
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Proper Completion of Form #100

ANNUITY APPLICATION FOR NEW MEMBER
Knights of Columbus, A Fraternal Benefit Society, 1 Columbus Plaza, New Haven, CT 06510-3326

INFORMATION CONCERNING APPLICANT		8. a. Are there any existing life insurance or annuity contracts on the life of the proposed insured? Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. Name of Applicant (Last-first-middle initial)		b. Is the annuity applied for intended to replace any existing insurance or annuity with the Knights of Columbus or another insurer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
INFORMATION CONCERNING ANNUITANT		If yes, provide the following information regarding the contract to be replaced.	
2. Name (Last-first-middle initial)	Sex	Company	Year Issued
3. Street		Amount	
4. City	State/Province	Zip Code/Postal Code	
5. Relationship to Applicant		Age	
6. Social Security Number/Social Insurance Number	Date of Birth	INFORMATION CONCERNING BENEFICIARY	
7. Amount Paid With Application: (must be at least \$100.00). \$ _____		9. Name	Relationship to Annuitant
		10. Social Security Number/Social Insurance Number	Date of Birth

REGARDING MY APPLICATION FOR A KNIGHTS OF COLUMBUS ANNUITY CONTRACT, I UNDERSTAND:

1. The long range nature of the annuity being purchased.
2. While the Board of Directors will always strive to maintain competitive interest rates, any interest rates not specifically guaranteed at the time of issue of this contract are subject to change from time to time at the discretion of the Board of Directors.
3. A surrender charge ranging from 5% to 2% will be imposed on amounts withdrawn from this annuity contract within seven years of deposit, with no surrender charge being made against amounts on deposit over seven years. After the first contract year, if the Accumulation Value is \$5,000 or more, I may withdraw as much as 10% of it once each year with no surrender charge. If a surrender charge is applicable, it will be imposed regardless of my age at the time of withdrawal.
4. (a) In the United States: Interest credited to this contract is taxable when proceeds are withdrawn, and a 10% penalty is imposed by the IRS on taxable income withdrawn before the taxpayer is age 59 ½. (This Internal Revenue Service penalty will not be assessed if the taxable income is disbursed in periodic payments made for the life of the taxpayer.)
(b) In Canada: Interest credited to this contract is reportable on an annual basis, even if there is no distribution.
5. The annuity applied for will be cancelled if the applicant is a candidate for membership and has not been initiated into the First Degree of the Order within 90 days of the date of this application.


Applicant's Signature _____ Date _____

- 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



**THE KNIGHTS
OF COLUMBUS**
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Billing Process

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


MSGR MICHAEL E DOLAN CO 1128
N/A
Chadron, NE 69337

Statement Date: 12-15-2010 Amount Enclosed: _____
Member #: 341548 Balance Due: 32.00 Make Check Payable to:
MSGR MICHAEL E DOLAN CO 1128

Denny L Bartlett
1620 Lee St
Lakewood, CO 80215-2825


Send Payment to Financial Secretary:
Dennis R Staal
PO Box 1110
Chadron, NE 69337

Detach and retain for your records

 **KNIGHTS OF COLUMBUS**
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MSGR MICHAEL E DOLAN CO 1128
N/A
Chadron, NE 69337

Membership Bill for: Denny L Bartlett
Statement Date: 12-15-2010
Annual Dues: 30.00

 **KNIGHTS OF COLUMBUS**
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MSGR MICHAEL E DOLAN CO 1128
N/A
Chadron, NE 69337

Membership Bill for: Carl F Baehler
Statement Date: 12-15-2010
Annual Dues: 30.00

Detail of Charges: Previous Balance: 0.00

Current Assessments:

11-30-2010	Special Assessment	Culture of Life	2.00
12-15-2010	Dues Assessment		30.00
Total Due:			32.00

Note:
Here is your 2011 dues statement.
Hope this Holiday Season is a Joyous time for you and your family.
Thanks for being a faithful member. Dennis Stahl Financial Secretary

- First billing statement.


- Billing should be made 15 days prior to the billing period or approximately December 15th.

