

IN HIS HONOR



OHIO KNIGHTS OF COLUMBUS

**GRAND KNIGHT INFORMATION
2017 - 2019**

Kevin P. Miller, State Deputy

THE GRAND KNIGHT

As the chief officer of each council, the Grand Knight is charged with the responsibility of observing the laws of the Order in his council. In addition, the Grand Knight is also the chosen leader of his council, and as such, he is expected to give it the leadership needed. The office of Grand Knight is one that is rich in opportunities for service in many fields, and the purpose of this section is to assist him in realizing these opportunities.

As the council's leader, you can offer "Into Your Hands..." to your members, your church, your community, and all those who need the Knights of Columbus to show they truly are being lay apostles for Christ. This program book will help you make your council a success. So much of what we want to accomplish depends on your leadership and effort.

The program sections of this manual are not only a contest for awards, but a guideline for showing true Columbianism in your area. Councils who implement the 2005-2007 "Into Your Hands..." Ohio State Program will offer many service opportunities for their members. You will have interesting events to attract new members and will provide numerous activities to keep current members in the order. Implement the program to the best of your ability and watch the positive results your council will enjoy.

DUTIES OF THE GRAND KNIGHT

Section 135 of the Laws of the Order governs the duties of the Grand Knight. References to other business related to the office of Grand Knight can be found on page 103 of the "Charter, Constitution and Laws." A copy of the laws should be in the Grand Knights possession. A new, up-to-date issue is published each year following the Supreme Council meeting in August. Copies of the "Charter, Constitution, and Laws" (Item #30) may be obtained from the Supreme Council Supply Department.

The Ohio State Council bylaws may be found later in this section of this manual. You should familiarize yourself with the 'main elements of these bylaws and be prepared to use them when necessary. If you have any questions regarding the Ohio State Council bylaws, these questions should be directed to the State Advocate.

Each Grand Knight should also read the bylaws of his own council and learn what specific duties and functions they prescribe for him. If the council does not have a set of bylaws, he may obtain from the office of the Supreme Advocate a copy that is recommended for adoption by subordinate councils. Sample council bylaws are presented in Supreme Council Form #346 and may be amended by the council to fit its specific needs.

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RESPONSIBILITIES OF THE GRAND KNIGHT

The Grand Knight is primarily responsible for the successful conduct of his council. He will not be able to perform all its business details, but he must see that they are done properly and on time. This is done through constant supervision of the work of all officers, directors and committees.

During their term of office, every Grand Knight, all officers and co-workers should set as their goal -- "a better council." Obviously this task is far too much for one man alone. It must be achieved by teamwork --

- through generous and eager cooperation with the council's official "family," and
- by voluntary participation of all members in the affairs of their council.

It is the Grand Knight's obligation to inspire mutual cooperation and voluntary service among the officers and members.

In addition, the Grand Knight is directly responsible for cooperation with other Columbian groups and leaders. These include Columbian Squires, Fourth Degree assemblies, chapters, district deputy, other councils, state deputy and state council -- its officers and representatives.

If you provide council leadership, you will be a positive success. Insure that all rules of the order are followed, send in State Council and Supreme forms on time, review the manual at the beginning of your term, and implement 2005-2007 "Into Your Hands..." Ohio State Program in your council.

COUNCIL MEETINGS

A. OVERVIEW

As provided in Section 135 of the Laws, the Grand Knight presides at all meetings of the council. Section 125 of the "Charter, Constitution and Laws" outlines the order of business to be followed. Ceremonial procedure for the meeting is explained in "Method of Conducting a Council Meeting" (Item #1937-NC).

To insure dignity, decorum and efficiency in the conduct of meetings throughout the Order, the Grand Knight is reminded that there is a specified formula for the arrangement of the council chamber. A chart for the arrangement of the council chamber is attached as exhibit A.

The Grand Knight should understand and be familiar with the fundamental principles of parliamentary law. "Parliamentary Law," a brief overview of the rules and regulations for guiding a meeting, is attached as exhibit B of this manual. For further assistance, the Grand Knight should obtain a copy of "Robert's Rules of Order" from his local library or bookstore.

If at all possible, the business portion of a council meeting should be completed within an hour. In this manner, the lecturer will be given ample time to present his "Good of the Order" section of the meeting. Concise, interesting meetings that are conducted in a business-like manner will encourage and hold council attendance. Much can be accomplished toward this end by holding officers' meetings apart from council meetings.

Always start your meetings exactly on time. Experience has shown that when meetings are always started absolutely on time, members will be there for the beginning of the meeting. When the busy member who arrives at the meeting on time finds with dismay that the meeting doesn't get underway for a half hour or more, he will soon stop coming to meetings. He simply won't waste time waiting for meetings to begin. Meetings started on time can be completed early enough to allow for visiting and still enable the members to arrive home at a reasonable hour.

The district deputy must visit each council regularly, at least once every second month. The district deputy is a personal representative of the Supreme Knight and the State Deputy, and Grand Knights and council officers should treat him the respect due his important position. During his visit, the district deputy should be seated in front near the Grand Knight, and when he is called upon to speak, (as he always should be), all members should rise for his introduction.

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B. RESPONSIBILITIES OF THE GRAND KNIGHT

Duties

1. Appoints a Council Chaplain. The Grand Knight confers with the Deputy Grand Knight and Trustees and submits a recommendation to the Ordinary of the Diocese for appointment of a Priest or Bishop as a Council Chaplain. Appointment shall be made in accordance with any rules established by the Bishop of the Diocese in which the Council is located.
2. Appoints Service Program directors and standing committees. Program and membership directors confer with Grand Knight for selection of additional program directors and committee chairmen. When appointing committees, it is best to appoint an odd number of members to avoid tie votes.
3. Schedules and presides at council officers' meetings. Officers' meetings should be held at least once a month.
4. Appoints admission committee and makes sure it functions properly.
5. Recognizes honorary and honorary life members. (Awards certificates, special cards and lapel pins. Refer to "Supply Catalog: #1264-nc for complete listing.)
6. Recognizes Past Grand Knights, "Knight of the Year," community leaders, etc. (Awards appropriate certificates. Refer to 'Certificates" flyer CERT-1 or "Supply Catalog" #1264-nc.)
7. Conducts audit with trustees in January and July.
8. Completes forms, i.e., election results, appointments, awards, etc., with help from council officers, directors and chairmen and mails to Supreme Council.
9. Organizes and/or supervises First Degree team.
10. Arranges for rosary recitation for deceased brothers.
11. Arranges for "Resolution of Condolence" (#1450) for family of deceased. (Certificate available from Supply Department.)
12. Oversees preparation of annual reports from all officers and standing committees for council files and incoming officers.

