

Financial Secretary Training

Training 2025-2026



FAITH



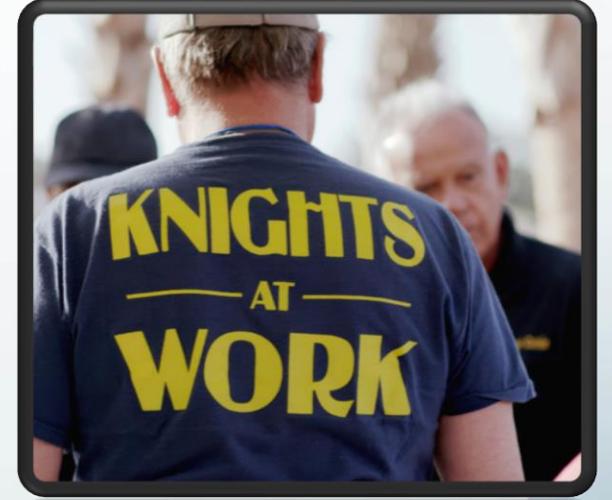
COMMUNITY



FAMILY



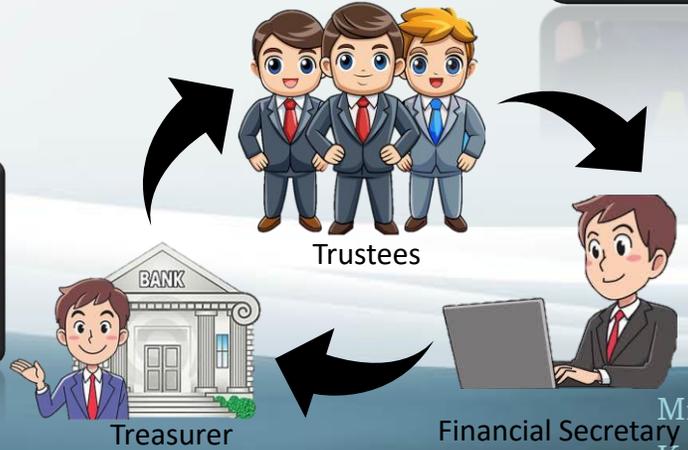
LIFE



WE ARE FAITH IN ACTION



Click for
Supreme
Training



Please send any modification or corrections

Program / Membership Director Training 2025-2026



Revision 2, April 13th, 2025

Council Membership & Program Training

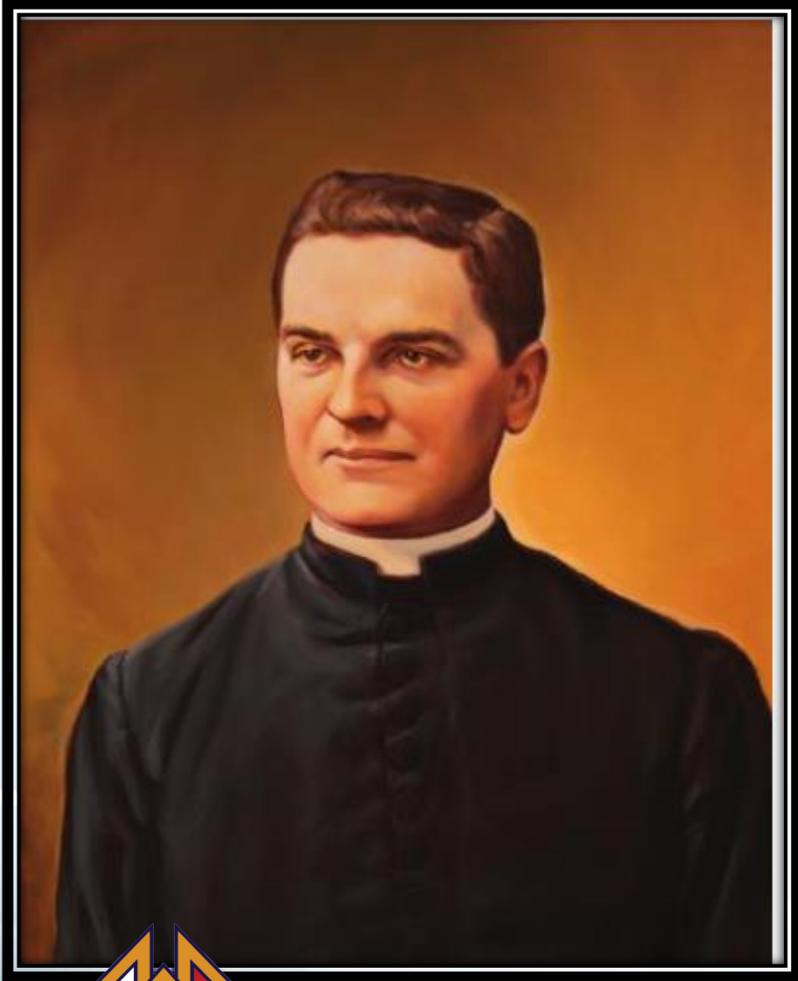
Michigan State Council
Knights of Columbus



-  No presentation is perfect
-  If you see an issue, please send the information to:
Joe Langhauser at
j.langhauser@mikofc.org
-  Note the page (lower right) and revision level on title page lower left



Let Us Start In Prayer



*God, our Father, protector of the poor and defender of the widow and **orphan**, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body, which is the Church.*

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present to make this meeting meaningful to the men present. Through Christ our Lord. Amen."