- Second billing by January 15th



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

Billing Process



KNIGHTS OF COLUMBUS

St. Wenceslaus Council 10909
15353 Pacific St
Omaha, NE 68154

AMOUNT ENCLOSED _____
SEND PAYMENT TO:

Mark J. Hofschulte
13814 Marinda Cir
Omaha, NE 68144-2453

Dan Bleyhl
3613 S 155th Street
Omaha, NE 68144-5425

Member Number: 3921980

Please return with remittance

Detach and retain for your records

KNIGHTS OF COLUMBUS MEMBERSHIP RENEWAL
*** Second Notice ***

THE COUNCIL YEARLY CHARGES ARE: \$ 25.00

Detail of Charges:

01/01/05 DUES	Annual Dues	25.00
01/01/05 MISC	Buck-A-Month Club	12.00
	<hr/>	
	Total Arrears	37.00
	<hr/>	
	Total Due	37.00

Pays to Year End	37.00
------------------	-------

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



**THE KNIGHTS
OF COLUMBUS**
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Billing Process-Manual

5.00			1-1-97	5.00			10.00			10.00	
DUES	SPEC	MISC	DATE	DUES	KIND	AMOUNT	MISC	DUES	SPEC	MISC	
A R R E A R S			CHARGES FOR CURRENT QUARTER				THE ABOVE ARE THE TOTAL AMOUNTS DUE			THIS TOTAL PAYS TO	
<input type="checkbox"/> CREDIT BALANCE			*Contributions, gifts, membership dues, etc. paid to Knights of Columbus for unrestricted purposes are not deductible as charitable contributions.*								3-31-97
<input type="checkbox"/> CHECK IF A NEW ADDRESS HAS BEEN ENTERED ON BACK OF THIS FORM			TOTAL YEARLY CHARGES		THIS AMOUNT WILL PAY FOUR CHARGES FOR THE BALANCE OF THE YEAR						
			20.00		25.00						

SAMUEL A NUCERA
14 ANDERSON AVE
MILFORD CT 06506

KNIGHTS OF COLUMBUS MEMBERSHIP BILL
PLEASE RETURN THIS BILL WITH YOUR REMITTANCE - PAY ARREARS PROMPTLY TO AVOID SUSPENSION
FORM 423 PRINTED IN U.S.A.

5.00			1/1/97	5.00			10.00			10.00	
DUES	SPEC	MISC	DATE	DUES	KIND	AMOUNT	MISC	DUES	SPEC	MISC	
A R R E A R S			CHARGES FOR CURRENT QUARTER				THE ABOVE ARE THE TOTAL AMOUNTS DUE			THIS TOTAL PAYS TO	
<input type="checkbox"/> CREDIT BALANCE			KNIGHTS OF COLUMBUS *Contributions, gifts, membership dues, etc. paid to Knights of Columbus for unrestricted purposes are not deductible as charitable contributions.*								3/31/97
SEND PAYMENT TO:			F. S. NAME		STREET		CITY		STATE		
			James P Harlow		14 Windsor St		Bridgeport		CT 06765		
									THIS AMOUNT WILL PAY FOUR CHARGES FOR THE BALANCE OF THE YEAR		
									25.00		

SAMUEL A NUCERA
14 ANDERSON AVE
MILFORD CT 06506

SECOND NOTICE

Ignis Fidei Profellione, Members—Sec. 168 (3). Any member of this Order shall lose facts, forfeit his membership in the Order, who shall fail to pay his dues to his council within three months after the same are listed and payable.
PLEASE RETURN THIS BILL WITH YOUR REMITTANCE—PAY ARREARS PROMPTLY TO AVOID SUSPENSION
FORM 424

- 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.



**THE KNIGHTS
OF COLUMBUS**
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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.



**THE KNIGHTS
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Billing Process-Suspensions



KNIGHT ALERT

_____ date

name _____

address _____

Dear Brother _____:

Our council's financial secretary has advised us that he has not as yet heard from you in response to Knights of Columbus billing notices sent previously. Records now indicate that your dues are 30 days or more in arrears.

You are a valued member of our council, and your continued support of our organization is of great importance to us. We are confident that your membership in the Knights of Columbus is meaningful to you as well. Certainly, our Catholic faith is among our most cherished gifts. And membership in the Order affords each of us an excellent opportunity to further serve the Church as well as our community through support of family life in today's society. Of course, the Knights of Columbus offers many opportunities for fraternal and family-oriented social activities, too.