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13. Acquaints himself with "Robert's Rules of Order" or obtains booklet, "How to Conduct a Meeting -- Parliamentary Procedure" (#483) from Supply Department.
14. Starts all council meetings on time.
15. Involves his council in the 2005-2007 "Into Your Hands..." Ohio State Program.
16. Reads this manual.

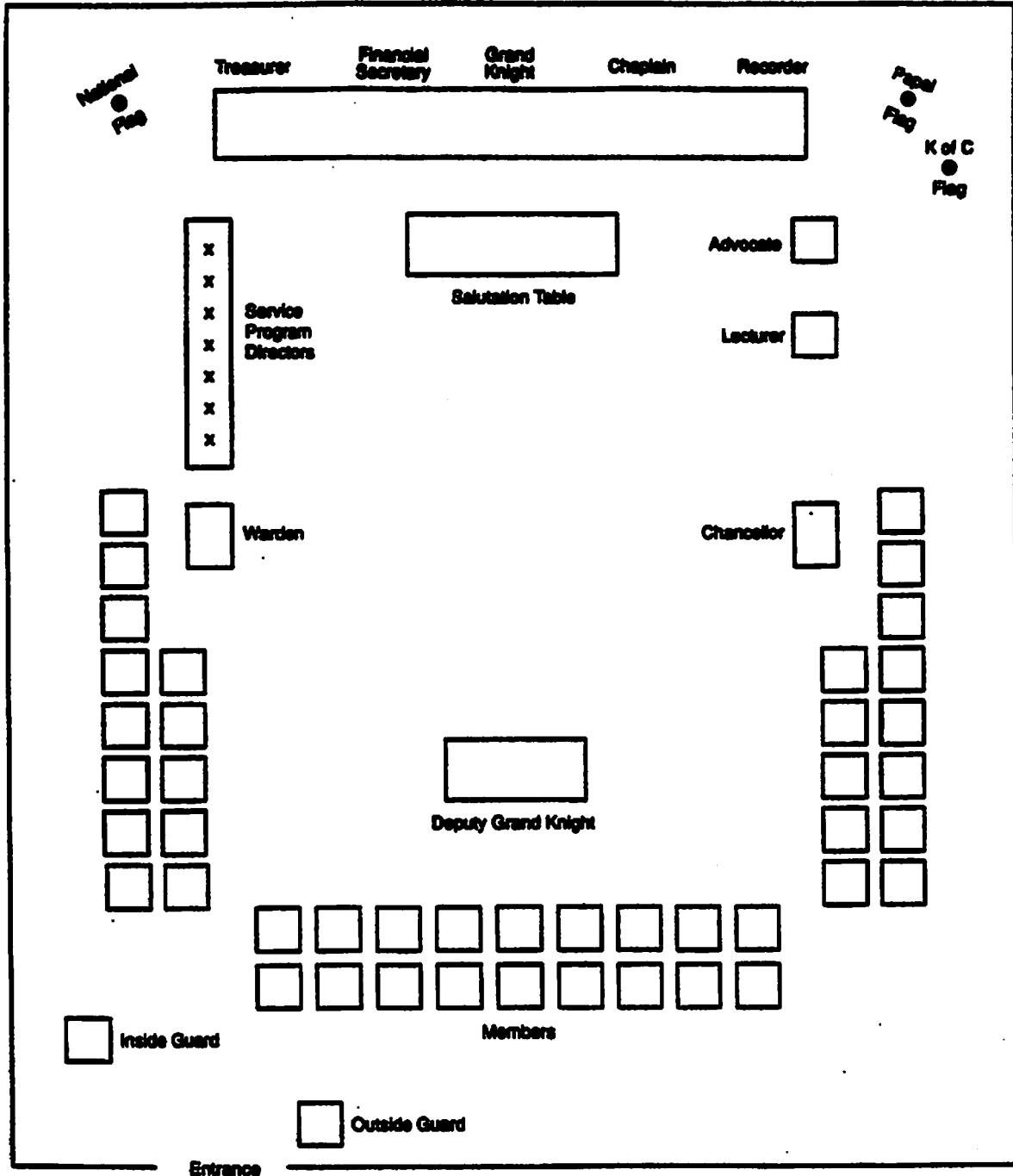
C. CEREMONIALS

1. Coordinates installation of council officers with district deputy.
2. Schedules frequent First Degrees.
3. Confers with district deputy and diocesan coordinator for Second and Third Degrees.
4. Arranges Mass for departed brothers.
5. Awards certificates, cards and pins during "Honorary Membership and Honorary Life Membership" ceremonials.
6. Maintains proper conduct of ceremonials at regular meetings.

Note: All ceremonials are to be followed strictly as prescribed. All parts must be memorized. Each subordinate council shall hold at least two (2) regular monthly meetings, not less than one (1) of which shall be designated as a regular business meeting. For additional information, refer to "Grand Knights Handbook" (#915); the "Charter, Constitution and Laws" (#30); or write to the Director of Ceremonials at the Knights of Columbus, One Columbus Plaza, New Haven, CT 06507-0901.



SEATING ARRANGEMENTS FOR COUNCIL MEETING



KNIGHTS OF COLUMBUS

THE METHOD OF CONDUCTING A COUNCIL MEETING

1. **Call to Order.**
(Grand knight stands at all times while presiding.)



Grand Knight — (One rap of gavel) —

Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. **(In their absence, the grand knight shall appoint guards pro-tern.)**

2. **Warden's Report on Membership Card.**

Grand Knight — Worthy Warden, do you vouch that all present are in possession of the current membership card? **(Warden salutes and proceeds to inspect membership cards.)**

Warden — Worthy Grand Knight, (salutes) I vouch that all present are in possession of the current membership card. **(Salutes grand knight and deputy grand knight)**

3. **Prayer.**

Grand Knight—Brothers, let us invoke the Divine blessing by repeating aloud the lord's Prayer.



(Four raps. Chaplain or grand knight so prays.)

4. **Pledge of Allegiance to the Flag or some other suitable patriotic display of loyalty.**
5. **Roll Call of Officers.**

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Grand Knight — The Recorder will call the roll of officers.



(Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall forthwith appoint officers pro-tem.)

*** 6. Opening Ode**

Grand Knight — Brothers, we shall now sing the opening ode.



(Three raps. At conclusion, one rap.)



7. Reading of Minutes of Previous Meeting.

Are there any corrections to the minutes?
...They are approved as read.