Blessed Michael McGivney, **pray for us!**



Pledge of Allegiance



Presenter

 Jim Escott

State E-Membership Director



Example Only



Presenter(s)



Name

Title

Background PGK, MD,PD, Etc



Name

Title

Background PGK, MD,PD, Etc.



Nomination and Appointment

1
STEP

Application for Appointment as Financial Secretary

WORTHY SUPREME KNIGHT:
I am applying for appointment as Financial Secretary of my council.

Council Number: _____ Council Location: _____ City/Town: _____ State/Province: _____

Full Name: _____ Membership Number: _____
Address: _____
City: _____ State/Province: _____ Postal Code: _____
Phone numbers: _____ Home _____ Business _____ Cell _____
E-mail address: _____

- I am on Supreme Office records as a member of Council Number: _____
(Officers must be recorded members of the council in which they hold office.)
- I am in good standing. Yes No
If No, explain: _____
(Good standing means all council and other charges paid to end of past quarter year.)
- I am a Third Degree member. Yes No
If No, explain: _____
(Section 92 of the Laws requires officers to be in Third Degree, but permits officers of a new council to be in First Degree temporarily. If you are not in Third Degree today, explain above.)
- Date of Birth: Month: _____ Day: _____ Year: _____
- My educational background is: _____
- I have served in the following offices of our Order:

(Office)	(No. of Yrs)
_____	_____
_____	_____
_____	_____
- I currently hold the following COUNCIL OFFICE, from which I hereby resign immediately, if appointed Financial Secretary by the Supreme Knight: _____
- My present major gainful occupation is (please indicate if retired): _____
Titles, duties or retired: _____
Name of employer: _____

 Page 1 of 2

Form #101 - [Application for Appointment as Financial Secretary](#)

To be filled out by member applying for position as new or as a 3 year renewal

2
STEP

Nomination for Appointment as Financial Secretary

WORTHY SUPREME KNIGHT: DATE: _____
I submit the following member for your consideration in appointing the Financial Secretary of _____
Council Number: _____ Council Location: _____ City/Town: _____ State/Province: _____

MEMBER NOMINATED

Full Name: _____ Membership Number: _____
Address: _____
City: _____ State/Province: _____ Postal Code: _____
EMAIL: _____

Is he in good standing in council?	Is he now Third Degree Member?	Was he ever F.S., Treas., or K.C. Ins. Agt? #	Does he sell Life or Health Insurance?
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Dues paid to: _____	If NO when will he receive Third Degree? _____	# IF YES, what office did he hold? _____	*May not hold a license or be engaged in the sale of life or health insurance.
DATE _____	DATE _____	OFFICE _____	

* This question does not apply in Cuba, Guatemala, Panama, Canal Zone, Virgin Islands, Poland or Philippines.

Grand Knight (signature) _____
Street _____ City _____ State/Prov _____ Zip/Postal _____

NOTE: THE FINANCIAL SECRETARY:

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

 Page 1 of 2

Form #103 - [Nomination for Appointment as Financial Secretary](#)

To be completed by the Grand Knight and Trustee's



One More Important Form GK & FS

Council Directory Form

This is a Michigan Form that updates the WEB.

- Fill out the PDF and Email or Sent it to the State Office
- This updates the online directory on the website

Council Directory Information

Report Date* _____ District* _____ * Required to Submit
Month / Day / Year All Council information same as last year

Council Number* _____ Council Name _____
 Meeting Address _____ City _____ Zip _____
 Council Phone _____ Meeting(s) Time _____
 Meeting Day(s) _____ 1st _____ 2nd _____

Grand Knight All Grand Knight information same as last year
 Name _____ Wife _____

 Membership Number _____

Street Address _____ City _____ Zip _____
 Home Phone _____ Cell Phone _____

Financial Secretary All Financial Secretary information same as last year
 Name _____ Wife _____

 Membership Number _____

Street Address _____ City _____ Zip _____
 Home Phone _____ Cell Phone _____

All Parish information same as last year
 Primary Parish _____ City _____
 Additional Parishes you Serve - Please indicate established Round Tables