As your grand knight, it is my responsibility to assign a member of our council's Retention Committee to contact you personally relative to your membership in our organization. You will be hearing from him within the next few days. If there is a problem regarding your dues payment, please inform him accordingly. Or, if you prefer, feel free to contact me at the telephone number listed below.

Your council's trustees and I are confident that you will take a moment today to send along your dues payment and remain an important part of our organization as a Knight in "good standing."

Fraternally,

Grand Knight, telephone # _____

Trustee _____

Trustee _____

Trustee _____

KA1 1-90

- 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.



**THE KNIGHTS
OF COLUMBUS**
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Billing Procedures - Suspension

Suspension Forms

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

- The financial secretary will mail the Membership Bill – First Notice Form #423 15 days prior to the billing period.
- If payment is not received in 30 days, the financial secretary will mail the Membership Bill – Second Notice Form #424.
- If payment is still not received within 30 days from the date the second notice was sent...
 - The financial secretary will provide the names, addresses, telephone numbers, and amounts of delinquency for each member in arrears to the retention committee. The committee should include – but is not limited to – the grand knight, chairman ex officio; the trustees; and the proposer, if available.
 - A "Knight Alert" letter Form #KA1 will be forwarded to each delinquent member, signed by the grand knight and trustees.
 - The grand knight will assign a member of the retention committee to make personal contact with the delinquent member to remind him of his obligation. 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 members to visit the member and make arrangements to accommodate him with either a payment plan or other financial arrangement acceptable to the council. Again, a full report is to be provided to the grand knight as to why the member is delinquent and why he is considering leaving the Order. **Financial difficulty is not a valid reason for suspension.**
- If at the end of the second month of arrearage 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 Office Copy is forwarded to the Department of Membership Records. The Supreme Knight will mail a personal letter to the delinquent member. This letter will convey the Supreme Knight's interest in having the member retain his "good standing" status.
 - The State Council Copy is mailed to your 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 problems.
 - The District Deputy Copy is sent to your district deputy. He will telephone the delinquent member to discuss the arrearage situation. In the course of the telephone visit, suggestions as to a possible solution will be recommended, and the district deputy will volunteer to assist the member, if the need exists. The district deputy will also determine 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.
 - The Council Copy is retained for council files.
- If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of the Form #1845, the council may file a Form 100 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 on file for the required 60 days.
- 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 the council has been successful in retaining the member.
- 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-implemented as described herein.

1845A 10/03

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.

NOTICE OF INTENT TO SUSPEND

Brother _____ Date _____

Our records indicate that on _____ you were contacted personally by our council's Retention Committeeman, _____, 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:

PREVIOUS ARREARAGES			BILLING DATE	CURRENT CHARGES			TOTAL AMTS. DUE			TOTAL(S) PAY(S) TO
DUES	SPEC.	MISC.		DUES	SPECIAL AMOUNT	MISC.	DUES	SPEC.	MISC.	

"Contributions, gifts, membership dues, etc. paid to Knights of Columbus for unrestricted purposes are not deductible as charitable contributions."

Unless payment is received within the next 30 days, our council must proceed to change your "good standing" status to avoid financial loss from Supreme and state assessments. If you are an insurance member, although suspended, you will remain on record in an "inactive" status, as required by insurance regulations. If an associate member, our council will have no other alternative than to suspend you from membership.

But... it's still not too late to avoid a status change! Timely payment will assure your remaining a member in good standing. If you have any questions or comments, please call the Grand Knight at _____.