8. Report of Admission Committee and Reading of Applications.

**9. Balloting for Membership.
(New members, readmissions, reapplications, transfers.)**

***10. Reading of Notices of Applications in other Councils.**

***11. Initiations.**

12. Grand Knight's Report.

****13. Chaplain's Report.**

***14. Treasurer's Report.**

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- *15. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.**
- *16. Reading of Bills and Communications.**
- 17. Financial Secretary's Report of Receipts of Meeting.**
- *18. Report of Auditor's and Trustees.**
- *19. Chancellor's Report on Vocations.**
- *20. Report of Committees.**

(Grand Knight calls on the Program Director who introduces his committee directors for their reports. After the service projects, the Grand Knight calls on the Membership Director and chairmen of standing committees for their reports.)

Program Director _____

Church Director _____

Community Director _____

Council Director _____

Family Director _____

Youth Director _____

Membership Director _____

Other Standing Committees: _____

21. Unfinished Business.

***22. New Business.**

(When elections are in order, this is the first item under "New Business.")

23. Insurance Agent's Report.

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- 24. District Deputy's Report.
- 25. Good of the Order.

Grand Knight — Before proceeding to the "Good of the Order," let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress?



(Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)



Grand Knight — The "Good of the Order" will now be conducted by the Worthy Lecturer, I trust to the enjoyment, instruction and edification of all present. (The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)

- 26. Chaplain's Summation.
- 27. Closing Prayer.

Grand Knight — Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers.



(Four raps. Chaplain or grand knight so prays. One rap.)



- *28. Closing Ode.

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Grand Knight — We shall now sing the closing ode.

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

**"Or at any time he so desires" section 125 (13).

EXHIBIT B

PARLIAMENTARY PROCEDURE

All councils operate business meetings under Roberts Rules of Parliamentary Procedure.

These rules are used for orderly and timely presentation of report [execution (i.e. Grand Knight, Financial Secretary, Treasurer); committee (i.e. membership, retention trustees, etc.)], motions resolutions, and elections. These rules are NOT used to stifle debate, but rather to enhance the orderly conduct of business. The following synopsis of a few of the most often utilized rules are for your reference, but it is recommended that each council purchase a copy of the most recent edition of Roberts Rules of Parliamentary Procedure for a more in-depth review and reference.

<u>MOTION</u>	<u>MAY INTERRUPT SPEAKER</u>	<u>SECOND REQUIRED</u>	<u>DEBATEABLE</u>	<u>AMENDABLE</u>	<u>VOTE REQUIRED</u>
1. Main Motion	No	Yes	Yes	Yes	Majority
2. Amend Motion*	No	Yes	Yes	Yes	Majority
3. Refer to Committee	No	Yes	Yes	Yes	Majority
4. Table Motion	No	Yes	No	No	Majority
5. Withdraw Motion	No	No	No	No	Majority
6. Postpone Definitely	No	Yes	Yes	Yes	Majority
7. Postpone Indefinitely	No	Yes	Yes	No	Majority
8. Point of Order	Yes	No	No	No	None
9. Request for Information	Yes	No	No	No	None
10. Suspend Rules	No	Yes	No	No	Majority
11. Close Nomination	No	Yes	No	Yes	Two-thirds
12. Adjourn	No	Yes	No	No	Majority

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REPORT SUBMITTAL CHECKLIST

Report/Activity	J	A	S	O	N	D	J	F	M	A	M	J
Form #185 Report Of Council Officers	1											
Form #365 Service Program Personnel Report		1										
Form #1295 Semi-Annual Council Audit Report Audit		15										
State Per Capita Tax Due		31										
Jul/Aug Activity Reports			1									
Supreme Per Capita Tax Due				10								
Sep/Oct Activity Reports					1							
Order Free Throw Kit, FT-KIT					1							
Matching Funds Report					15							
Nov/Dec Activity Reports							1					
Form #1728 Annual Survey Of Fraternal Activity							31					
Free Throw Participation Report							31					
Form #1295 Semi-Annual Council Audit Report Audit								15				
Jan/Feb Activity Reports									1			
Pennies For Heaven Report										1		
Knight Of The Year										1		
Family Of The Year										1		
Lady Of The Year										1		
Volunteer Of The Year										1		
Blue Coat Of The Year										1		
Chaplain Of The Year										1		
Religious Of The Year										1		
Youth Of The Year										1		
Mar/Apr Activity Reports										15		
Columbian Award Application, Form #SP7 - State Copy										15		
Measure Up Check to State												1
Columbian Award Application, Form #SP7 - Supreme												30
RSVP Refund/Plaque Application, Form #2683												30
Annual Report Round Table, Form #2630												30

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COUNCIL FINANCES

A. GRAND KNIGHT

Proper handling of the finances of a council is a serious and solemn matter. It is the duty of the Grand Knight, as chief officer of the council, to make certain that the laws of the Order that spell out how its monies should be handled by the Financial Secretary and Treasurer are fully observed. The Grand Knight is also the Chairman of the Board of Trustees of the Council, and as such, he should make absolutely certain that the records and accounts of the Council are audited semi-annually by the Trustees, as required by the laws of the Order.

The Grand Knight interacts with the Financial Secretary and Treasurer to insure the Council is meeting its financial obligations to the Supreme and State council and others. For instance, the Grand Knight countersigns all orders drawn and signed by the Financial Secretary and all checks drawn and signed by the Treasurer. He also reads the vouchers from the Financial Secretary of monies paid to the Treasurer and from the Treasurer of monies deposited in the bank. In essence, the Grand Knight checks on the performance of the Financial Secretary and Treasurer, working with them to help the council meet its financial obligations.

In accordance with section 130 of the "Charter, Constitution and Laws" (Item #30), each Financial Secretary, upon appointment by the Supreme Knight, is bonded automatically in the amount of \$2,500.00. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the Supreme Secretary. The same will apply to the Council Treasurer when the "Report of Officer" (Form #185) is received at the Supreme Council office.

B. TREASURER

The Treasurer is the elected official in charge of handling all council funds. He receives money from the Financial Secretary and issues a receipt for such. He is also responsible for depositing all money in the proper council accounts and providing a voucher or certificate of deposit to the Grand Knight for each transaction.

The Treasurer is also responsible for issuing payments to the Supreme Council and Ohio State Council on all assessments made by them to the council and for all orders of the council.

Finally, the Treasurer is responsible for keeping accurate accounts of the monies in the general expense fund of the council and the amount of money in any special funds established by the council. He must be able to provide up-to-date records on these accounts to the Grand Knight, Financial Secretary or Board of Trustees.

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C. FINANCIAL SECRETARY

Basically, the Financial Secretary's duties revolve around two (2) key areas of council activities: financial records and membership records. The Financial Secretary collects and receives all monies that come into the council from any source. He then turns that money over to the Treasurer for deposit in the council account.

