

# **Financial Secretaries Resource Guide**



December 1, 2017

Dear Brother Knights,

The information listed below is designed to be used in conjunction with the **Financial Secretary Handbook**, which is an excellent resource for all Financial Secretary's. Please have your copy of this resource close at hand when you view this information. You will also be prompted from time to time to refer to different sections of the *Financial Secretary Handbook*, there are also illustrations, graphics, screen shots and examples of various forms located at the end of each section.

There are sixty-three **Frequently Asked Questions** located in the back of the *Financial Secretary Handbook*. This information covers (1) General questions, (2) Membership Management/Member Billing questions, and (3) The Legal Status of Councils in the United States questions. In addition, there is a Recognition section at the back of the handbook that features various Knights of Columbus Certificates.

I also encourage you to take the Financial Secretary's training course offered by the Supreme Council. This training course can be accessed at the Open Enrollment Micro-Site - [www.kofc.org/trainingmicrosite](http://www.kofc.org/trainingmicrosite)

Additionally, a training site can be accessed by clicking on the Sign In – Officers Training link located in the upper right-hand corner on the "Expert Help" site in Member Management. Click on the Officers Online – Expert Help & Training for more information.

If you are a new or recently appointed Financial Secretary, please click on the following Resource Topics Tabs (1) Account Keeping, (2) Officers Online – Expert Help & Training and (3) Billing Timeline for Dues Collection, to access information that will be especially helpful in getting started. Additional Topic Tabs are available on the next page.

You can also click on the link, <http://www.kofc.org/en/forms/leadership/financial-secretary-flyer10238.pdf> to access the **Summary of Financial Secretary's Responsibilities**. In addition, you can click on the link <http://www.kofc.org/un/en/resources/officers/fshandbook.pdf> to access the **Financial Secretary's Guide**. These publications contain a description of a Financial Secretary's ongoing duties, as well as the various deadlines you must meet each month.

You can also click on the link below to access *Knights of Columbus Leader Resources*, which is a practical guide for District Deputies, Grand Knights and Financial Secretaries. The Financial Secretary information begins on page 34. Please utilize this valuable resource material as you carry out the duties of your office.  
<http://www.kofc.org/en/resources/officers/officers.pdf>

I served as District Deputy, a Grand Knight as well as a Financial Secretary for two different councils. I look forward in working with all of you as we share our experiences and expertise with one other. This is a living document.

Please feel free to contact me at any time if we need to make any corrections, changes or additions to this Financial Secretary Resource Guide. My contact information is listed below and in the State Directory.

Good luck.

Dr. Ronald Larchick  
Oklahoma State Council Knights of Columbus  
State Training Director

## CONTACT INFORMATION

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## Resource Topics Tabs

(Click on the links below to view helpful information)

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| <a href="#">Accounting System Checks and Balances</a>   | <a href="#">Insurance</a>   |
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| <a href="#">Dues Adjustment Chart</a>   | <a href="#">Records Management</a>                                    |
| <a href="#">Duties</a>  | <a href="#">Report of Officer Elections</a>                           |
| <a href="#">Family of the Month Program</a>   | <a href="#">Service Program Personnel Report Form 365</a>             |
| <a href="#">Financial Secretary’s Duties for an Admission Degree (1st Degree)</a>   | <a href="#">Star Council Award</a>                                    |
| <a href="#">Financial Secretary’s Duties for the Formation &amp; Knighthood Degrees – (2<sup>nd</sup> &amp; 3<sup>rd</sup> Degrees)</a> | <a href="#">Supreme Per Capita</a>                                    |
| <a href="#">Financial Secretary Evaluation</a>  | <a href="#">State Per Capita</a>                                      |
| <a href="#">Forms and Reports Calendar</a>  | <a href="#">Survey of Fraternal Activity</a>                          |
| <a href="#">Honorary Membership</a>   | <a href="#">Suspension of Council</a>                                 |
| <a href="#">Life Travel Card</a>  | <a href="#">Tax Form 990N</a>   |
| <a href="#">How to Notify Supreme</a>   | <a href="#">Intellectual Disabilities – a.k.a. Tootsie Roll Drive</a> |

## \*Account Keeping

***Please refer to the Accounting section in the Financial Secretary Handbook for additional information about the accounting procedures listed below. The information in this section covers many wide-ranging topics that will assist you in your work as a Financial Secretary.***

The Billing Procedures duties of the Financial Secretary as set forth in Section 139 of the *Charter Constitution and Laws of the Knights of Columbus* <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf> stipulate that the Financial Secretary shall collect and receive all moneys accruing to the council from members and other sources, that he shall keep an account of the indebtedness of each member of the council and the amount received from each member of the council and that he shall pay over to the Treasurer of his council all moneys received by him from all sources. To assist him in complying with these duties, the Supreme Council has developed and makes available for local council use a computer-based system of record and account keeping.

### Using the Member Billing Application

The Member Billing Application – located in Officers Online, the Sign In area of [www.kofc.org](http://www.kofc.org) – which works in conjunction with the Member Management application to allow councils to manage the financial transactions for their council.

### Initial Set Up for First Time Users

*If you are just starting to use Member Billing, there are a few steps that are required prior to generating an assessment. You must set up the following items:*

- Billing Information

The billing frequency needs to be established. Member Billing allows you to assess dues to members annually or semi-annually only. If your council has quarterly payors, you can inform them that they can continue to pay quarterly but will be billed annually or semiannually, as is the council preference.

Additionally, the billing schedule must be selected as calendar or fraternal year. Also, the billing remittance address needs to be selected – either the council's mailing address or meeting address, or the Financial Secretary's mailing address.

- Class List

This screen is where the amount of the council's dues can be entered. Note that the amount of annual dues for honorary members is based on the sum of state and Supreme Council per capita taxes and other levies. The annual dues for honorary life members is specified in the *Charter Constitution and Laws of the Knights of Columbus* and cannot be updated in Member Billing.

Sub Class – Council defined sub classes can be created for members for which the council wishes to reduce the dues amount. For example: a council waives or reduces dues for students. A sub class of students can be added, along with the annual rate of the reduced dues. Once established, members associated with a sub class will need to be assigned to the sub class on the member's "Billing Information" screen, located under the Member Information section.

- Reasons for Assessments

This is required if the council plans to assess members any special or miscellaneous assessments. Reason for Assessments can be added on the "Event/Assessments" screen under the council's billing Information section.

Setting up the member's billing information located in the Member Information section includes the following items:

- Member Class

Displays the member as a regular, honorary, or honorary life member.

- Sub Class

Members may be assigned as part of a sub class and eligible for reduced dues (military, students, etc.)

- Disability

Members that are on disability and noted “Yes” on the Members Billing Information screen will not be assessed dues. Nothing else is required to ensure that they are not assessed.

- Do Not Assess

This provides the ability to not assess dues for members who may have a special circumstance, such as financial hardship, where the council decides not to assess dues for a period. Note that honorary life or disabled members are not included in the dues assessment process, so this option does not need to be selected for these members.

- Do Not Send Bill

This provides the option of not sending a billing notice to specified members for any reason. Note that the member will still be assessed, but a notice will not be generated.

- Delivery Preference

This identifies the preferred method by which the member wished to receive his billing notice – mail, email or both.

- Language Preference

This allows a billing notice to be generated in a different language.

- Billing Address Information

This section allows the Financial Secretary to update a member’s contact information including: Address, phone number, fax number and email address. These changes will also be made in Member Management as well as alert Membership Records at the Supreme Council Office.

*Prior to generating the initial dues assessment, if there are members with an outstanding balance for previous billing periods, these member records should be updated in the Member Ledger.*

- Billing Status

When a dues assessment is processed from the “Pending Assessment” screen, the billing status for all members receiving this assessment, and their billing status can be manually updated to “Dues are Current. Additionally, former members that are listed in Member Management/Member Billing can be manually changed to Prior or Deceased status.

- Adjustments

Adjustments – The Adjustment section on the bottom of the Member Ledger screen can be used to generate a charge adjustment for members with an outstanding balance. Separate adjustments should be added if a member owes money for dues and other assessments (i.e., initiation fees, dues, special assessments, etc.).

If a member has paid dues or other assessments for future periods, a credit adjustment should be added. Payment of dues should not be recorded here, but through the Dues Collection Tool found under the Receipts section

of the Council ledger. (This is the same process as assessing new members for dues or initiation fees after they have been recorded at the Supreme Council Headquarters and added to Member Management/Member Billing.)

### Billing Members

A dues assessment can be generated for all billable members on the Enter Dues Assessment screen by clicking on Assessments under the Council Ledger section.

- Billing Cycle

Dues can be billed for the calendar year (Jan to Dec) or the fraternal year (Jul to Jun). (Note that the default for the billing period is predetermined by the billing frequency, which is selected in the Billing Setup Section.)

- As of Date

As of Date — All bills have a date that indicates how much is owed at the time the dues were assessed. Dues can be assessed in Member Billing as early as 60 days prior to the billing period. However, the “As of Date” cannot be set more than 15 days prior to the billing period. The date used for the “As of Date” when generating a dues assessment also should be used for any special or miscellaneous assessments.

- Assess Dues Button

This will place the dues assessment in a pending status, which can be processed on the Pending Assessments screen. All special or miscellaneous assessments should be assessed on the “Assess Other” screen before processing the dues assessment.

A special or miscellaneous assessment can be generated for selected members using the Assess Other screen under Assessments in the Council Ledger section.