NAME _____

Membership Number _____

ADDRESS _____

Council Number _____

Member's Telephone No. _____

1845 6-94

Original Copy

GRAND KNIGHT

FINANCIAL SECRETARY

Form #1845

Form #1845a



**THE KNIGHTS
OF COLUMBUS**
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Billing Process-Suspension

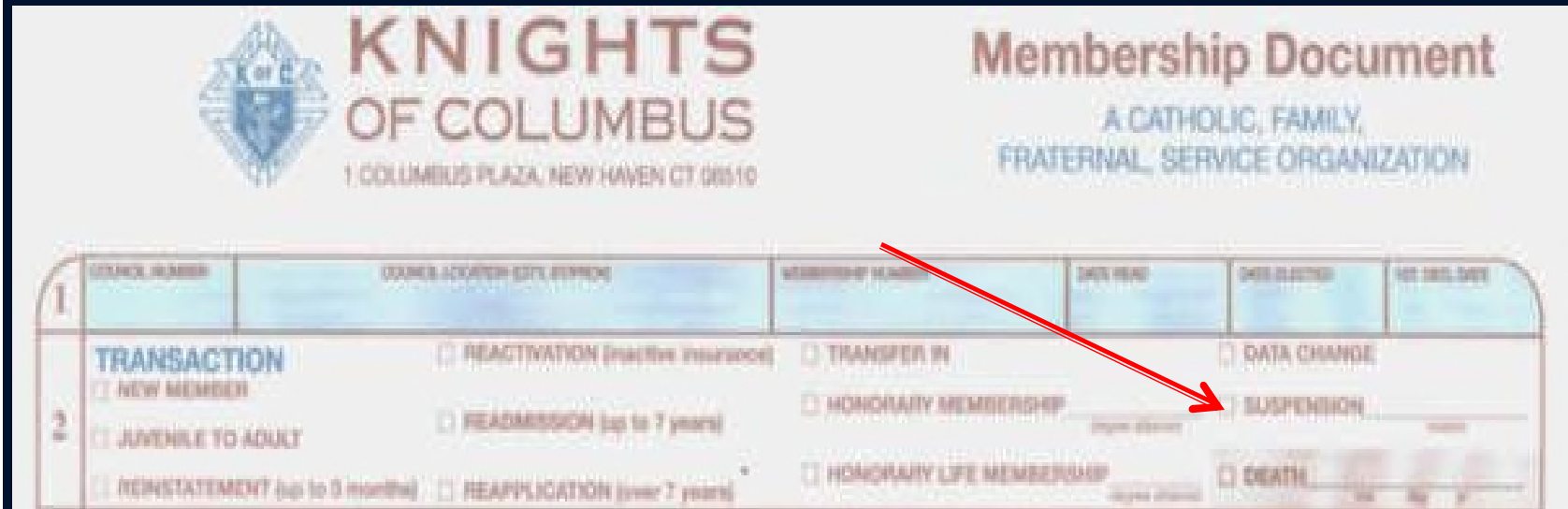
Form #1845-Notice of Intent to Suspend

- 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



**THE KNIGHTS
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Form #100- Suspension



The image shows the top portion of a Knights of Columbus Membership Document (Form #100). The header includes the organization's logo and name, "KNIGHTS OF COLUMBUS", and its address: "1 COLUMBUS PLAZA, NEW HAVEN CT 06510". To the right, it is titled "Membership Document" and describes it as "A CATHOLIC, FAMILY, FRATERNAL, SERVICE ORGANIZATION". Below the header is a table with columns for "COUNCIL NUMBER", "COUNCIL ADDRESS CITY STATE", "MEMBERSHIP NUMBER", "DATE NEW", "DATE EXPIRES", and "NO. DUES DUES". The table contains two rows of transaction options, each with a "1" in the first column. A red arrow points to the "SUSPENSION" option in the second row.

1	COUNCIL NUMBER	COUNCIL ADDRESS CITY STATE	MEMBERSHIP NUMBER	DATE NEW	DATE EXPIRES	NO. DUES DUES
1						
2						

TRANSACTION

NEW MEMBER

REACTIVATION (includes insurance)

TRANSFER IN

DATA CHANGE

JUVENILE TO ADULT

READMISSION (up to 7 years)

HONORARY MEMBERSHIP

SUSPENSION

RENSTATEMENT (up to 6 months)

REAPPLICATION (over 7 years)