One main function of the Financial Secretary is to collect money, in the form of dues, from members. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for nonpayment of dues.

The compilation of membership records is another of the Financial Secretary's important roles. He must ensure that new members sign the constitutional roll of membership at the time of their First Degree. The Financial Secretary also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

Duties

1. **COLLECT AND RECEIVE ALL MONIES** - The Financial Secretary shall collect and receive all monies due the council and all funds obtained from any source (Section 139 Laws and Rules of the Order.)
2. **BILLING PROCEDURE** - The proper billing of members utilizing the "Notice of Change of Status" method will not only assure positive results in the collection of council dues, but will serve as an effective vehicle in the prevention of suspensions.
3. **KEEP ACCOUNTS** - Keep an account of the indebtedness of each member and the amount received from each, giving credit for the whole amount paid, and the purpose for which the same is paid, upon the precise day of payment, be the same made for arrears or advance or both and make a proper record of same in the books provided for that purpose.
4. **PAY MONEY TO TREASURER** - Pay over to the Treasurer of his council all monies received at meetings, or between meetings, for fines, dues, contributions, initiation fees or from other sources, at and to the close of each meeting, for which said Treasurer shall forthwith give a written receipt to such Secretary, specifying the funds to which the same shall be credited, which receipt shall be given to the acting Grand Knight by the Financial Secretary before the next succeeding meeting.

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5. **KEEP ROLL** - Keep a roll of the members, their age, residences and occupations, with the date of initiation. Keep a record of Fourth Degree members as and when furnished by the Master of the Fourth Degree and Comptroller.
6. **CAUSE MEMBERS TO SUBSCRIBE TO BY-LAWS, ETC.** - Cause every member before initiation to subscribe his name, subjecting himself to the constitution and by-laws of the Order and of the Council.
7. **NOTIFY SUPREME SECRETARY** - Notify the Supreme Secretary of the names and addresses of all Council officers using Form #185.
8. **KEEP CERTAIN RECORDS** - Keep a record of the financial and business transactions of his council upon books approved by the Board of Directors and furnished by the Supreme Council at the expense of the council.
9. **DRAW ORDERS** - Draw all orders on the Treasurer of his council when ordered by the Supreme Council, State Council, his local council, Board of Trustees or Grand Knight for the payment of all claims or demands against his council.
10. **NOTIFY SUPREME SECRETARY OF SUSPENSIONS, ETC.** - With the Grand Knight, notify promptly the Supreme Secretary of names of members initiated, suspended, expelled, withdrawn, deceased, reinstated, readmitted, transferring to or from the council, and changes of address, for necessary entry on the Supreme Council records using Form #100.
11. **KEEP ACCOUNTS** - Be the accountant of his council, keeping said accounts, so that same will show complete and accurate financial standing of the council and its members at all times, and such books and records as are required by the laws and rules.
12. **NOTIFY CANDIDATE'S GRAND KNIGHT** - When a candidate receives degrees in a council of which he is not a member, the Financial Secretary thereof shall notify the Grand Knight of said candidate's council.
13. **SEAL** - Keep the seal of the council and affix the same to all proper papers, etc.
14. **NOTIFY COMPTROLLER** - Notify the comptroller of the Fourth Degree Assembly of any Fourth Degree member who may transfer to the council, or who may transfer from the council, or who may be suspended by the council.
15. **OTHER DUTIES** - Perform all other acts required by the laws of his council and the Order and the rules of the Board of Directors.

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D. BOARD OF TRUSTEES

The Board of Trustees consists of the Grand Knight and three (3) members elected by the council. Trustees supervise all financial business of the council. They serve as auditors for the semiannual audits and oversee the work of the Financial Secretary and Treasurer. The Grand Knight is the Chairman of the Board.

Trustees are elected for terms of three (3) years, two (2) years, and one (1) year. At each regular election, only the position of three-year Trustee will be voted upon, and the current three and two-year Trustees move on to become two and one-year Trustees, respectively.

The Trustees' approval shall be necessary for the payment of all monies (except Benefit Fund monies and demands of the Supreme Council or Board of Directors or Ohio State Council), the regular and usual stated payments of the council, and payments authorized by the council after notice and vote in accordance with Section 122. They shall audit the accounts of the Financial Secretary and Treasurer at least every six (6) months, and in January and July report thereon to their council, State Deputy, District Deputy and Supreme Secretary, upon forms approved by the Board of Directors and furnished by the Supreme Council.

E. FINANCIAL OBLIGATIONS

Many Grand Knights understandably are unfamiliar with certain financial obligations due the Supreme Council and State Council. The following is offered to assist these Grand Knights to become acquainted with these obligations as rapidly as possible and thus to prevent future misunderstandings.

Ohio State Per Capita Tax - Councils are billed June 1 based on records on file at the Supreme Council office. All members except Honorary Life and Disabled are included in the billing at the current rate of five dollars and fifty cents (\$5.50) per member. The State Secretary, will answer any questions concerning Ohio's per capita tax. Councils who have not paid the tax by September shall be "ipso facto" suspended.

Supreme Per Capita Tax [PCT] - Councils are billed in January and July at one dollar and seventy-five cents (\$1.75) per member based on the members of record on file at the Supreme Council office on the first of each of those months.

Supreme Catholic Advertising Fund [CAF] - Councils are billed in April and October at forty cents (50¢) per member based on the members of record on file at the Supreme Council office on the first of each of those months.

The council is billed for per capita taxes, Catholic Advertising Fund, supplies, withdrawal cards, membership adjustments, etc., as follows:

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The Financial Secretary receives a billing each month from the Supreme Council office indicating all charges and credits as well as any changes in membership. The Financial Secretary should show each month's billing to the Grand Knight so that the Grand Knight will be fully aware of his council's financial standing as it relates to the Supreme Council office.

Is There a Time Limit on Council Payments to The Supreme Office and Ohio State Council?

Yes! Section 156 provides that per capita assessments [which include Catholic Advertising Fund charges] must be paid within three (3) months and ten (10) days [100 days]. This period begins from the first of the month in which the billing is received as follows:

<u>Assessments</u>	<u>Due</u>	<u>Suspended</u>
Jan. PCT	On Receipt	April 10
April CAF	On Receipt	July 10
July PCT	On Receipt	Oct. 10
Oct. CAF	On Receipt	Jan. 10
June Ohio PCT	On Receipt	Sept. 1

What Happens When a Council Fails To Make Payment by the Final Date?

Section 156 provides that a council failing to make the payment shall be "ipso facto" suspended. The Board of Directors requires the Supreme Secretary to issue suspension notices to the Grand Knight, District Deputy, State Deputy and Supreme Director if there is one in the jurisdiction in which the council is located.