- Charge To

Charge To — This specifies who will be assessed the additional charge and is selected by member type. (“All Billable” will assess all regular and honorary members; “All Members” will assess all regular, honorary and honorary life members; “Honorary” will assess only honorary members; and “Honorary Life” will assess only honorary life members).

- Voluntary or Mandatory

If an assessment is a voluntary assessment, a notation will display on the member’s bill showing that this assessment is voluntary and payment is optional. Voluntary assessments require a valid “Through Date”. A valid “Through Date” should be selected well in advance of the last day of the billing cycle (i.e. if using a calendar year billing cycle, select a date of June 1 — well in advance of Dec. 31). After this date, you have the ability to initiate a process that will generate a credit transaction for all members that did not pay the voluntary assessment. Mandatory assessments will remain on the Member Ledger until the member pays the assessment or the transaction is voided on the Member Ledger.

- Reason for Assessment

Reason for Assessment - This is a required field, and if the “Reason for Assessment” does not appear in the drop-down list, it can be added on the “Event/Reason” screen under the Billing Information section. Note: there is a link to this section on the bottom of the “Assess Other” screen.

- Assess Other button

Assess Other — This will place any special and miscellaneous assessments in a pending status, which can be processed on the “Pending Assessments” screen. All special or miscellaneous assessments should be assessed on the “Assess Other” screen before processing the dues assessment.

## Generating Notices

All pending assessments can be posted to the Member Ledger from the “Pending Assessment” screen. When the “Process Assessment” is clicked, the billing status for all members will change to “First Notice.”

Once the pending assessments are processed, the First Notice can be generated from the “Notices” section of the Print Center in Member Billing. (If the respective officers’ names or telephone numbers do not display on the Notice, the data can be added on the “Council/Assembly Officers - Current Year” screen in Member Management.)

*PLEASE NOTE: If your council bills on a calendar year process, the FIRST NOTICE will be sent on December 15. This date begins the billing cycle.*

*PLEASE NOTE: If your council bills on a fraternal year process, the FIRST NOTICE will be sent on June 15. This date begins the billing cycle.*

You can also click on the link, <http://www.kofc.org/en/forms/leadership/financial-secretary-flyer10238.pdf> to access the *Summary of Financial Secretary’s Responsibilities* for more billing information.

Notices can be sent via email, or printed and mailed, based on delivery preferences on the member’s Billing Information screen. There is also an option to generate a file copy of all Notices to members.

Member Billing also provides the ability to email an individual Notice to members who have been added to Member Management/Member Billing. Once the member delivery preference is set to email or both, an “Email Notice” icon will appear on the Member Ledger or member’s Billing Information screens.

Thirty days after the “As of” date, you can update all members currently in the “First Notice” status to “Second Notice” status by using the “Update Status” screen under the Assessment section of the Council Ledger. Notices can be sent via email, or printed and mailed, based on the delivery preferences on the Member Billing Information screen. Second Notices can also be saved electronically.

Thirty days after the “As of” date of the Second Notice status, the Financial Secretary will provide the contact information and amount due from each member in arrears to the retention committee for personal follow up.

If directed by the Grand Knight, you can update all members currently in the “Second Notice” status to “Knight Alert” status by using the “Update Status” screen under the Assessment section of the Council Ledger. The Knight Alert letter being sent to the member explains how his membership is in danger of being forfeited as a result of unpaid dues. The Knight Alert letters cannot be sent electronically because they require the signatures of the Grand Knight and Trustees.

Fifteen days after the “As of” date of the “Knight Alert” status, all members currently in “Knight Alert” status can be updated to “Intent to Retain” status by using the “Update Status” screen under the Assessment section of the Council Ledger. A Notice of Intent to Retain can be generated in the Billing section of the Print Center, informing the member that his delinquency has put his membership in jeopardy. Copies of the letter must be sent to the Supreme Council Headquarters. Individuals who have been assessed for the current billing period, but have become former members, need to have any outstanding balances and their billing status manually updated on the “Member Ledger” screens.

Please refer to the Accounting section in the *Financial Secretary Handbook* for more information.

## Processing Payments from Members

Under the “Receipt” section of the Council Ledger, there is a “Dues Collection Tool” to record members’ payments. The “Dues Collection Tool” is used if the member pays his outstanding balance in full.

If a member does not pay the full amount or includes a donation to the council or special fund, the payment should be recorded on the “Enter Receipt” screen to ensure that the proper accounts/subaccounts are recorded

properly. If his payment includes money for a special or miscellaneous assessment, a “Reason for Assessment” must be entered in the “Event” field.

Once the “Save” button is clicked on the “Dues Collection Tool” screen or the “Enter Receipt” screen, this will place the transaction in “pending” status. Pending transactions can be processed on the “Pending Receipt” screen.

There are four reports available: two for pending receipts and two for posted receipts. (Posted receipt reports will display signature lines for the financial secretary and treasurer, which serve as a record that the treasurer received these moneys. If the treasurer’s name does not display on this report, add his data on the “Council Officers — Current Year” screen in Member Management.)

### Processing Money from Other Sources

Section 136.1 of the *Charter Constitution and Laws of the Knights of Columbus* <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf> specifies that the Financial Secretary shall collect all moneys accruing to the council from members and other sources. These moneys can be recorded in Member Billing using the “Enter Receipt” screen under the Council Ledger.

Note: Member or Payor - Prior to entering the receipt information, you must search for a member or a payor.

A payor is an individual or entity that is not a member of the council (i.e., the Supreme Council or state council). A payor can be added to Member Billing on the “Add a Payee/Payor” screen under Billing Information.

Once a search has been conducted, the results will appear in the “Search Results” box to the right. Click on the desired member or payor so that it is highlighted in a blue banner. Click the “Select” button to populate the date and member/payor in the “Enter Receipt” section on the bottom of the screen. Continue to enter the remaining information.

Once the “Save” button is clicked, the transaction is placed in “Pending” status. Pending transactions can be processed on the “Pending Receipts” screen.

### Generating Membership Cards

Membership cards can be generated for members using the Membership Card Section of the Print Center in Member Billing. We suggest printing membership cards using the by Member Type feature, thereby having these cards ready for presentation when the member submits his payment for dues.

Membership Card Stock paper (#4817) for Member Billing can be ordered from the Supreme Council Supply Department. Note that cards come 8 to a sheet with 25 sheets to a package for a total of 200 cards.

There are three options in Member Billing for printing membership cards:

- By member type, which can be classified as: All Billable, All Members, Regular, Honorary, Honorary Life or members on Disability.
- By all members whose dues became current between specified dates.
- By using the Membership Card Template for a small group of members or for new members who have not been added to Member Billing.

### Processing Vouchers for Payment

After a bill has been properly approved for payment, the Financial Secretary must initiate the procedure for issuance of a check by the Treasurer, which can be accomplished under the Vouchers section of the Council Ledger.

Note: A payee is an individual or entity that is not a member of the council (i.e., the Supreme Council or

state council). A payee can be added to Member Billing on the Add a Payee/Payor screen under Billing Information.

Please refer to the Accounting section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Accounting System Checks and Balances

Regardless of the accounting system used by the council, the Laws and Rules provide for the Financial Secretary to receive all moneys and for the Treasurer to disburse all council funds. *For this reason, the Financial Secretary cannot be a signatory on council checks and accounts. Doing so would violate the Laws by allowing the Financial Secretary to participate in the disbursement.*

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## Admission Committee and Membership Admission Procedures

The guidelines detail the duties of the Grand Knight In relation to appointment of an Admission Committee, the procedures to be utilized by the committee in its interviews with prospective members and the method to follow when presenting the member's application to the council for approval.

The Board of Directors, in interpreting the *Charter Constitution and Laws of the Knights of Columbus* (Sections 108-109, 112-113), <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf> has prescribed the following procedure for all councils of the Order.

### Admission Committee

SEC. 108. The Grand Knight shall appoint an Admission Committee of seven members. Within five days after the presentation to him of the application, the Grand Knight shall refer the application to the Admission Committee and thereupon said Committee shall notify the applicant to appear before it for examination as to his qualifications for membership. If five members of the Committee shall file a written report withholding endorsement because the applicant is not a practical Catholic, said applicant shall be deemed rejected. Otherwise the recommendations of the Admission Committee shall be evidenced by the certificate of the Chairman of the Committee on a form to be prescribed by the Board of Directors. In the event of the failure or neglect of the Admission Committee to make report within ten days after an application has been referred to it, the Grand Knight shall discharge the said Committee and shall forthwith present said application to the council for action.

Click on the link below to proceed to Section 109 on pages 46-47 and Sections 112-113 on pages 47-48 *Charter Constitution and Laws of the Knights of Columbus* <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Audit

Please review Section 145 on pages 60-61 of the *Charter Constitution and Laws of the Knights of Columbus* that requires the Grand Knight and Trustees to audit the accounts of the Financial Secretary and Treasurer at least every six months and in January and July.

Click on the link below to proceed to Section 145 on pages 60-61 *Charter Constitution and Laws of the Knights of Columbus*.

<http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>



The audit report should be sent to their District Deputy, State Deputy and the Supreme Secretary on forms (see **item #1295** see below) approved by the Board of Directors and furnished by the Supreme Council. **Under no circumstances should either the Financial Secretary or Treasurer prepare the audits.** But each should be readily available to the Trustees to answer questions regarding the records. **The trustees are charged with this duty, and in accepting office they are accepting the responsibilities the office entails.**

Audits for the period from January 1 through June 30 are due on August 15.

Audits for the period from July 1 to December 31 are due on February 15.