HONORARY LIFE MEMBERSHIP

DEATH

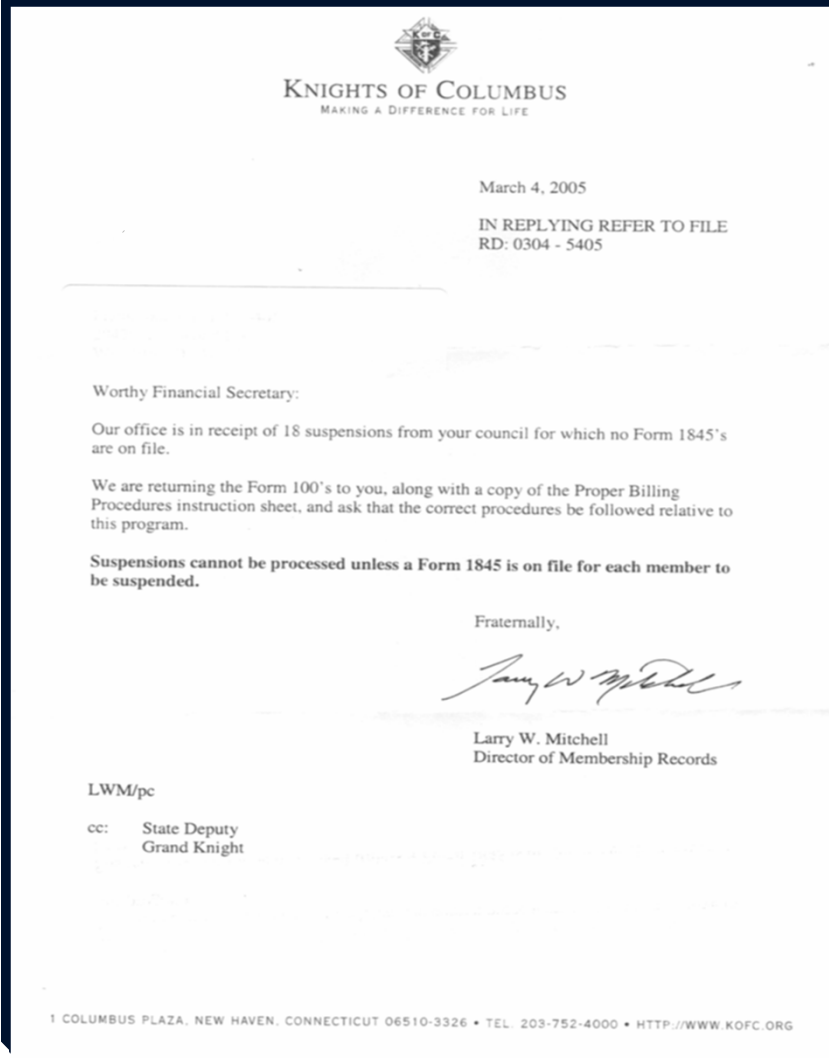
Suspension: - After 60 days from submission of #1845 to Membership Records at Supreme and before 90 days, council must submit Form #100 indicating suspension and the reason.

- Assumes you did all you could to retain him



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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.



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Retention 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



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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.



**THE KNIGHTS
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Disability Waiver Form #1831

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

I hereby certify that I, Robert Gilson, 25 Hartland St
Name Address
East Haven CT, am a member in good standing of Council No. 18000
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 1/17/03 Robert Gilson
Member Signature

CERTIFICATION OF COUNCIL

Council No. 18000
Location New Haven CT

This is to certify that Robert Gilson, 8786566,
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: James P Harlow James C. Smith
Financial Secretary Grand Knight

Dated 1/17/03

(affix council seal here)

INSTRUCTIONS TO FINANCIAL SECRETARY: Forward completed form with applicant
and officer signatures and accompanying proof of disability to: Knights of Columbus,
Department of Membership Records, 1 Columbus Plaza, New Haven CT 06510-3326.

NOTICE: Approval of this application for dues consideration does not have any effect on the waiver of insurance
contributions on an insurance certificate held by the member.

1831 1-01

- 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.



**THE KNIGHTS
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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](#)



**THE KNIGHTS
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Withdrawal Procedures

- Effective October 1st, 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.



**THE KNIGHTS
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IN SERVICE TO ONE. IN SERVICE TO ALL.

Statements and Rosters

KNIGHTS OF COLUMBUS COUNCIL STATEMENT-SUMMARY AND PAYMENT COUPON

DATE	ST	COUNCIL	LOCATION		QUOTA	GAIN	LOSS	NET	ATTAINED
03/01/05	NE	10510	LINCOLN	MEMBERSHIP	10	10	0	10	100.00
				INSURANCE	5	4	0	4	80.00

IF YOU HAVE ANY QUESTIONS REGARDING YOUR COUNCIL STATEMENT PLEASE CALL:
 FOR MEMBERSHIP: (203) 752-4210
 FOR BILLING: (203) 752-4392

COUNCIL STATUS: IN GOOD STANDING

SUMMARY		MEMBERSHIP BY CATEGORY				INCLUDED IN TOTAL		
MEMBER INFORMATION	DATE	ASSOC	INS	INACT	TOTAL	HON	HL	DIS
MEMBERSHIP TOTALS	03/01/05	146	68	1	215	3	5	1