How Can a Council Have Its Suspension Lifted?

By paying the amount due.

Who Initiates Payment of Supreme Council Office and State Council Obligations?

The Financial Secretary, [Section 139(8)]. The Financial Secretary should issue an "Order on Treasurer" (Item #157) authorizing the Treasurer to issue the check in payment. The Grand Knight must countersign the Order on Treasurer.

Is Council Action Required to Pay a Supreme Council Office or State Council Obligation?

No! Section 145 provides that no approval is required.

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F. The Records of the Financial Secretary and Treasurer Open for Inspection.

The State Deputy, District Deputy, Board of Trustees and Grand Knight, or their representatives [Section 243] shall have access to the council records upon request to the officer(s) involved. Such requests must be within reason and demands shall not be made capriciously.

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AUDITS

A. AUDIT REPORT

Section 145 of the Laws of the Order requires that the Grand Knight and the Trustees shall audit the accounts of the Financial Secretary and Treasurer at least every six (6) months, and in January and July report thereon to their council, District Deputy, State Deputy and Supreme Secretary upon forms 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.

Trustees who sign an audit prepared by the Financial Secretary or Treasurer are participating in a deception. The report made to the Council, District Deputy, State Deputy and Supreme Secretary indicates the Trustees examined the records of the Financial Secretary and Treasurer. In such a situation, the Trustees cannot know the figures provided are correct.

If the Trustees and Grand Knight cannot personally make the audit, they should arrange to have one made by a qualified member at the expense of the council. A responsible Financial Secretary will require that his records and accounts be examined periodically according to our Laws for the protection of all concerned, including his own. Protection of self interest of the Financial Secretary will also help to safeguard the financial affairs of the council. The Grand Knight and Trustees must arrange for the audit to be accomplished without depriving the Financial Secretary of his records for more than one week. The business records of any council can be properly examined within a week to assure accuracy and completeness.

The bonding company, which takes an active concern in audits, can refuse to honor the bond on either the Financial Secretary or Treasurer for the following reasons:

1. Failure of the Trustees to conduct the audit or signing an audit prepared by the Financial Secretary or Treasurer.
2. Failure to have on file at the Supreme Council office two (2) consecutive audit reports for the year immediately past.

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B. RECORDS AND ITEMS NEEDED TO PREPARE THE AUDIT:

A. To be obtained from the FINANCIAL SECRETARY

1. Cash receipts records.
2. Voucher stubs.
3. Treasurer's receipts to Financial Secretary.
4. Council statement from Supreme Council for past six (6) months.
5. Cash and checks on hand, if any.
6. Bills or invoices requiring payment.
7. Last audit of council.
8. Members' ledger cards.

B. To be obtained from the TREASURER

1. Check book and bank statements of past six (6) months.
2. All bank books, regardless of purpose of account.
3. All documents reflecting cash or liquid assets such as stocks, bonds, notes, etc.

C. To be obtained from the RECORDING SECRETARY

1. Minutes book of Council's regular business meetings.

NOTE: Failure to complete all three (3) sections of the Audit Report will necessitate return of the report to the Grand Knight, causing inconvenience and unnecessary effort for all concerned. ALL items in ALL columns must be completed. If no figures are required, then the word "none" should be inserted on the proper line(s).

C. MEMBERSHIP RECORDS (Schedule A)

Figures showing additions and deductions of members during the audit period are obtained from the records the Financial Secretary maintains on Ledger Cards, or Ledger Sheets in the old accounting system. These figures may also be obtained from the Council Statement received each month from the Supreme office. On these billings are shown the additions, deductions, and transfers from associate to insurance or insurance to associate. To insure accuracy, the sum of the columns "Ins." and "Asso." should equal the total in the columns marked "Tot."

Only those members listed on the Council Statement can be used in the audit. If a newly initiated member is not indicated on the statement within sixty (60) days, please notify the Supreme Office Membership Department. The Ledger Card of suspended

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members must remain in the active file until the name is removed from the monthly statement. The Ledger Card and council roster should be verified to determine that all members and candidates who have paid all or any part of their initiation fee are listed on the roster.

Inactive insurance members should be treated in the same manner as regular insurance members and should be included in the first line of the "Additions" section.

The figures for 'Total Deductions' in the "Deductions" section are to be placed on the line "Minus Total Deductions" in the "Additions" section and must be subtracted from the figures for 'Total for Period' to obtain the correct figures for "Number Members at End of Period."

D. CASH TRANSACTIONS -- FINANCIAL SECRETARY RECORDS (Schedule B)

"Cash on Hand Beginning of Period" will be the figure in the previous audit report showing "Cash on Hand at End of Period."

Figures for "Cash Received, Dues and Initiation", and "Cash Received From Other Sources" will be the six-month summary of Records of Cash Receipts, or the six-month summary in the Financial Secretary Cash Book where the old accounting system is in use. Total Cash Received" will be the total of the three (3) previous items.

Amounts for "Paid to Treasurer" will be the total of the figures shown on Receipts from Treasurer to Financial Secretary for monies received during the period by the Treasurer from the Financial Secretary.

"Cash on Hand at End of Period" will be amounts shown "Paid to Treasurer" subtracted from amount shown as 'Total Cash Received.' In most instances "Cash on Hand at End of Period" will show a zero balance as most Financial Secretaries pay all monies to the Treasurer before the end of the audit period.

E. RECORD OF CASH RECEIPTS

The purpose of this procedure is to determine that dues payment by members was receipted for, entered on the member's ledger, turned over to the Treasurer, receipted for by the Treasurer, and deposited in the bank account. Additionally, we should determine that no credit was posted on a member's ledger for which there was no record of payment being received. In order to make these determinations, a representative number of accounts should be "spot checked." The procedures are as follows:

- a. Verify a few receipts on each "Record of Cash Receipts" ledger to determine if the member was given credit on his ledger card for the amount shown.

**2017 - 2019 "In His Honor"
Grand Knight Information**

- b. Verify a few members' ledger cards to determine, in reverse order, if credit given there was received and recorded on the "Record of Cash Receipts."
- c. Verify the totals on each "Record of Cash Receipts" sheet to determine that the money was turned over to the Treasurer and his receipt issued.
- d. Verify each "Treasurer's Receipt" to determine that the amounts shown were credited on bank statements as deposits.

F. CASH TRANSACTIONS – TREASURER (Schedule B)

The "Balance on Hand Beginning of Period" will be the figure shown in the previous audit by the Treasurer on line "Balance on Hand at End of Period."

The item "Received From Financial Secretary" will be the six-month total of the items in the Treasurer's Cash Book showing monies received from the Financial Secretary. This should agree with the amount shown in the Financial Secretary's report on line "Paid to Treasurer."