Go to <http://www.kofc.org/en/members/resources/forms/council.html> to access Audit form **item #1295**

Please refer to the AUDIT section in the *Financial Secretary Handbook* for more information.

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### **\*Billing Timeline for Dues Collection**

The Financial Secretary shall collect and receive all moneys due the council and all funds obtained from any source Section 139 of the *Charter Constitution and Laws of the Knights of Columbus*  
<http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>

The timeline for the billing procedures for the collection of council dues includes the following:  
The Financial Secretary will mail the Membership Bill - First Notice Form #423 15 days prior to the billing period.

**PLEASE NOTE: If your council bills on a calendar year process, the FIRST NOTICE will be sent on December 15. This date begins the billing cycle.**

**(PLEASE NOTE: If your council bills on a fraternal year process, the FIRST NOTICE will be sent on June 15. This date begins the billing cycle.**

You can also click on the link, <http://www.kofc.org/en/forms/leadership/financial-secretary-flyer10238.pdf> to access the *Summary of Financial Secretary's Responsibilities* for more billing information.

If payment is not received in 30 days, the Financial Secretary will mail the Membership Bill — Second Notice Form.

If payment is still not received within 30 days from the date the second notice was sent the Financial Secretary will generate the Knight Alert Letters.

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; membership director; retention chairman; trustees; and proposer, if available. The Financial Secretary shall not be a member of the Retention Committee.

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 Retain is to be prepared and signed by the Financial Secretary and Grand Knight.

Copies are distributed 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 problems.
- The District Deputy Copy is sent to your District Deputy. He will telephone the delinquent member to discuss the arrearage situation. During the telephone visit, suggestions as to a possible solution will be recommended, and the District Deputy will volunteer to assist the member, if a 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 Notice of Intent to Retain and then forwarded to the State Deputy. The Council Copy is retained for council files.
- Notice of Intent to Retain Protocols

The council officers should continue to follow the *Proper Billing Procedures Including Use of the 'Notice of Intent to Retain'* (#1845A) instructions. This section instructs the financial secretary on the steps necessary to generate notices in the Member Billing Application and assumes that all protocols under #1845A have been followed.

If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following the Notice of Intent to Retain 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 Retain has been on file for the required 60 days. In addition, a member cannot be suspended if the council does not have a Retention Chairman on file at the Supreme Council office.

The Notice of Intent to Retain becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form 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 Retain form should again become delinquent, the entire billing/retention process must be reimplemented as described herein.

Please refer to the GENERAL INFORMATION section in the *Financial Secretary Handbook* Section for more information. [Click to Return to Resource Topics Table](#)

## Bonding

The Financial Secretary, upon appointment by the Supreme Knight, is automatically bonded at no charge to the council in the amount of \$5,000.00. Additional bonding may be obtained at a cost of \$7.00 per thousand. The same applies to the council Treasurer when the Report of Officers Form 185 is received at the Supreme Office. This is in accord with Section 130 of the Laws and Rules of the Order. <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>

Please be guided by the following:

- Bonding is on the office, not the person holding the position.
- Additional coverage is requested by writing to the Supreme Secretary.
- Bonding on the Financial Secretary and Treasurer is limited to \$125,000 of total coverage per council, including the provided \$5,000 of coverage on each officer.
- Bonding runs from March 1 to the end of February, and the charge for additional coverage is posted to the council's account once a year in March or April. The charge is pro-rated if purchased anytime during the year.
- The **last two** council audits (Form #1295) must be on file in the Supreme Council office or bonding will not be in effect for either the Financial Secretary or the Treasurer.

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## Center of Family Love (Love Challenge)

Please click on the link <http://kofcknights.org/StateCouncilSite/StateCouncilForms.asp?CN=US&ST=OK> and scroll to the bottom to access information about the Center of Family Love (Love Challenge) that is located under the Intellectual Disabilities link. [Click to Return to Resource Topics Table](#)

### COFL Love Challenge Materials

Love Appeal Information  
How it Works  
How to get Started

### Letters and Resource Information

Letter from State Deputy  
Letter from State Deputy to Church  
Information about the COFL  
Knights Kit Letter  
Making Donation on Your Website  
SAMPLE – Your Friend from the Center of Family Love

## Charitable Fundraiser Guidelines

This information is also listed in the Officers Desk Reference Resource Topic (number 9)

In planning and conducting charitable fundraising events, councils should be guided by the following principles:

1. Councils may use the name "Knights of Columbus" in conjunction with the charity fund-raiser, so long as the individual council is clearly identified within the name, i.e., "Knights of Columbus [Name of Council] Council No. 5748". The councils are not to use the name "Knights of Columbus" standing alone.

2. Fund-raising activities should be used only to raise money for a worthy charitable organization, consistent with the mission of the Order and our first principle of Charity. The beneficiary organization should be identified in advertising for the event.

3. Proceeds from a charity fund-raiser cannot be used to pay for ordinary council expenses or liabilities. The proceeds must be disbursed as follows:

- a. Payment of the expenses associated with the event;
- b. Gift to charitable organization.

4. Councils should obtain event insurance to cover all potential liabilities associated with the event.

5. If a council uses the services of a professional fund-raiser, event organizer, or similar entity, such services should be obtained on a one-time basis. The council should not enter into a joint venture with any company or organization. [Click to Return to Resource Topics Table](#)

## Charter Constitution and Laws

The Financial Secretary should always have on hand a personal copy of the current *Charter Constitution and Laws of the Knights of Columbus* (Item #30). He should also have extra copies available for the Grand Knight, Advocate and other interested officers or members and has the responsibility to distribute copies of the latest issue of the *Charter Constitution and Laws of the Knights of Columbus* to all First-Degree initiates.

Click the link <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf> for a copy of the current *Charter Constitution and Laws of the Knights of Columbus* (Item #30).

[Click to Return to Resource Topics Table](#)

## Constitutional Roll

The **Constitutional Roll of Membership** (Form #343) is a bound book that is used at the Exemplification of the First Degree (Admission Degree).

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Council Liability Insurance

The Supreme Council advises all local Councils to make the purchase of liability insurance a priority for their councils. The provider for the Knights of Columbus liability insurance is Lockton Affinity: Each council must arrange for its own insurance coverage. The Knights of Columbus Supreme Council does not provide insurance for local councils. The Knights of Columbus Supreme Council does not provide insurance for Home Corporations.

You can contact our Worthy State Advocate, **Chris Victor**, at [cmvictor1@cox.net](mailto:cmvictor1@cox.net) if you have questions about the liability insurance. The contact information for Lockton Affinity is located at the bottom of this [Resource Topic](#).

Please review the liability insurance information listed below:

### Lockton Affinity at a Glance

- Founded 1987
- Headquarters: Overland Park, KS

- Their programs are national in scope and are offered by licensed professionals
- 100+ program clients
- 150,000+ individual accounts
- 200+ Associates
- \$250 million in premium placed

#### Lockton Affinity's History with Fraternal Organizations

Lockton Affinity has been writing insurance for fraternal organizations for 30 years and currently insures more than 6,000 fraternal organizations across the United States. The company currently administers programs for the following fraternal organizations in addition to Knights of Columbus:

- Veterans of Foreign Wars
- Loyal Order of Moose
- Benevolent and Protective order of Elks
- American Legion
- AMVETS
- Independent Order of Odd Fellows
- Fraternal Order of Eagles

#### Lockton Affinity's History with the Knights of Columbus

Lockton Affinity working with Knights of Columbus Councils and Home Corporations in 2002. In May of 2016 Lockton Affinity took over the administration of the Local Council Program from RC Knox. Lockton Affinity moved the Local Council Program from Hanover Insurance Company to Philadelphia Insurance Company in August of 2017.

Lockton Affinity improved coverage to include Sexual Abuse and Molestation Coverage at a \$300,000 per location limit and maintained average premium cost of \$2.40 per member. Lockton Affinity added the ability to offer Directors and Officers Coverage on a Master Policy basis to Councils for premium of \$100 per Council. Lockton Affinity currently insures approximately 1,600 Councils and Home Corporations.

#### Products Currently Offered

- General Liability
- Host Liquor Liability
- Hired and Non-Owned Auto
- Directors and Officers
- Property
- Liquor Liability
- Workers' Compensation
- Crime/Employee Dishonesty

- Auto
- Umbrella Liability

#### Local Council Master General Liability Policy

Lockton Affinity offers coverage to Local Councils on a Master General Policy approach and only uses national carriers rated Excellent or higher by A.M. Best. Standard coverage limits and terms of the Master General Liability Policy include the following on a per Council Basis (there are no shared liability limits).

- General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate
- Personal and Advertising Injury: \$1,000,000
- Damage to Premises Rented to You: \$1,000,000
- Medical Expenses- Any One Person: \$20,000
- Host Liquor Liability for providing alcoholic beverages at Council functions
- Hired and Non-Owned Auto Liability- \$1,000,000
- Sexual Abuse and Molestation - \$300,000 per occurrence/\$300,000 Aggregate
- Coverage for most Council events, on or off premises
- Broad "Additional Insured" coverage

#### Lockton Affinity Contact Information

To review options to create or expand a master General Liability or Directors and Officers policy offering in your state for your Councils contact Lockton Affinity at: **1-800-496-0288** or the following:

**Patrick O'Farrell**  
**President**  
**Producer**  
[pofarrell@locktonaffinity.com](mailto:pofarrell@locktonaffinity.com)  
**913-652-7578**

**Nikki Pealer**  
**Senior Vice President**  
**Program Executive**  
[npealer@locktonaffinity.com](mailto:npealer@locktonaffinity.com)  
**913-652-7594**

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## **Council Statement**

Each Financial Secretary must have a complete understanding of the effect of reported membership transactions of Per Capita, Catholic Advertising and Culture of Life levies and should also be familiar with charges accruing to the council from supply orders. The Council Statement, sent to Financial Secretary monthly, provides that information. It reflects changes in membership and reports vital information on the council's financial obligations to Supreme. The sheet that reflects all this information will be included each month with the Council Statement. The monthly Council Statement should be retained by the Financial Secretary as part of his permanent files. It should be shown to the Grand Knight when received and read at the next meeting.