SUMMARY		ACCOUNTS		
FINANCIAL INFORMATION	DATE	PER CAPITA	CATHOLIC ADV	TOTAL
TOTAL DUE	03/01/05	0.00	0.00	0.00

PLEASE RETAIN TOP PORTION FOR COUNCIL RECORDS SC1E REV110
 PLEASE RETURN THIS PORTION WITH PAYMENT

PAYMENT COUPON

PAYMENT DUE UPON RECEIPT PLEASE MAKE ALL CHECKS PAYABLE TO:
KNIGHTS OF COLUMBUS SUPREME COUNCIL

ST	COUNCIL	LOCATION	REMIT DATE:	03/01/05
NE	10510	LINCOLN	TOTAL AMOUNT DUE: \$.00

MAIL THIS COUPON WITH YOUR REMITTANCE TO:
 KNIGHTS OF COLUMBUS-COUNCIL ACCOUNTS
 PO BOX 1480
 NEW HAVEN CT 06506-1480 80000000260305108000000003010510

- 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



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

Statements and Rosters



KNIGHTS OF COLUMBUS

COUNCIL STATEMENT

DATE	ST	COUNCIL	LOCATION
03/01/05	NE	10510	LINCOLN

MEMBER	NAME	TRANSACTION DESCRIPTION	EFFECTIVE DATE	MEMBERSHIP BY CATEGORY				INCLUDED IN TOTAL			ACCOUNT BALANCES		
				ASSOC	INS	INACT	TOTAL	HON	HL	DIS	PER CAPITA	CATHOLIC ADV	SUPPLIES
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	BALANCE FORWARD		02-01-05	145	67	1	213	3	5	1	364.00	0.00	116.08
48731	HAWK TROY L	MEMBER TRANSFER	02-01-05		+1		+1						
86871	JERGENSEN LEE	MEMBER TRANSFER	02-01-05	+1			+1						
	TOTAL AMOUNT 481.83	PAYMENT	02-01-05								365.75CR		116.08CR
91894	PARKER BRAD A	DUES ADJUSTMENT	02-15-05								2.08CR		
48731	HAWK TROY L	DUES ADJUSTMENT	02-28-05								3.33		
	NEW BALANCE		03-01-05	146	68	1	215	3	5	1	0.50CR	0.00	0.00

Transfer in

Transfer out

Payment made

DRESS MAINTENANCE REGISTER

BR #	NAME	EXTR	CITY	STATE	CODE
43108	JEREMY D STANBURY	2527 UNIVERSITY AVE NE # 2	MINNEAPOLIS	MN	554183460
05944	GREGORY D ERNST	6033 S 78TH ST	LINCOLN	NE	685163850

Address maintenance area



THE KNIGHTS OF COLUMBUS

IN SERVICE TO ONE. IN SERVICE TO ALL.