Under "Disbursements," the amounts for "Per Capita (State and Supreme)" payments and "General Account Expenses" will be the six-month total of payments by the council as shown in the disbursements section of the Treasurer's Cash Book.

G. RECONCILING BANK CHECKING ACCOUNT

The purpose of this procedure is to determine if the Treasurer's check register is in balance with the balance shown on the end of the period bank statement. Some other procedures are accomplished at this time, they are:

- a. Determine that an authorized voucher exists for each check issued and that the check was issued to the correct payee in the correct amount.
- b. Review the endorsements on the checks to determine that they are endorsed by the payee.
- c. Check the cancelled checks to the Cash Disbursement Register and indicate and initial audit results on the Check Register.

H. ASSETS AND LIABILITIES (Schedule C)

This section will provide a capsule picture of the financial condition of the council. From audit period to audit period it will indicate the council's financial progress -- or lack of it -

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and where necessary will enable the Trustees, State and district Deputies and Supreme Office to obtain a true picture of the council's financial progress.

However, it is apparent that some councils are including figures that do not properly belong in the report for the period for which the audit is being made. This is particularly true relative to "Due Supreme Council: Per Capita" in the "Liabilities" column and "Due From Members" in the "Assets" column.

It appears that some councils are including as owed the Per Capita levy for the period following that for which the audit is being made. This should not be done. (Example: if an audit is being made for the period ending December 31st, then the per capita levy for January should not be shown in the "Per Capita" line. Should that amount charged in January not be paid, it would be shown in the next audit for the period ending June 30th.)

In relation to the "Due From Members" line, the Financial Secretary, if he is following the rules faithfully, bills his members at least fifteen (15) days prior to the start of a period. Some councils are entering on this line the amounts for which the members are being billed for the following period. Therefore, the Financial Secretary when billing, should date the bills as of the first of the month in which they come due (such as, January 1 or July 1) and the Trustees in making the audit for the prior period should disregard these figures. Any unpaid portions of these charges for the ensuing period will appear on the next Audit report.

I. ASSETS

"Undeposited Funds" will be monies in the possession of either the Financial Secretary or Treasurer, or both.

Assets labeled "Bank -- General Account" and "Bank -- Special Account" will be the reconciliation of the Treasurer's checkbook(s) showing the net cash balance(s). Uncashed checks outstanding should be deducted from the bank statement.

The figure for "Due From -- Members," both the number of members who owe and total amounts owed, may be obtained from the Financial Secretary's records, mainly from his Ledger Cards, or Ledger Sheets where the old system of accounting is in use.

NOTE: One criterion of the financial condition of a council is indicated by the number of members either paid in advance or in arrears and the amounts involved. Please be certain to complete this item in this section.

The Treasurer will furnish the amounts for "Savings and Investment Accounts" from his Cash Book which should show transfers of cash to savings accounts or purchase of investments. If the council owns stocks or bonds, the Trustees should make a count of

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the investments and determine that all earnings on investments are properly credited to the council accounts.

'Total Current Assets' is the total of the five (5) previous lines

J. LIABILITIES

Figures for the "Liabilities" section for the council's obligations to State and Supreme Council and "Miscellaneous Liabilities" will be supplied by the Financial Secretary from his records and from unpaid bills in his possession.

Advance payment of dues by members should be included in "Advance Payments by -- Members." It is a liability because it represents dues payment not yet chargeable to the members.

To include this item, insert the words "Advance Dues" on the first line under the heading "Misc. Liabilities" and insert the amount in the proper space.

Charging off unpaid accounts -- When a member is suspended, the amounts he owes will appear in the Audit report for the period in which he is suspended. His card or ledger sheet should be removed from the council file on or before the end of the period in which he is suspended. Therefore, when the billing by the Financial Secretary is made for the next period, the amount he owes will no longer appear as there will be no charge made to this member. This eliminates the carryover from one period to another of uncollectible dues or other charges on members who have been suspended.

The figure in the space for "Total Current Liabilities" is to be entered in the "Assets" column in the space designated "Less: Current Liabilities" and be subtracted from "Total Current Assets" to obtain figure for "Net Current Assets."

If liabilities exceed assets, the "Total Current Assets" should be subtracted from "Current Liabilities" and the resulting figure entered in red ink or circled.

K. INVESTMENTS

Trustees are to itemize the investment assets on the appropriate lines provided for that purpose in the "Investments" section.

Figures showing the value of "Real Estate" and "Furniture" should be obtained from the Secretary of the Council Home Operating Committee.

In addition to the Audit, it is strongly recommended that an Annual Budget should be prepared in November or December of each year following guidelines the council had established, if one had been rendered previously. It is good and sound practice to transfer funds from the General account to the Savings account each year as a

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contingency fund. The funds should be transferred immediately following adoption of the budget, early in the calendar year.

Section 145 of the Order's Charter Constitution Laws, outlines the Duties of the TRUSTEES and its Chairman the Grand Knight. Every Trustee is required to be totally familiar with this section and its impact on the council's finances and obligations, and his duties. Section 122 spells out the manner in which the council manages its funds. Other sections dealing with the disposition of council monies and funds are 139-1, 139-3, 140-1, 140-2, 140-3 and 140-4. Council By-Laws may also contain Laws and Rules governing the expenditure of monies and approved by the Supreme Advocate in a manner consistent with the Charter Constitution Laws and the Board of Directors.

The sample Audit pictured on page 24 illustrates a completed six-month report.



KNIGHTS OF COLUMBUS

SEMIANNUAL COUNCIL AUDIT REPORT

FOR PERIOD ENDED DECEMBER 31, _____

Due By:
February 15

COUNCIL NO. _____ CITY _____ STATE _____

SCHEDULE A - MEMBERSHIP

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

(For this form only, exclude inactive insurance members)

SCHEDULE B - CASH TRANSACTIONS

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

SCHEDULE C - ASSETS AND LIABILITIES

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

*Use reverse side to describe

Please complete all items. Enter zero where no figures are to be shown.

1295 6/2002

SUBMIT ORIGINAL TO: Council Accounts

SEND COPIES TO: State Deputy, District Deputy, Council File



KNIGHTS OF COLUMBUS

SEMIANNUAL COUNCIL AUDIT REPORT

FOR PERIOD ENDED JUNE 30, _____

Due By:
August 15

COUNCIL NO. _____ CITY _____ STATE _____

SCHEDULE A - MEMBERSHIP

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

(For this form only, exclude inactive insurance members)

SCHEDULE B - CASH TRANSACTIONS

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

SCHEDULE C - ASSETS AND LIABILITIES

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

*Use reverse side to describe

Please complete all items. Enter zero where no figures are to be shown.