The Council Statement also lists Financial Transaction Descriptions in Columns 2 & 3. Membership Transaction Descriptions are listed in Column 3. The account balances are listed in their respective categories on the council Statement, Columns 12, 13, and 14. The total amount payable is shown in the Total column on the Summary Financial Information section on the Summary and Payment page. Credit balances in the Per Capita, Catholic Advertising and Culture of Life accounts automatically transfer between accounts but do not transfer to the Supply account.

Please refer to the GENERAL INFORMATION section in the *Financial Secretary Handbook* Section for more

information. [Click to Return to Resource Topics Table](#)

## Data Change

Changes in personal, contact or membership information can be reported by filing a Form 100 with the Department of Membership Records. Be certain to mark the Date Change transaction box and include the member's name, membership number and the data to be changed.

The electronic reporting of changes in personal, contact or membership information is preferred. The Membership Management application, located in the secure Officer's Online area of [kofc.org](http://kofc.org), is an efficient paperless platform for reporting data changes. You may want to encourage council members to submit address changes directly by clicking on "For Members" on the home page and then "Update Contact Information".

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Disability – Relief from Payment

Those brother Knights who are unable to engage in any occupation for a period of at least six months may apply for waiver of dues under Section 118(e) of the *Charter Constitution and Laws of the Knights of Columbus* <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>. Evidence of total disability must be furnished to the Supreme Council, along with the Form #1831 – Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges must be signed by the disabled member, the Grand Knight and the Financial Secretary.

All disability waivers expire on December 31 of each year and must be renewed during the 90 days prior to expiration. A letter is sent from the Supreme Council office requesting confirmation of continued disability during October and must be signed by the Grand Knight, and Financial Secretary. The letter is then returned directly to the Department of Membership Records at the Supreme Council office.

Click on the following link for Form #1831 [http://www.kofc.org/un/en/forms/council/dues\\_relief\\_1831\\_p.pdf](http://www.kofc.org/un/en/forms/council/dues_relief_1831_p.pdf)

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Dues Adjustment Chart

The "Dues Adjustment Chart" is listed as one of the graphics at the back of the **Membership Records and Forms** section of the *Financial Secretary Handbook*. The "Dues Adjustment Chart" is listed on page 70 of the *Financial Secretary Handbook* that lists a Revision Date of 12/2012.

You can access the chart by clicking [Dues Adjustment Chart](#).

The Dues Adjustment Chart enables you to quickly assess the dues amount owed by a new member or a transfer during the fraternal year. The "Dues Adjustment Chart" lists the amount of yearly dues in the first column and the amount of monthly dues in the second column.

To determine the amount by a new member or a transfer member you subtract the monthly amount listed from the annual dues amount.

For example, let's say your council initiates a new member in July and the annual dues are \$30.00.

We look at the chart to determine that the monthly dues are \$2.50 (second column) based on annual dues

amount of \$30.00. We move to the right and note the amount of \$17.50 (In the July column). Now we use our formula.

Annual Dues Amount **minus** the Monthly Amount **equals** the Total Amount owed by the member.

$$\$30.00 - \$17.50 \text{ (July amount)} = \$12.50 \text{ (total dues amount owed by the new member)}$$

You have the option as to how you determine which month to use. For example, I always used the fifteenth of each month as a dividing line. If for example, some new members were initiated before the fifteenth of the month I would use the previous month's figure for the dues adjustment. If they were initiated after the fifteenth of the month I would use the figure for that month. Some Financial Secretaries use the amount listed for the month no matter what day the new members were initiated, or the transfer was processed.

Let's take another look at the example above to determine the dues amount if the new members were initiated on July 10 which would move the amount back to the June column. The figure for June is \$15.00.

Annual Dues Amount **minus** the Monthly Amount **equals** the Total Amount owed by the member.

$$\$30.00 - \$15.00 \text{ (June amount)} = \$15.00 \text{ (total dues amount owed by the new member)}$$

No matter how you process the adjustment, the amount paid by the new member or transfer represents a dues payment in full for the billing cycle. These members will be assessed the full dues amount at the beginning of the next billing cycle. [Click to Return to Resource Topics Table](#)

## Duties

The duties of each Financial Secretary are as follows:

- Collect and Receive all Moneys
- Billing Procedures
- Keep Accounts
- Pay Moneys to Treasurer
- Keep Roll
- Cause Members to Subscribe to by-laws, Etc.
- Notify Supreme Secretary of Elections of Officers
- Keep Certain Records
- Draw Orders
- Notify Supreme Secretary of Membership Transactions
- Notify Candidate's Grand Knight
- Maintain Council Seal
- Notify Comptroller (Fourth Degree)
- Other Duties

Please refer to the GENERAL INFORMATION section in the *Financial Secretary Handbook* Section for more information. [Click to Return to Resource Topics Table](#)

## Family of the Month Program

The Family of the Month program recognizes exemplary families who represent the values of our Faith and our Order. The family your council nominates will be eligible for recognition including a Family of the Month certificate from the Supreme Council. (Item # 1843).



Please click on the link below to open the Family of the Month information document. You will find addition information about the Family of the Month program on pages 1 and 2. You can also nominate a nonmember family from your parish for the Family of the Month program.

The nomination for the Family of the Month can easily be completed and submitted online. Click on the link below to access the Family of the Month nomination form.

<http://www.kofc.org/un/cm/html/1993A/index.html>

Contact our State Trainer Dr. Ron Larchick at [rlarchick@gmail.com](mailto:rlarchick@gmail.com) if you have problems completing the nomination form. [Click to Return to Resource Topics Table](#)

## **Financial Secretary's Duties for an Admission Degree (1st Degree)**

Have the Constitutional Roll available for the candidates to sign. Have Form 100 available for candidates to fill out and sign. The Grand Knight also must sign the Form 100. Collect dues and initiation fees from the candidates. Send in the appropriate State form and amount for Initiation Fees to the State Sec. Matt Maly - PO Box 851476 - Yukon, OK 73085-1476 (\$10 for most; \$5 for military & under age 26).

You can access this form by clicking on the link

<http://kofcknights.org/StateCouncilSite/StateCouncilForms.asp?CN=US&ST=OK>

Go to STATE SECRETARY/ ADMINISTRATION FORMS Heading and Click on 2017-2018 Initiation Fees to access the form.

Materials needed for the degree include membership pins, folders for the candidates with all required information, rosaries, the booklet *These Men We Call Knights* and an Admission Degree membership card for the candidates. After the completion of the Admission Degree, a scanned copy of the completed Form 100s should be sent to the District Deputy, insurance agent and the Supreme Council Office. If your council is hosting, ensure that the Financial Secretary of the candidates' councils are notified of their completion of the Admission Degree.

The Degree Exemplification Report, Form #450, is to be submitted to the Supreme Council immediately following an Admission Degree. Please click the link to access the Degree Exemplification Report Form #450.

<http://www.kofc.org/un/cm/html/450/index.html>

Who may submit the Degree Exemplification Report Form #450? Ideally, the District Deputy, however, in his absence an Admission Degree could be submitted by the Grand Knight, Financial Secretary, or another designated officer. Make sure all the information is provided. A reminder that you will only be reporting on the Admission Degree.

Insert the District Deputy name, District Number, Jurisdiction (Oklahoma), Degree Date, Host Council Number and number of candidates at the top of the form.

You must also fill out the information in the Participating Councils – Candidates Section. Complete the name, title and address of person completing the form at the bottom.

Insert the State Deputy John Pierce's e-mail address ([john.pierce@sbcglobal.net](mailto:john.pierce@sbcglobal.net)) at the bottom of the form. Put in your e-mail address in the space (Yourself) District Copy.

Click on the submit button to send the Degree Exemplification Report copy to the Supreme Council. The form will also be e-mailed to the State Deputy and Yourself. [Click to Return to Resource Topics Table](#)

## Financial Secretary's Duties for the Formation & Knighthood Degrees – (2<sup>nd</sup> & 3<sup>rd</sup> Degrees)

Update a Form-100 or Membership Records to the appropriate degree with date of degree. If your council is hosting, ensure that the Financial Secretary of the candidates' councils are notified of the change in degree status. Don't rely upon the Grand Knight, sponsor or member to make this notification.

The Financial Secretary does not have a large role in working with insurance other than promoting the product and communicating with the insurance agent. Send the completed Form 100s to the District Deputy, insurance agent, and the Supreme Council following an Admission Degree.

There may also be some insurance involvement for the Financial Secretary following a member's death. Make sure you have notification of the death from a source such as a newspaper, church bulletin or other source as a backup. Notify the insurance agent whether the member was an insurance member. Explicitly state that the death was due to an accident, if so, for the accidental death membership (and spousal) benefit that is available to all members in good standing. Update a Form-100 or Membership Records with date of death and Next of Kin information. Present "Resolution of Condolence" (Item #1450) to the next of kin. Send a Request for Mass form to the State Secretary. [Click to Return to Resource Topics Table](#)

You can access this form by clicking on the link

<http://kofcknights.org/StateCouncilSite/StateCouncilForms.asp?CN=US&ST=OK>

Go to **STATE SECRETARY/ ADMINISTRATION FORMS** heading  
Click on the **Deceased Members Mass Request** to access the form.