Statements and Rosters

PZM5080 KNIGHTS OF COLUMBUS SUPREME OFFICE		MEMBERSHIP COUNCIL NE-10510		ROSTER DATE 01/01/05		06636		PAGE : 3					
MEMBERSHIP NUMBER	MEMBER NAME	MAILING ADDRESS (MAY EXCLUDE SECONDARY DATA)		FIRST DEGREE	SECOND DEGREE	THIRD DEGREE	REENTRY DATE	YRS SVC	DATE OF BIRTH	MIR TYP	MBR CLS	ASSY	DIS
3025755	LETTIS, STEPHEN M	9110 WILDFIRE RD	LINCOLN NE 68512	11-17-91				13	02-10-49	A			
1615458	LISS, PAUL J	2127 STONE CREEK LOOP N	LINCOLN NE 68512	02-01-74				31	02-02-38	I	H		
0277002	LIEWER, KELLY J	4212 PINWOOD LN	LINCOLN NE 68516	12-01-67			12-81	23	09-16-34	A			
3163229	LOCOCO, LAWRENCE A	4728 HAPPY HOLLOW LN	LINCOLN NE 68516	11-09-93	10-94	10-94		11	06-29-52	A			
0300313	LOSEKE, LARRY L	7421 S 28TH ST	LINCOLN NE 68516	02-01-68	02-68	02-68		37	10-11-48	A			
2691176	MACK, JAMES R	5642 BODIE CIR	LINCOLN NE 68516	04-01-87	02-95	02-95		18	11-28-50	A			
3193659	MADDOX, STEPHEN J	5424 SUGARBERRY CT	LINCOLN NE 68516	04-11-94				11	11-05-53	I			
3890579	MARTIN, DEAN	5329 BLUEBERRY CT	LINCOLN NE 68516	10-07-03				1	09-20-64	A			
3037384	MASILKO, ALAN	7320 CANYON RD	LINCOLN NE 68516	01-19-82	01-92	01-92		13	09-11-62	A			
3676157	MAY, EDWARD P	5421 S DOVE LN	LINCOLN NE 68516	10-03-00				4	01-09-53	A			
3298957	MAY, KENNETH J	6421 WHITE DOVE CIR	LINCOLN NE 68512	11-20-95				9	05-30-56	A			
3889243	MAY, STEVE W	3032 LAREDO DR	LINCOLN NE 68516	06-03-03				2	09-28-47	A			
3890577	MC CARTHY, TIM P	1835 MARLENE DR	LINCOLN NE 68512	10-07-03				1	10-27-64	I			
3291949	MC CONNELL, KEITH W	4430 SERRA PL	LINCOLN NE 68516	10-08-95				9	05-31-61	A			
3414655	MCCARVILLE, MIKE J	7530 GRAND OAKS DR	LINCOLN NE 68516	06-03-97				8	08-02-51	A			
3414651	MCCASHLAND, PATRICK R	3625 POTOMAC LN	LINCOLN NE 68516	06-03-97				8	06-19-66	A			
2946983	MCCRORY, MICHAEL J	1612 OLD FARM RD	LINCOLN NE 68512	11-01-90	01-91	01-91		14	08-26-48	A		0595	
2205133	MEINERS, MARK A	6120 TENNYSON CIR	LINCOLN NE 68516	01-04-81	11-81	11-81		24	09-21-52	I		0595	
3240493	MERBOTH, KENNETH L	4631 BIRCH HOLLOW DR	LINCOLN NE 68516	03-11-96				9	10-26-49	A			
2940264	MICHEL, DAVID F	5825 BERKELEY DR	LINCOLN NE 68512	10-01-90	10-90	10-90		14	09-19-43	A		2023	
3020314	MIHOVK, DONALD J	2611 JANE LN	LINCOLN NE 68512	11-14-91				13	03-10-50	A			
2895142	MILLER JR, ROLLAND E	4223 BROWNING ST	LINCOLN NE 68516	09-24-89	01-91	01-91		15	06-21-48	A		0595	
3731420	MILLER, ROSS J	4223 BROWNING ST	LINCOLN NE 68516	07-03-01				3	07-04-82	A			
3497434	MILLER, SCOTT G	7001 CEDAR CREEK CIR	LINCOLN NE 68516	09-20-98				6	10-08-69	A			
2946976	MOXLEY, RODNEY A	4500 NEUMANN LN	LINCOLN NE 68516	11-01-90	01-91	01-91		14	10-21-54	A			
3074641	MROZ, MARK E	4848 DUXHALL DR	LINCOLN NE 68516	04-27-92				13	11-20-57	A			
3455335	MURPHY, JEREMY P	7411 S 21ST ST	LINCOLN NE 68512	01-31-98	02-98	02-98		7	07-21-68	I		0595	
3966687	NEAL, JOHN P	3800 DIABLO DR	LINCOLN NE 68516	10-05-04				0	04-21-62	I			
3151669	NICKMAN, GENE G	4529 EAGLE RIDGE RD	LINCOLN NE 68516	09-01-93				11	02-22-64	A			
3041243	OKOYE, DR MATTHIAS I	6821 SOUTHFORK CIR	LINCOLN NE 68516	01-19-92	01-92	01-92		13	03-15-47	A			
0481757	OLMER, GEORGE P	4616 HALLCLIFFE RD	LINCOLN NE 68516	03-28-66	03-66	03-66		39	11-01-44	A			
3916626	OTTE, ANDY B	2035 CHLOE LN	LINCOLN NE 68512	12-02-03				1	04-19-69	A			
3291894	PARKER, BRAD A	3001 S PROVIDENCE RD APT 24D	COLUMBIA MO 65203	10-08-99	03-96	03-96		9	11-06-74	I		0595	
3676159	PAVLISH, RICHARD F	6316 BRIAR ROSA DR	LINCOLN NE 68516	10-03-00				4	01-08-50	I			
3095009	PAYNE, WILLIAM M	691 COUNTRY CLUB	STANSBURY PARK UT 84074	11-08-92	11-92	11-92		12	02-03-61	A		0595	