1295 1/2001

SUBMIT ORIGINAL TO: Council Accounts

SEND COPIES TO: State Deputy, District Deputy, Council File

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FRATERNAL SURVEY

The "Annual Survey Of Fraternal Activity," form #1728, is one of the most important reports each council is required to submit. There are four (4) sections to this form:

1. Number of meetings held during the year.
2. Activity expense.
3. Charitable and Benevolent Disbursements.
4. Fraternal Commitment.

This survey covers a twelve-month period (January 1 to December 31) and must be submitted to Supreme by January 31. It is the data from these surveys that permits the Knights of Columbus to continue as a tax-exempt organization.

The following are suggestions for keeping track of items for the Fraternal Survey:

1. Send a copy of the form to all of your members and ask them to keep track of what they do during the year, and send it back to the council at the end of December.
2. Ask the members to report their activities at each meeting. A form could be placed in a conspicuous place in your meeting room so members could log in the necessary activities at each meeting.

Our State Deputy insists on one hundred percent (100%) participation in the submission of this important survey. The Fraternal Survey data is provided to the Internal Revenue Department so that the Knights of Columbus may maintain its federal tax exempt status.



**INSTRUCTIONS FOR COMPLETING
KNIGHTS OF COLUMBUS
ANNUAL SURVEY OF FRATERNAL ACTIVITY**

Due By:
JANUARY 31

For Twelve Month Period Ending December 31, 2004



***IMPORTANT**

- * Please type or print legibly.
- * Complete numerical data from right to left - ex.

				1	0	0
--	--	--	--	---	---	---
- * In sections II and III use EXACT DOLLAR AMOUNTS.
- * UNITS IN THE PHILIPPINES SHOULD REPORT ALL FINANCIAL DATA IN PESOS.
- * Include financial contributions and hours of community service from all related programs (i.e. council corporations, parish round tables, etc.) Include Columbian Squires totals only if the circle does not complete a separate report.
- * Do not write-in additional activities or contributions - use only spaces provided.
- * MAKE A PHOTOCOPY OF SURVEY REPORT FOR YOUR COUNCIL FILE.

SECTION I. NUMBERS OF MEETINGS HELD DURING YEAR:

1. Regular - meetings for conducting or discussing business. Include officers and Service program committee meetings.
2. Social - dinners, card parties, dances, etc. Business may or may not have been discussed.
3. Special - lectures, films, seminars, cultural, ethnic, educational, religious events, etc. Business may or may not have been discussed.

SECTION II. ACTIVITY EXPENSE:

1. a. Printing and Postage - printing and postage for newsletters, flyers, communications for activities.
- b. Food and Refreshments - food, refreshments, etc. for activities.
- c. Prizes - gifts, awards, incentives, raffles, etc. related to sponsored events.
- d. Projects - transportation, facility rental, photography, etc. for related projects.
- e. Entertainment - bands, magicians, comedians, etc. for events.
- f. Miscellaneous - all other expenses not outlined above relating to activities.

SECTION III. CHARITABLE AND BENEVOLENT DISBURSEMENTS:

Church Activities

1. a. Church Facilities - construction, repairs, remodeling, memorial gifts, etc.
- b. Catholic Schools - donations, grants, construction, repairs, etc.
- c. Religious Education - CCD, lay apostolate, Keep Christ in Christmas, marriage encounter, etc.
- d. Seminarans/RSVP - direct contributions to seminarans, postulants and religious.
- e. Seminarans - donations, construction, equipment, etc.
- f. Vocations Projects - programs, speakers, films, program materials, etc.
- g. Miscellaneous - all other Church related disbursements not outlined above.

Community Activities

2. a. Elderly - homes for the aged, Retired Senior Volunteer Program, etc.
- b. Physically Disabled - Muscular Dystrophy, Cerebral Palsy, etc.
- c. Special Olympics - local, state and national contributions, etc.
- d. Citizens with Mental Retardation - candy distributions, etc.
- e. Human Needs - caring for the sick, food, clothing, shelters, soup kitchens, homeless, etc.
- f. Pro-Life Programs - printing, donations, hall usage, Birthright, baby showers, etc.
- g. Victims of Disasters - natural disasters, fire, violence, accidents, etc.
- h. Hospitals/Institutions - equipment, construction, memorial gifts, etc.
- i. Health and Service Organizations - Red Cross, Hospice, United Way, cancer/heart funds, etc.
- j. Community-wide Projects - civic involvement, public safety, environment, decency, etc.
- k. Miscellaneous - all other community related disbursements not outlined above.

Youth Activities

3. a. Columbian Squires - overall sponsorship, contributions, etc.
- b. Scouting - sponsorship, contributions, etc.
- c. Youth Groups - CYC, Big Brothers/Big Sisters, 4-H, etc.
- d. Youth Welfare/Services - substance/child abuse, foster parents, etc.
- e. Athletics - equipment, league/team sponsorship, transportation, etc.
- f. Scholarships/Education - career nights, essay contests, tuition, fund raising, etc.
- g. Miscellaneous - all other youth related disbursements not outlined above.

SECTION IV. FRATERNAL COMMITMENT:

Number of visits to:

1. a. Sick - caring for the sick/nursing homes/hospitals.
- b. Bereaved - visits of condolence.
2. Number of blood donors - members serving as blood donors.

Estimated hours of community volunteer service:

3. a. Church Activities - volunteer service in all Church related activities.
- b. Community Activities - volunteer service in all community related activities.
- c. Youth Activities - volunteer service in all youth related activities.
- d. Miscellaneous Activities - volunteer service in any areas not outlined above.

Estimated hours of fraternal service:

4. Sick/disabled members and their families - household chores, transportation, tutoring, counselling, etc.



KNIGHTS OF COLUMBUS ANNUAL SURVEY OF FRATERNAL ACTIVITY

For Twelve Month Period Ending December 31, 2004



Council Number _____ **Location** _____
city/town state/province

I. NUMBER OF MEETINGS HELD DURING YEAR:

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

TOTAL NUMBER OF MEETINGS HELD _____

II. ACTIVITY EXPENSE

DOLLARS ONLY:

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

TOTAL ACTIVITY EXPENSES _____

III. CHARITABLE DISBURSEMENTS:

Church Activities

DOLLARS ONLY:

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

Total Church Disbursements _____

Community Activities

DOLLARS ONLY:

- 2. a. Elderly _____
- b. Physically Disabled _____
- c. Special Olympics _____
- d. Mentally Retarded _____
- e. Human Needs _____
- f. Pro-Life Programs _____
- g. Victims of Disasters _____
- h. Hospitals/Institutions _____
- i. Health and Service Organizations _____
- j. Communitywide Projects _____
- k. Miscellaneous _____

Total Community Disbursements _____

Date: _____

Youth Activities

DOLLARS ONLY:

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

Total Youth Disbursements _____

TOTAL CHARITABLE (CHURCH, COMMUNITY, YOUTH) DISBURSEMENTS _____

IV FRATERNAL COMMITMENT:

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

Total Visits _____

2. Number of blood donors _____

Estimated hours of volunteer service:

- 3. a. Church _____
- b. Community _____
- c. Youth _____
- d. Miscellaneous _____

Total Volunteer Hours _____

Estimated hours of fraternal service:

4. Sick/disabled members and their families _____

(Grand Knight) _____ (Name) _____ (Membership No.)

