

## October:

October 10 — Supreme per capita, Catholic Advertising and Culture of Life payment deadline.

October 10 — List of councils past due in remitting Supreme per capita, Catholic Advertising and Culture of Life payments is prepared and mailed to the State Deputy and District Deputy.

## November:

Send *Individual Member Worksheet* (#1728A) to council members for reporting volunteer hours and donations made during the year.

November 15 — (U.S. Councils Only) — If your council's accounting period ends June 30, ensure that your council submits the proper IRS Form 990.

## December:

December 15 — **Calendar Year Membership Billing** — If your council bills on a calendar year, begin member billing process, clear all unpaid voluntary assessments, and update member classes and billing status. Print and send dues statements to all billable members. Send *Membership Cards* (#4817) to paid members, all Honorary Life members and members with disabilities. Update the Member Billing Application as dues are paid and deliver moneys to the Treasurer in a timely manner for deposit.

Assemble information returned by members from the *Individual Member Worksheet* (#1728A) and compile calendar year figures in preparation to submit the *Annual Survey of Fraternal Activity* (#1728) prior to the Jan. 31 due date.

## January:

January 1 — Supreme Per Capita billing to all councils.

January 15 — **Calendar Year Membership Billing** — Process and send 2nd billing notices to members that have not paid.

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

Assemble reports and information with the Treasurer and provide the records to the Grand Knight and Trustees for completion of the *Semi-Annual Council Audit* (#1295).

## February:

February 15 — *Semi-Annual Council Audit* (#1295) Due.

February 15 — **Calendar Year Membership Billing** — The Retention Committee Report is printed and forwarded to the retention committee for personal follow up. If directed, forward a 'Knight Alert' letter to the delinquent members. After 15 days from sending the Knight Alert letter, if the member has not paid or payment arrangements have not been made, issue the 'Notice of Intent to Retain'. After 60 days from issuing the Notice of Intent to Retain, if the member has not paid or made payment arrangements, issue a *Membership Document* (#100) indicating suspension. Complete details on billing procedures is available in the *Knights of Columbus Member Retention Billing Procedures* (#1845A).

February Council Meeting — Ensure the Recorder includes the amounts due to Supreme and State Council (a council vote on these amounts is not necessary, it is a council obligation and should be entered into the minutes by the Recorder).

## March:

Submit Supreme per capita, Catholic Advertising and Culture of Life payments for processing by the Supreme Office prior to the April 10 due date (a council vote on these amounts is not necessary, it is a council obligation and should be entered into the minutes by the Recorder).

## April:

April 10 — Supreme per capita, Catholic Advertising and Culture of Life payment deadline.

April 10 — List of councils past due in remitting Supreme per capita, Catholic Advertising and Culture of Life payments is prepared and mailed to the State Deputy and District Deputy.



# Summary of Financial Secretary's Responsibilities

## Financial Secretary — Summary of Responsibilities

*You have been selected by your council and appointed by the supreme knight as financial secretary of your council. Through your professionalism, accuracy, strong organizational skills and timeliness, your council will be financially strong and able to conduct charitable service projects in your parish and community. Below is a summary of the responsibilities of your office. Please be advised that this is a summary of standard responsibilities and your council may ask you to complete other tasks.*

### Financial Secretary Responsibilities:

- Prior to the start of the fraternal year, your council's Surge . . . with Service kit is sent to your attention for distribution to key council officers and directors. The information can also be found online at [www.kofc.org/surge](http://www.kofc.org/surge).
- Maintain member's records using the Member Management and Member Billing Applications located in the secure section of the Order's website in Officers Online.
- Review and maintain an inventory of council supplies.
- Review all monthly membership statements for accuracy and submit corrections to Supreme as needed. It is recommended that you review your council's membership transactions on a weekly basis by accessing your council's Awards Progress dashboard in Officers Online.
- All council service program and miscellaneous reports should be submitted by the respective council director — ensure a copy is kept for your council records.
- Safeguard all funds in your possession and promptly record the funds received and deliver to the Treasurer for deposit.
- Ensure that your council's candidates sign your council's *Constitutional Roll* (#343) at the Admission (First Degree) Ceremonial.
- Keep your council's seal and affix the same to all membership cards, resolutions and other official documents.

## Financial Secretary Responsibilities — Monthly Highlights

### May:

Council Elections are held between May 15 and June 15 each year. Use the Member Management Application to report to the Supreme Office the elected or re-elected officers or submit the *Report of Officers Chosen for the Term* (#185).

May 15 — (U.S. Councils Only) — If your council's annual accounting period ends on December 31, ensure that your council submits the proper IRS Form 990.

### June:

June 15 — Council elections conclude. Use the Member Management Application to report new or re-elected officers or submit the *Report of Officers Chosen for the Term* (#185).

June 15 — **Fraternal Year Membership Billing** — If your council bills on a fraternal year, begin member billing process; clear all unpaid voluntary assessments, and update member classes and billing status. Print and send dues statements to all billable members. Send *Membership Cards* (#4817) to paid members, all Honorary Life members and members with disabilities. Update the Member Billing Application as dues are paid and deliver moneys to the Treasurer in a timely manner for deposit.

Distribute Surge . . . with Service Kit that contains important materials for the key council leaders including, you as the Financial Secretary, along with Grand Knight, Membership Director and Program Director and others as determined by the council officers.

June 30 — *Columbian Award Application* (#SP-7) due to Supreme Office reporting council programs and activities in each of the six areas of the Surge . . . with Service categories.

### July:

July 1 — Supreme Per Capita billing to all councils.

July 15 — **Fraternal Year Membership Billing** — Process and send 2nd billing notices to members that have not paid.

Collaborate with Grand Knight and Trustees and other council officers in developing a council financial budget for income generation, anticipated donations and operating expenses.

Use the Member Management Application to report the appointment of service program personnel or submit the *Service Program Personnel Report* (#365).

Assemble reports and information with the Treasurer and provide the records to the Grand Knight and Trustees for completion of the *Semi-Annual Council Audit* (#1295).

Check council supply inventory and order, if needed: *Membership Documents* (#100), *Membership Cards* (#4817), *Candidate Kits* (#531) which includes a rosary (ROSE-1), *These Men They Call Knights* (#937) booklet, and a lapel pin (PG-107). Printed material that is more than 2 years old should be discarded and replaced.

### August:

August 1 — *Service Program Personnel Report* (#365) Due.

August 15 — *Semi-Annual Council Audit* (#1295) Due.

August 15 — **Fraternal Year Billing** — The Retention Committee Report is printed and forwarded to the retention committee for personal follow up. If directed, forward a 'Knight Alert' letter to the delinquent members. After 15 days from sending the Knight Alert letter, if the member has not paid or payment arrangements have not been made, issue the 'Notice of Intent to Retain'. After 60 days from issuing the Notice of Intent to Retain, if the member has not paid or made payment arrangements, issue a *Membership Document* (#100) indicating suspension. Complete details on billing procedures is available in the Knights of Columbus *Member Retention Billing Procedures* (#1845A).

August Council Meeting — Ensure that the Recorder announces the per capita and other amounts due to Supreme and State Councils and prepare vouchers (a council vote on these amounts is not necessary, it is a council obligation and should be entered into the minutes by the Recorder).

### September:

Submit Supreme per capita, Catholic Advertising and Culture of Life payments for processing by the Supreme Office prior to the October 10 due date (a council vote on these amounts is not necessary, it is a council obligation and should be entered into the minutes by the Recorder).