### Financial Secretary Evaluation

Ninety days prior to the conclusion of a Financial Secretary's three-year term, the Grand Knight of the council is advised that an evaluation of the Financial Secretary's performance in the office must be made and returned to the Supreme Knight before consideration will be given to re-appointment for an additional three-year term. The Financial Secretary receives a copy of the Supreme Knight's letter to the grand knight.

The Evaluation (Form #1938), can be accessed by clicking on the link below:

[http://www.kofc.org/un/en/forms/council/1938\\_p.pdf](http://www.kofc.org/un/en/forms/council/1938_p.pdf)

The Evaluation Form requires the Grand Knight, the three Trustees and the council's District Deputy to evaluate the Financial Secretary by checking one of the four designations, i.e., excellent, good, fair or poor in each of the eight categories shown on the form. Space is also provided to indicate recommendation or non-recommendation for re-appointment and the current occupation of the Financial Secretary. The completed evaluation must include the signatures of the Grand Knight, the Trustees and the District Deputy before forwarding to the State Deputy for his endorsement and subsequent mailing to the Supreme Knight. [Click to Return to Resource Topics Table](#)

### Forms and Reports Calendar

Electronic versions of most forms can be found at <http://www.kofc.org/en/members/resources/forms/council.html>.

The bolded selections below indicate these forms are requirements for the Star Council Award.

Due Date Form/Report

July 1 *Report of Chosen Officers for the Term* (#185) OR the Officers Screen on Member Management

August 1 **Service Program Personnel Report (#365)** OR the Service Personnel Screen on Member Management

August 15 *Semiannual Council Audit* (#1295)

December 31 *District Deputy Semiannual Report* (#944A)

January 31 **Annual Survey of Fraternal Activity (#1728)**

February 15 *Semiannual Council Audit* (#1295)

June 30 **Columbian Award Application (#SP-7)**

June 30 *District Deputy Semiannual Report* (#944B)

Immediately *Membership Document* (#100)

If Required *Notice of Intent to Retain* (#1845)

As Required Entries for the State Council Service Program Awards Contest (#STSP) and Family of the Year Contest to your state council

Monthly *Degree Exemplification Report* (#450)

Monthly *Family of the Month* (#1993)

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## Honorary Membership

On August 5, 2010, at its annual convention in Washington, DC, the Supreme Council of the Knights of Columbus voted to amend Section 118(c) of the Order's Laws by adjusting the annual payment for Honorary Members. Formerly, the annual dues charged to an Honorary Member were fixed at \$10.00, which would cover payment of the Supreme Council Per Capita and Catholic Advertising levy and some or all of the State Council Per Capita levy. As amended, the annual payment for honorary members will include the Supreme per capita charges, currently \$3.50, plus the Catholic Advertising assessment, currently \$1.00, plus the current amount of the annual assessment of the State Council Per Capita Levy. Section 118(c) now ensures that local councils will collect dues equal to the annual assessments for each Honorary Member.

The amendment took effect immediately upon passage. Local councils do not need to amend their by-laws or do anything for this amendment to take effect, as the Supreme by-laws supersede the by-laws of subordinate councils.

Financial Secretary may calculate Honorary Member dues by the following formula:

|                                       |                 |
|---------------------------------------|-----------------|
| Supreme Council Per Capita            | + \$3.50        |
| Supreme Council Catholic Advertising  | + \$1.00        |
| State Council Per Capita              | + <u>\$4.25</u> |
| Total Honorary Member Dues Assessment | = \$8.75        |

Contact your District Deputy or State Secretary to confirm the amount of your State Council per capita levy, as it differs from jurisdiction to jurisdiction.

## Honorary Members are not assessed for the Culture of Life Fund

Please note that Section 118(c) applies only to councils. Assemblies are covered in the Laws of the Fourth Degree. Specifically, Section 36 provides:

### Honorary Membership

Members who have attained the actual age of 65 years and who have been members of the Order for 25 consecutive years shall be designated as honorary members. If the 25 years of continuous service is calculated from the last date of entry, the award is automatic. If 25 years of unbroken service was achieved prior to a suspension or withdrawal transaction, the distinction must be requested by contacting the Department of Membership Records. The honorary membership distinction includes a plastic membership card that is sent to the financial secretary for presentation to the member at a suitable occasion. In the case of automatic processing, the card includes degree information, provided the member's record at the Supreme Council Headquarters indicates that he is a Second or Third Degree. In the case of a manual submission, the financial secretary can also indicate degree information when contacting the Department of Membership Records.

The honorary member is exempt from general fund charges, except payment of an amount equal to the sum of Supreme Council assessments and the annual levies of your state council. Because of this annual payment requirement, a paper membership card must be issued by the financial secretary on a yearly basis. The honorary member must present that paper card to gain access to Knights of Columbus functions.

### Honorary Life Membership

Members who have attained the actual age of 70 years and who have been members of the Order for 25 consecutive years, and those who have been members of the Order for 50 consecutive years, regardless of age, shall be designated as honorary life members. If the required years of continuous service are calculated from the last date of entry, the award is automatic. If the required years were achieved prior to a suspension or withdrawal transaction, the distinction must be requested by contacting the Department of Membership Records.

Honorary Life members are exempt from further payment of dues, per capita charges and assessments. No Supreme or state council assessments are levied against them. All priests and religious brothers who have taken their final or perpetual vows are automatically designated as honorary life members upon receiving the First Degree of the Order. However, this status is not awarded to permanent deacons or seminarians unless they meet the requirements based on age and years of service. The Honorary Life membership distinction includes a plastic membership card that is sent to the financial secretary. The grand knight presents the card to the member at a suitable occasion. In the case of automatic processing, the card includes degree information, provided the member's record at the Supreme Council Headquarters indicates that he is a Second or Third Degree. In the case of a manual submission, the financial secretary can also indicate degree information when contacting the Department of Membership Records.

**Please note that the Supreme Council did not start recording 2nd and 3rd degree dates until the mid-1990s. It is possible that some Honorary and Honorary Life members are only listed as First-Degree members. Most likely these members are also Second and Third Degree members as all three degrees Admission, Formation, and Knighthood, were once presented in one day.**

An honorary life member cannot be suspended for nonpayment. He can, however, request a withdrawal or be suspended for cause. In such case, you must request that he relinquish his plastic honorary life card. [Click to Return to Resource Topics Table](#)

## Life Travel Card

Pursuant to Section 118(d) of the Laws of the Knights of Columbus, members who meet certain specified criteria are designated as Honorary Life Members. Upon designation as an Honorary Life member, these members shall be exempt from further payment of dues, per capita charges, and assessments. A member who is so designated will receive an Honorary Life Membership Card from the Supreme Council acknowledging his age and consecutive years of membership.

In addition, his council's Financial Secretary shall provide him with an ordinary "travel card," which is issued annually. In order to gain admission to a Knights of Columbus business meeting, a member should present a current travel card. Any member without a current travel card in his possession may be admitted to the meeting, provided that another Third Degree member in good standing, preferably a council officer or Financial Secretary, can personally vouch for his status. [Click to Return to Resource Topics Table](#)

## How to Notify Supreme

Please refer to Contacting Departments Section in the *Financial Secretary Handbook*. To address general issues, please contact the **CUSTOMER SERVICE DEPARTMENT AT: (203) 752-4000**. You also access the SUPREME COUNCIL DIRECTORY at the link below or the specific department link listed below:

<http://www.kofc.org/un/en/contact/contact-us.html>

## SUPREME COUNCIL HEADQUARTERS CONTACT DIRECTORY

|  |                |  |
|--|----------------|--|
| Main Number.....                           | 203-752-4000   |  |
| Customer Service .....                     | 1-800-380-9995 |  |
| KnightsGear .....                          | 1-855-432-7562 | <a href="mailto:knightsgear@kofc.org">knightsgear@kofc.org</a>                 |
| Catholic Information Service .....         | 203-752-4574   | <a href="mailto:cis@kofc.org">cis@kofc.org</a>                                 |
| Ceremonials .....                          | 203-752-4346   | <a href="mailto:ceremonials@kofc.org">ceremonials@kofc.org</a>                 |
| Chaplains Programs and Development .....   | 203-752-4267   | <a href="mailto:chaplains@kofc.org">chaplains@kofc.org</a>                     |
| Columbia Magazine .....                    | 203-752-4398   | <a href="mailto:columbia@kofc.org">columbia@kofc.org</a>                       |
| Council Accounts .....                     | 203-752-4392   | <a href="mailto:council.accounts@kofc.org">council.accounts@kofc.org</a>       |
| Financial Secretary Appointments .....     | 203-752-4285   | <a href="mailto:financial.secretary@kofc.org">financial.secretary@kofc.org</a> |
| Fraternal Mission .....                    | 203-752-4270   | <a href="mailto:fraternalmission@kofc.org">fraternalmission@kofc.org</a>       |
| Membership Growth.....                     | 203-752-4473   | <a href="mailto:councilgrowth@kofc.org">councilgrowth@kofc.org</a>             |
| Membership Records .....                   | 203-752-4210   | <a href="mailto:membership@kofc.org">membership@kofc.org</a>                   |
| Membership Management/Member Billing ..... | 203-800-4955   | <a href="mailto:expertfs@kofc.org">expertfs@kofc.org</a>                       |
| Scholarships .....                         | 203-752-4332   | <a href="mailto:scholarships@kofc.org">scholarships@kofc.org</a>               |

For general inquiries, [email.info@kofc.org](mailto:email.info@kofc.org)

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## Tax Form 990N

All councils in the United States are exempt from federal income tax under the Internal Revenue Code, Section 501 (C) (8). A group ruling recognizing the exemption was obtained by the Supreme Council for itself and for its subordinate units. The group ruling does not extend to home corporations.