1784675	PELLA, RONALD J	5520 BUFFALO CIR	LINCOLN NE 68516	12-01-75	12-75	12-75	09-91	13	09-25-43	A		0595	
3948069	PELLA, TERRY J	3501 PELA VERDE CIR	LINCOLN NE 68516	06-08-04				1	12-07-63	I			
2956897	PFEIFER, JEFFREY J	2323 JENNA LN	LINCOLN NE 68512	01-10-91				14	07-11-70	I			
2567635	PHILSON, FRANCIS J	6301 DURANGO CT	LINCOLN NE 68516	10-01-85				19	03-10-45	A		0595	
2502249	PIEPER, ANTHONY M	7033 BEAVER HOLLOW CIR	LINCOLN NE 68516	12-01-84	03-89	03-89		20	04-29-61	A			
3291956	PIEPER, P JAY	4211 PLUM CREEK CIR	LINCOLN NE 68516	10-08-95				9	09-08-67	I			
1784914	PLESKAC, JAMES J	1625 OLD FARM RD	LINCOLN NE 68512	01-01-76	02-76	02-76		29	10-02-39	A	H	0595	
2406069	POHLEN, KIM A	10211 N 150TH ST	WAVERLY NE 68462	06-01-83	06-83	06-83	11-90	14	04-23-54	A			
3497436	POLAND, DONALD A	5721 S 45TH ST	LINCOLN NE 68516	09-20-98				6	06-16-59	A			
3889244	POST, THOMAS C	6910 S 30TH ST	LINCOLN NE 68516	06-03-03				2	05-08-58	A			
3676161	POWER, JOSEPH L	1720 SAYBROOK LN	LINCOLN NE 68512	10-03-00				4	12-26-63	A			
2562615	POWER, TODD G	7327 COLLISTER RD	LINCOLN NE 68516	09-01-85			03-01	4	07-12-61	I			Y
3676163	PRIEB, PATRICK C	4335 DUXHALL DR	LINCOLN NE 68516	10-03-00				4	11-12-63	A			
0219131	PRINZ, RICHARD J	11202 S TALAVI LN	PHOENIX AZ 85044	11-01-50			03-97	8	03-15-32	A			
2691179	PROSKOVEC, GARY E	1831 SAINT ANDREWS PL	LINCOLN NE 68512	04-08-87	01-91	01-91		18	07-07-49	A		0595	
3676167	RASHILLA, RICHARD J	3320 POTOMAC DR	LINCOLN NE 68516	10-03-00				4	09-16-59	A			
3074477	REESE, CHARLES M	5021 LARKWOOD RD	LINCOLN NE 68516	07-01-92	09-92	09-92		12	05-06-61	I			
2562614	REINSCH, JAMES M	7200 S 40TH ST	LINCOLN NE 68516	09-01-85	09-85	09-85		19	06-16-64	I			
3531738	REISHER, THOMAS W	8021 MCBRIDE AVE	LINCOLN NE 68516	03-14-99	03-99	03-99		6	06-05-71	I			

* MAIL RETURNED BY POSTAL SERVICE
(MEMBER NOT RECEIVING COLUMBIA, ETC)

Receive this semi-annual roster from Supreme



**THE KNIGHTS
OF COLUMBUS**

IN SERVICE TO ONE. IN SERVICE TO ALL.

Duties and Responsibilities

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.



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Duties and Responsibilities

11. Keep seal.

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



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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.



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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



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Duties and Responsibilities

Other duties:
Distribute materials sent from Supreme or State Council to Grand Knight as indicated. Example:
Surge with Service CDs sent in April or May



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Duties and Responsibilities

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.

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



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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!



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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.



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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%

Per Capita Tax Paid

Columbian Award

SP-7 Due by June 30th



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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.



**THE KNIGHTS
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IN SERVICE TO ONE. IN SERVICE TO ALL.

FOR ALL YOU DO..

Thank You



**THE KNIGHTS
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