(Financial Secretary) _____ (Name) _____ (Membership No.)

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

1726 U2001

THIS FORM MAY ONLY BE COMPLETED, PRINTED OUT AND SUBMITTED THROUGH MAIL

**2017 - 2019 "In His Honor"
Grand Knight Information**

A. KEY FISCAL FORMS - GENERALLY

Form #185 – Report of Officers Chosen for the Term July 1, ___ – June 30, ___. This form on page 29 lists all officers chosen or appointed for the Fraternal year. This information is essential for transaction of official business and direct mail communications with officers. The form must be submitted to the Supreme Secretary with copies to the State Deputy, and District Deputy no later than August 1. The officers listed on Form #185 will receive the Buckeye Bulletin free of charge.

Form #365 – Service Program Personnel Report. This form (#365) on page 30 should be completed and forwarded to the Supreme Council Department of Fraternal Services as soon as a majority of your council's service program personnel have been appointed. Please understand that it is not necessary for your council to appoint members to fill all of the positions listed on the form.

The Service Program Personnel Reporting form (#365) must be received at the Supreme Council by September 1, in order to attain the first requirement for the Star Council, Columbian, Fr. McGivney and Founders Awards.

The form (#365) must be submitted to: Supreme Council Department of Fraternal Services, the State Deputy and District Deputy by September 1.

Those Service Program Personnel listed on form #365 will receive the Buckeye Bulletin free of charge.



KNIGHTS OF COLUMBUS

REPORT OF COUNCIL OFFICERS CHOSEN FOR THE TERM

Council # _____

JULY 1, 2004 TO JUNE 30, 2005 IMMEDIATE UPDATE
 JULY 1, 2005 TO JUNE 30, 2006 UPDATE IN JULY

DATE OF ELECTION _____

COUNCIL ADDRESS (meeting Location)

STREET		ADDITIONAL ADDRESS	
CITY	ST.	POSTAL	

GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

TELEPHONE AREA CODE	PHONE NO.			
DEPUTY GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

CHANCELLOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

RECORDER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

TREASURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

ADVOCATE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

WARDEN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE

ADDRESS CHANGE

INSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
OUTSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
TRUSTEE FOR ONE YEAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
TRUSTEE FOR TWO YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
TRUSTEE FOR THREE YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL

COUNCIL MEETS _____ Financial Secretary (NAME) (Membership No.)

IMPORTANT NOTICE: 1 THIS INFORMATION IS ESSENTIAL FOR TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS
2 APPOINTMENT OF FINANCIAL SECRETARY (SECTION 128 LAWS AND RULES)
THE FINANCIAL SECRETARY SHALL BE APPOINTED BY THE SUPREME KNIGHT, HE SHALL HOLD OFFICE AT THE WILL OF THE SUPREME KNIGHT
3 A MEMBER MAY NOT QUALIFY FOR NOR BE INSTALLED IN A COUNCIL OFFICE UNLESS HIS DUES ARE PAID TO THE END OF THE PREVIOUS QUARTER, FAILURE TO KEEP HIS DUES PAID AS REQUIRED BY LAW WOULD MAKE HIM INELIGIBLE TO CONTINUE IN THE OFFICE, AN INSURANCE MEMBER RECORDED AS AN AUTOMATIC LOAN CASE IS NOT ELIGIBLE TO SERVE AS A COUNCIL OFFICER UNLESS THE MEMBER PAYS HIS COUNCIL DUES

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

185 1/2001

THIS FORM MAY ONLY BE COMPLETED, PRINTED OUT AND SUBMITTED THROUGH MAIL



**SERVICE PROGRAM PERSONNEL
REPORT
2005 -2006**

**Due By:
August 1**

**JULY 1, 2004 TO JUNE 30, 2005 IMMEDIATE UPDATE
JULY 1, 2005 TO JUNE 30, 2006 UPDATE IN JULY**

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

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

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

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

Date _____ Council No. _____

City _____ State or Province _____

	MEMBERSHIP NUMBER	<input type="checkbox"/> Rev. <input type="checkbox"/> Pl. Rev. <input type="checkbox"/> Most Rev.	LAST NAME	FIRST NAME	INITIAL
CHAPLAIN:					

	MEMBERSHIP NUMBER		LAST NAME	FIRST NAME	INITIAL
PROGRAM DIRECTOR:					

	MEMBERSHIP NUMBER		LAST NAME	FIRST NAME	INITIAL
CHURCH DIRECTOR:					

	MEMBERSHIP NUMBER		LAST NAME	FIRST NAME	INITIAL
VOCATIONS CHAIRMAN:					

	MEMBERSHIP NUMBER		LAST NAME	FIRST NAME	INITIAL
COMMUNITY DIRECTOR:					

	MEMBERSHIP NUMBER		LAST NAME	FIRST NAME HUSBAND	FIRST NAME WIFE
PRO-LIFE COUPLE: (Husband and Wife)					

	MEMBERSHIP NUMBER		LAST NAME	FIRST NAME	INITIAL
HEALTH SERVICES:					

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

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COUNCIL DIRECTOR: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

PUBLIC RELATIONS: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

FAMILY DIRECTOR: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

YOUTH DIRECTOR: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

COLUMBIAN SQUIRES: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

MEMBERSHIP DIRECTOR: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

RECRUITMENT COMMITTEE: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

RECRUITMENT COMMITTEE: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

RECRUITMENT COMMITTEE: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

RETENTION CHAIRMAN: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

INSURANCE PROMOTION: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

LECTURER: MEMBERSHIP NUMBER LAST NAME FIRST NAME INITIAL

"I hereby certify and affirm that the information provided herein is true and accurate, to the best of my information and belief."

Grand Knight

Name

Membership Number

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THIS FORM MAY ONLY BE COMPLETED, PRINTED OUT AND SUBMITTED THROUGH MAIL