All councils file one of the following:

- **990N** – Gross receipts normally less than or equal to \$50,000.00 (electronic format only, click on the link below for more information  
[IRS Form 990-N Electronic Filing System \(e-Postcard\)](#))
- 990EZ – Gross receipts less than \$200,000, and total assets less than \$500,000.
- 990 – *Gross receipts greater than or equal to \$200,000, or total assets greater than or equal to \$500,000*

The Supreme Council insists that each such subordinate council carry out its responsibilities under this law. Form 990 must be filed by the **fifteenth day of the fifth month** after the end of your annual accounting period. **Failure to file 3 consecutive years will result in a loss of tax exemption status.** To keep abreast of the current laws in these matters, the Supreme Advocate will send a memorandum to all U.S. councils during the month of February of each year.

Please contact Joaquin Patlan, the Financial Secretary at St. Joseph Council 12819 in Norman, if your council has been suspended for failure to file for 3 consecutive years. Joaquin has graciously volunteered to walk your council officers through the steps to be reinstated to a tax-exempt status. Joaquin will be looking for changes, if any, for 2017 tax year and will assist anyone in the next tax season. You can contact him at [jpatlan@cox.net](mailto:jpatlan@cox.net). We certainly appreciate Brother Patlan's willingness to share his expertise and experience regarding the 990N form with others.

You can also contact our State Advocate, Chris Victor, at [cmvictor1@cox.net](mailto:cmvictor1@cox.net), if you have any questions about the 990N form or Home Corporations. [Click to Return to Resource Topics Table](#)

## Institution of Payment

Relative to institution of payment of a council obligation, Section 139.8 (*Charter Constitution and Laws of the Knights of Columbus*) instructs the Financial Secretary to draw an **Order on the Treasurer** – voucher. The Grand Knight countersigns the completed document. This is the Treasurer's authorization to draw the required check Sections 140.3 and 4 – (*Charter Constitution and Laws of the Knights of Columbus*).

A Supreme or State Council obligation (such as Per Capita payment) **does not** require council approval, as outlined in Section 140.4 (*Charter Constitution and Laws of the Knights of Columbus*). Receipt of the monthly Council Statement from Supreme is the official notice that the amount owed is due and payable. The same is true of a billing from the State Council.

Click on the link below to proceed to Section 139.8 and Section 140.3 and 4 of the *Charter Constitution and Laws of the Knights of Columbus*.

<http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>

When the council approves any bill at a business meeting other than a Supreme or State Council assessment, the bills must be turned over to the Financial Secretary. The Financial Secretary then issues the Order on the Treasurer voucher. **A council check should never be written or disbursed with the approval of the council members at a business meeting.** [Click to Return to Resource Topics Table](#)

## Insurance

The Financial Secretary does not have a large role in working with insurance other than promoting the product and communicating with the insurance agent. Send the completed Form 100s to the District Deputy, insurance agent, and the Supreme Council following an Admission Degree.

There may also be some insurance involvement for the Financial Secretary following a member's death. Make

sure you have notification of the death from a source such as a newspaper, church bulletin or other source as a backup. Notify the insurance agent whether the member was an insurance member or an associate member.

Explicitly state that the death was due to an accident, if so, for the accidental death membership (and spousal) benefit that is available to all members in good standing. Update a Form-100 or Membership Records with date of death and Next of Kin information. Present "Resolution of Condolence" (Item #1450) to the next of kin. Click on the link to access Knights of Columbus Certificates. Scroll down to page 4 to find Resolution of Condolence (Item #1450).

<http://www.kofc.org/un/en/resources/service/council/certificates.pdf>

Send a Request for Mass form to the State Secretary.

You can access this form by clicking on the link

<http://kofcknights.org/StateCouncilSite/StateCouncilForms.asp?CN=US&ST=OK>

Go to **STATE SECRETARY/ ADMINISTRATION FORMS** heading  
Click on the **Deceased Members Mass Request** to access the form.

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Issuing Council Checks

When issuing checks to the **Knights of Columbus Oklahoma State Council** please mail all payments and back up paperwork to the current State Secretary. Send paperwork and check to:

Matthew Maly, State Secretary, PO Box 851476, Yukon, OK 73085.

All checks should be made out to "Knights of Columbus Oklahoma State Council" (shorten, if necessary, to "K of C Oklahoma State Council"). Your check should include the following:

- Council Number, Name and Address
- All required signatures
- Agreement between figures and written amount
- Purpose for Payment in Memo Line – For example write "Ultrasound" in the memo line for Ultrasound Initiative or Change for Life donations. Other examples are "Intellectual Disabilities", "365 Club", "Per Capita & Public Relations", "Liability Insurance", etc.

[Click to Return to Resource Topics Table](#)

## Member Management

The Member Management Application – located in Officers Online, the Sign-In area of [www.kofc.org](http://www.kofc.org). Member Management enables council officers to manage member data information and the finances of their councils.

Changes in personal, contact (including email address), or membership information should be made electronically by using the Member Management Application. Once updated in Member Management, there is no need to send information to the Supreme Council in paper format. By maintaining correct contact information - especially email addresses - allows for the uninterrupted flow of information from the Supreme and State Councils to each member.

Financial Secretaries are highly encouraged to ensure that member contact information is updated on a yearly basis. [Click to Return to Resource Topics Table](#)

## Membership Cards

Financial Secretaries are required to issue membership cards to First, Second, and Third-Degree members who have qualified by paying their dues and other charges to the council in advance for three months, but not more than one year.

The card shall be stamped with the council seal (Section 240 - *Charter Constitution and Laws of the Knights of Columbus* <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>) and should be given or sent to the member by the Financial Secretary within a few days of payment.

For councils using "Member Billing", *Membership Card* (#4817) stock paper can be ordered through KnightsGear.com. (Cards come eight to a sheet with 25 sheets to a package, for a total of 200 cards.) The application prints the highest degree attained, based on the information in Member Management. (Make sure you have these membership cards on hand before the deadlines for the First Notice (June 15 or December 15))

### Generating Membership Cards

Membership cards can be generated for members using the "Membership Card" section of the Print Center in Member Billing. Print membership cards using the "By Member Type" feature, thereby having these cards ready for presentation when the member remits his payment for dues.

There are four options in "Member Billing" for printing membership cards:

- By Member Type - which can be classified as: All Billable, All Members, Regular, Honorary, Honorary Life, or Members on Disability
- By all members whose dues became current between specified dates
- By Degree Dates - either 1st, 2nd, or 3rd
- Use the Membership Card Template for a small group of members or for new members who have not been added to "Member Billing".

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Membership Numbers

Every member in the Order is assigned a permanent membership number. The membership number is indicated on the Council Statement following any transaction processing involving that member.

When submitting forms or letters to the Supreme Council Office, the Financial Secretary should always use the number of the member involved. Failure to do so may cause delays in processing or in responding to inquiries. The importance of using the membership number cannot be overemphasized. [Click to Return to Resource Topics Table](#)

## Membership Records and Forms

The Form 100 Membership Document is used to report most membership transactions to the Supreme Council office relating to new, present or former members. Please refer to the Membership Records and Forms section in the *Financial Secretary Handbook* to access information related to the use of a Form 100 for the transactions listed below:



## Membership Document - Form 100

Pointers for completing the Form 100  
New Member  
Juvenile to Adult  
Reinstatement  
Reactivation  
Readmission  
Reapplication  
Transfer  
Honorary Membership  
Honorary Life Membership  
Suspension – Nonpayment  
Withdrawal  
Suspension – Lack of Practical Catholicity  
Suspension – Felony Conviction  
Suspension – Misconduct  
Death

Please refer to the MEMBERSHIP RECORDS AND FORMS section in the *Financial Secretary Handbook* for more information. [Click to Return to Resource Topics Table](#)

## Membership Rosters

Council rosters are available on the Knights of Columbus website at [www.kofc.org](http://www.kofc.org). Each registered officer in the council can access his roster listing by clicking on the Reports Online tab to view or print. These reports are updated weekly. There are also “frozen” rosters dated January 1 and July 1, which are needed for conducting the semiannual audits.

Please refer to the GENERAL INFORMATION section in the *Financial Secretary Handbook* Section for more information. [Click to Return to Resource Topics Table](#)

## \*Officers Online – Expert Help & Training

The Expert Help and Training site provides step-by-step instructions to assist members in using Member Management and Member Billing. This site can be accessed by clicking on the Expert logo in the upper right-hand corner of any screen in these applications, or by going to <http://www.kofc.org/experthelp>.

Additionally, a training site for these applications has been added, which can be accessed by clicking on the Sign-In – Officers Training link located in the upper right-hand corner on the Expert Help site. This training area allows the user to update records and generate transactions in a test environment.

### Officers Online — Financial Secretary Section

The Officers Online website, accessed from the main Knights of Columbus webpage, provides you with access to your council's membership roster and financial statement. Your access to this website is granted once your appointment is approved by the Supreme Knight. This site lets you keep track of your council's progress for both membership and insurance growth, which is useful information toward the earning of the Star Council Award.

After signing into Officers Online, as Financial Secretary, you can order council supplies, which can be charged to your council's account. Gift items are also available by clicking on the Knights Gear logo, which brings you to [knightsgear.com](http://knightsgear.com). Through this website, your council can also order customized apparel (e.g. t-shirts with your council's name and number). A *Requisition* (#1) is no longer needed to order supplies and gift items when ordering through this website. Please refer to the “Ordering Supplies” Resource Topic Tab located on page 17 of this document.

Another resource available through Officers Online is the Officers' Desk Reference. It provides answers to frequently asked questions about our name and emblem, home corporations, membership issues, tax issues, fraternal issues, council and assembly issues, the Fourth Degree and social communications. There's a very good chance that many of the questions you might have about some of the more challenging aspects of being a financial secretary have been dealt with here. Entries are regularly updated and expanded as new questions arise or additional information becomes available.

The Order's accounting system and member database, Member Management/Member Billing, is also located in the Officers Online section of the Order's website. This system allows you to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; maintain a list of accounts and sub-accounts, payee/payor lists and council defined sub-classes for billing (military, students, etc.); produce billing notices; and manage payments received from members.

PLEASE GO TO THE "ACCOUNT KEEPING" RESOURCE TOPIC TAB TO ACCESS INFORMATION REGARDING THE MEMBER BILLING APPLICATION. [Click to Return to Resource Topics Table](#)

## Oklahoma State Council Forms

Please click on the link <http://kofcknights.org/StateCouncilSite/StateCouncilForms.asp?CN=US&ST=OK> to access various Oklahoma State Council Forms from the categories listed below. Each of these categories contains forms and information you may need as Financial Secretary. Please scroll down to access all of the topics listed below. [Click to Return to Resource Topics Table](#)

State Secretary/Council Forms

Membership Forms

General Program Forms

Intellectual Disabilities (Tootsie Roll Information)

Center of Family Love (Love Challenge Materials)

Leadership /Officers (Leadership Resources for Officers)

## Officers' Desk Reference

Each one of the links below contain important information that can be accessed by logging into Officers Online and clicking on Officers' Desk Reference. The first link below concerning the process of receiving and expending council money, provides a clear and concise overview of the financial duties of council officers. Please make sure you familiarize yourself with all these financial issues. Click on the links below access the information. [Click to Return to Resource Topics Table](#)

Financial Issues

1. [The Process of Receiving and Expending Council Money](#)
2. [Section 122\(b\) – The "\\$500 Rule"](#)
3. [Financial Officer Bonding Program](#)
4. [Financial Secretary - IRS Reporting Requirements](#)
5. [Guidelines For Charitable Contributions](#)
6. [Knights of Columbus Charitable Giving Accountability Standards](#)
7. [Investments](#)
8. [Electronic Banking and Payment Services](#)
9. [Guidelines For Charitable Fundraisers](#)
10. [When Money Goes Missing](#)

11. [Audit Requirements/Guidelines](#)
12. [Officer Use Of Debit and Credit Cards](#)

## **Order on Treasurer**

After a bill has been properly approved for payment, the Financial Secretary initiates issuance of a check by generating a voucher (Order on Treasurer) in Member Billing under the Voucher section of the Council Ledger. He then prints a Report of Vouchers for the Grand Knight's signature which authorizes the Treasurer to issue the check. Instructions, specific recorded webinars and Help are available within the online applications.

Trustees, in conducting the semi-annual audit, should make certain that the stubs (if the Financial Secretary is using the blue book) in the possession of the Financial Secretary and the vouchers held by the Treasurer, agree. Also, the vouchers should be compared with the checks issued.

Trustees, when conducting the semiannual audit, should compare the Report of Vouchers to the checks issued that are recorded in the bank statement and check book. Some Treasurers, after receiving the cancelled checks from the bank, clip the vouchers and the checks together, thus facilitating the work of the trustees. [Click to Return to Resource Topics Table](#)

## **Ordering Supplies**

If you have a question about an order you can contact the Supply Department at the Supreme Council Departmental Telephone at (203) 752-4000.

You can also contact the following:

Supply General Information at extensions 4214, 4451, 4244

Supply Agency at 4320, Gift Department at 1-855-432-7562

Supply Fax at Supply 1-800-266-6340

The fastest and easiest way to order supplies is to go through Officers Online.

- Authorized persons with access to Officers Online should log on to order supply materials and gift items via the Knights Gear website by clicking the Knights Gear logo.
- A Requisition (Form #1) is not required when ordering through this website.

After you sign in at Officers Online and select Knights Gear to enter the store you can do it two ways.

1. Click on supplies under Categories to find the item you need or enter a word such as Soccer in the Search field
2. Find the item you need
3. Select language if applicable
4. Select quantity you need, read details to know if items are packaged in multiple quantities
5. Add to cart if you are ready to place the order
6. Add to Wishlist if you are placing the order at another time
7. When you select Add to Cart, review your order for item and quantity
8. Click on Estimate Shipping to know your cost for Ground, Next Day, or 2<sup>nd</sup> Day delivery, Standard Rate is Ground

9. Click on Checkout or Continue Shopping if you are ordering other supplies
10. At Checkout verify Billing Address, Shipping Address, Payment Method, Payment Information and Confirm. [Click to Return to Resource Topics Table](#)

## **Privacy of Membership and Financial Information**

Councils should safeguard their membership information and financial information, taking reasonable measures to ensure that such information is not improperly disclosed or misused.

For all entries under the Protection of Membership and Financial Information tab of the Officers' Desk Reference, the following definitions shall apply:

- Council shall refer to all State and Local Councils, Assemblies, and Chapters.
- Membership Information refers to a member's personal identifying information, including, but not limited to, full name, date of birth, membership number, Social Security Number, residential address, email address, and phone numbers.
- Financial Information refers to a council's business records, including, but not limited to, bank accounts, account balances, membership rosters, members' dues payments, receipts, accounts payable, semi-annual audits, Employer Identification Number, and tax records.

Membership information and financial information should not be published or distributed in hard copy or electronic/digital format (email, website, social media), unless *required* for ordinary fraternal business, and only the minimum amount of information should ever be disclosed. Never publish or distribute personally identifiable information such as date of birth, social security number, or bank account numbers or balances. If, for some reason, personally identifiable information needs to be transmitted or distributed electronically, the information should be encrypted.

During business meetings, officers may disclose information, to the extent that it is relevant and necessary, in the course of delivering a report. Officers should use care when including membership information and financial information in published meeting minutes, including such information only when necessary.

With respect to members' full social security numbers, there is no reason for councils to request or store this information. Although previous versions of the Form 100 included a space for an applicant to disclose his social security number, the form has been changed so that this information is no longer requested. To the extent that councils have stored documents (in hard copy or electronic/digital format) that contain the social security number of any member or applicant, that information should be deleted or redacted. [Click to Return to Resource Topics Table](#)

## **Records Management**

On occasion, Financial Secretaries inquire as to how long council records should be retained. Be guided by the following:

- Current member Form 100s (new members, reentry transactions for members who did not join through your council originally): 7 years
- Current member Form 100s (all except above and data changes): 3 years
- Current member Form 100s (data changes): verify processing at the Supreme Council Office, then destroy
- Former member Form 100s (all transactions): verify processing at the Supreme Council Office, then destroy
- Financial and business records (e.g. bank statements, contracts, purchase orders, invoices): 10 years

- Tax Forms: 7 years minimum, 10 years recommended
- Correspondence and accounting records: 3 years
  - The monthly Council Statements should be retained by the Financial Secretary as part of his permanent files.
  - In all cases, tax ID numbers—including the last four digits—must be obliterated. [Click to Return to Resource Topics Table](#)

## **Report of Officer Elections**

Section 128 of the *Charter Constitution and Laws of the Knights of Columbus* states that elections of subordinate council officers shall be held between May 15 and June 15 of each year (college councils – March 1 to June 1). Those duly elected officers are to be reported to the Supreme Council office on the Report of Officers Form 185. Deadline for submission of the form is July 1.

You can access Form 185 by clicking on the link <http://www.kofc.org/en/members/resources/forms/council.html>

The preferred method of reporting the newly elected council officers is through the Member Management application located on the Knights of Columbus website in the Officers Online section. If reporting through Member Management prior to July 1, make sure you are on the “Next Fraternal Year” screen and simply follow the instructions included on the site for completing the form. There is no need to file a paper report with the Supreme Council Headquarters after using this method of reporting the newly elected officers. [Click to Return to Resource Topics Table](#)

## **Service Program Personnel Report Form 365**

The Service Program Personnel Report Form 365, should be completed by the newly elected Grand Knight as soon as a majority of the council’s Service Program personnel have been appointed for the fraternal year. Receipt of Form 365 at the Supreme Council Office by August 1 is a requirement for the Star Council, Award and comprises the mailing list of Service Program personnel for special programming materials including *Knightline* and *PS*.

The preferred method of reporting Service Program personnel is through the Member Management application located in the secure Officers Online area at [www.kofc.org](http://www.kofc.org). Simply follow the instruction included on the website. There is no need to file a paper report with the Supreme Council office after reporting personnel through the Member management application. You can also visit the Supreme Council website at [www.kofc.org](http://www.kofc.org).

A reminder, that a Retention Chairman must be listed on Form 365 before the Supreme Council will approve the suspension of a member.

You can access Form 365 by clicking on the link <http://www.kofc.org/en/members/resources/forms/council.html>

Please refer to the GENERAL INFORMATION section in the *Financial Secretary Handbook* Section for more information. [Click to Return to Resource Topics Table](#)

## **Star Council Award**

The Star Council Award recognizes outstanding achievement in membership, insurance and service program activities. To be eligible for the Star Council Award a council must qualify for the Father McGivney, Founders’, and Columbian awards. The deadline for submission of the Columbian Award is June 30. Please click on the link below to view more information concerning the Star Council Award.

<http://www.kofc.org/en/members/programs/council-activities/star-council-award.html>

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## **Supreme Per Capita**

Councils are assessed \$1.75 on January 1 and July 1 for per capita tax on the total membership including inactive and honorary members, but excluding honorary life and disabled members. Concurrently, councils are also assessed 50¢ for Catholic Advertising and \$1.00 for the Culture of Life on the same basis as per capita. On occasion, the Board of Directors implements special assessments for financing various worthy projects and causes. Any such levies are additional.

Each month the Grand Knight receives his own Membership and Financial Statement (Form #1189). The report shows the progress the council is making in its membership/insurance programs.

The Financial Summary section indicates the council's financial standing in relation to the Supreme Council. This statement is a condensed version of the monthly Council Statement received by the Financial Secretary. You do not need council approval of the members at a regular business meeting to pay these assessments from Supreme. [Click to Return to Resource Topics Table](#)

## **State Per Capita**

Pursuant to Law, the Financial Secretary is notified that the State Per Capita Tax and Public Relations Assessment for the current fiscal year are due August 31 and payable NO LATER than November 20 of the current fiscal year.

Per Capita Tax is billed at the rate of \$8.50 for each Regular member and \$4.25 for Honorary members. Inactive members are billed at the rate of \$3.00 which is reimbursed to the council by the Supreme Council. The Public Relations Assessment is billed at the rate of \$1.50 per each Regular, Inactive (reimbursed by the Supreme Council as well), and Honorary members.

Your council's tax is based upon the assessable membership as of April 1. Make your check payable to "Knights of Columbus Oklahoma State Council". Mail the check to the State Secretary Matt Maly - PO Box 851476 - Yukon, OK 73085-1476.

Once again, you do not need council approval of the members at a regular business meeting to pay these assessments from the State Council. [Click to Return to Resource Topics Table](#)

## **Survey of Fraternal Activity**

Form #1728 is used to measure the success of various programs in a council throughout the fraternal year. The deadline to send Form 1728 to the Supreme Council office is January 31 of each fraternal year. Click on the link below to access Form 1728:

[http://www.kofc.org/en/forms/council/fraternal\\_survey1728\\_p.pdf](http://www.kofc.org/en/forms/council/fraternal_survey1728_p.pdf)

Each council should keep accurate records of the number of charitable hours donated by every brother knight, their family members as well as nonmembers. For example, many councils work in food pantries at their church or local charities. A council may record that members spent 5 hours working on a food drive. However, if 8 people including knights and nonmembers worked on the food drive, the number of hours should be reported as 40 hours. The total hours for an activity is the number of hours multiplied by the number of people who participated in that activity.

Please click on the link below to access Form #,1728a, which is an individual member's Survey of Fraternal Activity Worksheet.

[http://www.kofc.org/un/en/forms/council/individual\\_survey1728a\\_p.pdf](http://www.kofc.org/un/en/forms/council/individual_survey1728a_p.pdf)

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## Suspension of Council

The Financial Secretary should always be aware of the need to make payments to the Supreme Council within the time limits allowed under Section 156 (*Charter Constitution and Laws of the Knights of Columbus*) of the Order's Laws. <http://www.kofc.org/en/forms/leadership/charter-const-laws30.pdf>

Failure to make payments within the time limit will result in the suspension of the council. When a council is suspended, the Board of Directors requires the Supreme Secretary to send a Notice of Suspension to the Grand Knight, with copies to the District Deputy and State Deputy.

Section 156 (*Charter Constitution and Laws of the Knights of Columbus*) provides a grace period of 100 days for each levy from the first of the month in which the levy is made. The assessment dates and the dates on which they become in arrears are as follows:

| <u>Levy Date</u> | <u>Type of Levy</u>             | <u>Pay by</u> |
|------------------|---------------------------------|---------------|
| January 1        | Per Capita/Catholic Advertising | April 10      |
| July 1           | Per Capita/Catholic Advertising | October 10    |

Supplies – 40 days after the first of the month in which the charge appears on the monthly Council Statement.

The above information is of importance to the Financial Secretary and the Grand Knight. A council is suspended automatically whenever there is an arrearage of \$50.00 or more in any of the above accounts.

Even though the council has a 100-day grace period to remit and receive credit for payments, automatic notices to the Grand Knight, Financial Secretary and District Deputy will be generated between 58 and 60 days from the date of assessment. This notice is a reminder to forward your payment to avoid automatic suspension. It is not the official Notice of Suspension.

A council may have its suspension lifted by merely making payment of the amount in arrears. When a council is to be reinstated, Notice of Reinstatement is sent to the aforementioned officers. [Click to Return to Resource Topics Table](#)

## Intellectual Disabilities – a.k.a. Tootsie Roll

Please click on the link <http://kofcknights.org/StateCouncilSite/StateCouncilForms.asp?CN=US&ST=OK> and scroll down to access information about the Tootsie Roll Drive that is located under the Intellectual Disabilities link (see below). [Click to Return to Resource Topics Table](#)

### INTELLECTUAL DISABILITIES

Submission Form

Reason for our Works 2015

- Proclamation
- Center of Family Love Tax Letter 1
- Contact Information
- Center of Family Love Tax Letter 2
- Tootsie Roll Order Form
- Apron Order Form

## Dues Adjustment Chart

(from Financial Secretary Handbook (page 70) Revision Date of 12/2012)

| <b>Dues Adjustment Chart</b>            |                 |      |      |       |       |       |       |       |       |       |       |       |       |
|---|-----------------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>TABLE OF MONTHLY DUES ADJUSTMENT</b> |                 |      |      |       |       |       |       |       |       |       |       |       |       |
| YEARLY<br>DUES                          | MONTHLY<br>DUES | Jan. | Feb. | March | April | May   | June  | July  | Aug.  | Sept. | Oct.  | Nov.  | Dec.  |
|   |                 | 1    | 2    | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |
| \$20.00                                 | \$1.67          | 1.67 | 3.33 | 5.00  | 6.67  | 8.33  | 10.00 | 11.67 | 13.33 | 15.00 | 16.67 | 18.33 | 20.00 |
| 21.00                                   | 1.75            | 1.75 | 3.50 | 5.25  | 7.00  | 8.75  | 10.50 | 12.25 | 14.00 | 15.75 | 17.50 | 19.25 | 21.00 |
| 22.00                                   | 1.83            | 1.83 | 3.67 | 5.50  | 7.33  | 9.17  | 11.00 | 12.83 | 14.67 | 16.50 | 18.33 | 20.17 | 22.00 |
| 23.00                                   | 1.92            | 1.92 | 3.83 | 5.75  | 7.67  | 9.58  | 11.50 | 13.42 | 15.33 | 17.25 | 19.17 | 21.08 | 23.00 |
| 24.00                                   | 2.00            | 2.00 | 4.00 | 6.00  | 8.00  | 10.00 | 12.00 | 14.00 | 16.00 | 18.00 | 20.00 | 22.00 | 24.00 |
| 25.00                                   | 2.08            | 2.08 | 4.18 | 6.25  | 8.32  | 10.43 | 12.50 | 14.57 | 16.68 | 18.75 | 20.82 | 22.93 | 25.00 |
| 26.00                                   | 2.16            | 2.16 | 4.35 | 6.50  | 8.65  | 10.85 | 13.00 | 15.15 | 17.35 | 19.50 | 21.65 | 23.85 | 26.00 |
| 27.00                                   | 2.25            | 2.25 | 4.50 | 6.75  | 9.00  | 11.25 | 13.50 | 15.75 | 18.00 | 20.25 | 22.50 | 24.75 | 27.00 |
| 28.00                                   | 2.33            | 2.33 | 4.69 | 7.00  | 9.31  | 11.69 | 14.00 | 16.31 | 18.69 | 21.00 | 23.31 | 25.69 | 28.00 |
| 29.00                                   | 2.41            | 2.41 | 4.86 | 7.25  | 9.64  | 12.11 | 14.50 | 16.89 | 19.36 | 21.75 | 24.14 | 26.61 | 29.00 |
| 30.00                                   | 2.50            | 2.50 | 5.00 | 7.50  | 10.00 | 12.50 | 15.00 | 17.50 | 20.00 | 22.50 | 25.00 | 27.50 | 30.00 |
| 31.00                                   | 2.58            | 2.58 | 5.20 | 7.75  | 10.30 | 12.95 | 15.50 | 18.05 | 20.70 | 23.25 | 25.80 | 28.45 | 31.00 |
| 32.00                                   | 2.66            | 2.66 | 5.37 | 8.00  | 10.63 | 13.37 | 16.00 | 18.63 | 21.37 | 24.00 | 26.63 | 29.37 | 32.00 |
| 33.00                                   | 2.75            | 2.75 | 5.50 | 8.25  | 11.00 | 13.75 | 16.50 | 19.25 | 22.00 | 24.75 | 27.50 | 30.25 | 33.00 |
| 34.00                                   | 2.82            | 2.82 | 5.71 | 8.50  | 11.29 | 14.21 | 17.00 | 19.79 | 22.71 | 25.50 | 28.29 | 31.21 | 34.00 |
| 35.00                                   | 2.91            | 2.91 | 5.88 | 8.75  | 11.62 | 14.63 | 17.50 | 20.37 | 23.38 | 26.25 | 29.12 | 32.13 | 35.00 |

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