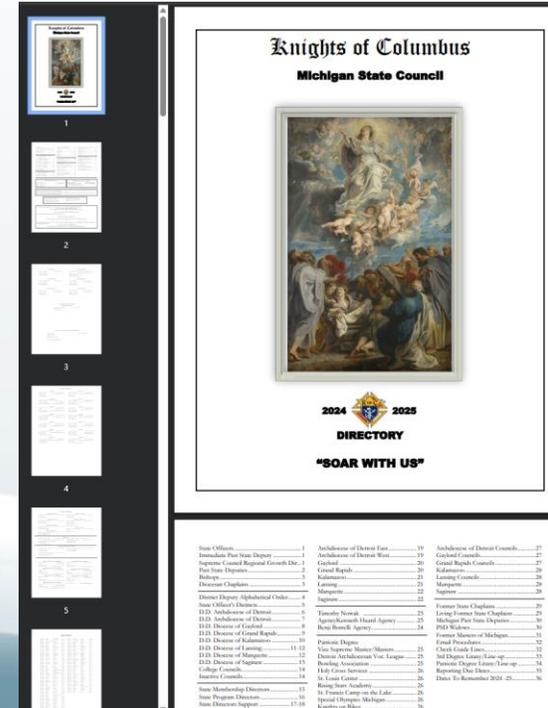
Please fill this form out the night of your council elections and submit as soon as possible.
 The State Office needs this information ASAP and no later than June 15.
 You have two options to return the Council Directory Form:

**Preferred method - (1) Save completed form to your computer.
 Attach and Email To: StateOffice@mikofc.org**

(2) Mail to: Michigan State Council Click on to: [Print](#)
6025 Wall Street
Sterling Heights, Michigan 48312

Special Note: The information on this form will only be utilized by the Michigan State Council Knights of Columbus. It will not be sold or disseminated to any other organization. It will be posted on our secure website in a location that requires an authorized user to sign in and supply appropriate credentials.

Council Directory Form 2/13



Directories

[Michigan Official Family Directory Download \(Updated 2025-03-01\)](#)
[Michigan 4th Degree Directory Download \(Updated 2025-03-01\)](#)

- Note this year printed directories are being discontinued. You can download and save or print your own copy
- This allows for continual updating as required



Congratulations on Being Appointed Financial Secretary!

***Thank You for taking
this critical role!***



What is your newest Email Address?



FSXXX@mikofc.org (Financial Secretary)

XXX is Council Number

Program Director, Grand Knight, Membership, and Financial Secretary all have email accounts that transition with the position. Ask the past Financial Secretary for the current password



Note: State Leaders are assigned permanent Emails:(first initial).(last name)@mikofc.org

How to Break Into The Email?

What is your newest Email



FSXXX@mikofc.org

XXX is Council Number

Program Director, Grand Knight, Membership, and Financial Secretary all have email accounts that transition with the position.

Ask the past Financial Secretary for the current password

Michigan Knights of Columbus
Email Support

Support Center Home Open a New Ticket Check Ticket Status

Open a New Ticket

Please fill in the form below to open a new ticket.

Contact Information

Personal Email Address *

Full Name *

Phone Number * Ext *

Help Topic

Select a Help Topic

CAPTCHA Text: 7D946 Enter the text shown on the image *

Create Ticket Reset Cancel



State Council of Michigan

Home Resources Statewide News Event Calendar About Directory

Free E-Membership Extended!

The online or e-membership code to honor Fr. Michael J. McGivney has been extended again!
The free online membership code is BLESSEDMCGIVNEY

Here's how it works:

Direct prospects to kofc.org/joinus
Enter promo code [BLESSEDMCGIVNEY](http://kofc.org/joinus)
Enter your membership number for sponsor credit
Invite e-members to your Council's next Charity/Unity/Fraternity Exemplification
Or use the On Demand Exemplification through officers online at kofc.org
Or schedule in to District Exemplification or recorded virtual Exemplification schedule by our State

Prayer for the Canonization of Blessed Michael McGivney
Founder of the Knights of Columbus

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you grant our prayer for Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (*here make your request*). Through Christ our Lord. Amen.

Michigan 4th Degree
Fr. Louis Hennepin Province
Provincial Website
Michigan District 1
-Archdiocese of Detroit
Michigan District 2
-Kalamazoo & Lansing Diocese
Michigan District 3
-Gaylord & Marquette Diocese
Michigan District 4
-Grand Rapids & Saginaw Diocese



Example of Email Report

VERY IMPORTANT

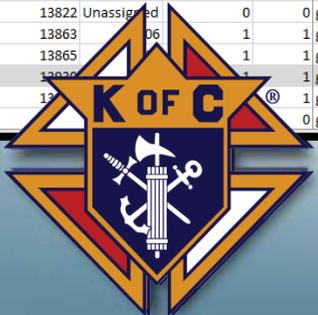
1	Council	District	Active Cou	GK + F	GK Email	GK Last Date	FS Email	FS Last Date	PD Email	PD Last Date	MD Email	MD Last Date
343	13318	119	1	1	gk13318@mikofc.org	2025-02-01T12:39:31	fs13318@mikofc.org		pd13318@mikofc.org		md13318@mikofc.org	
344	13319	107	3	1	gk13319@mikofc.org	2025-01-29T19:21:36	fs13319@mikofc.org		pd13319@mikofc.org	2025-01-21T09:04:21	md13319@mikofc.org	2025-01-18T15:21:41
345	13333	607	0	0	gk13333@mikofc.org		fs13333@mikofc.org		pd13333@mikofc.org		md13333@mikofc.org	
346	13340	104	2	2	gk13340@mikofc.org	2025-01-06T14:38:47	fs13340@mikofc.org	2025-01-26T18:33:34	pd13340@mikofc.org		md13340@mikofc.org	
347	13360	511	2	1	gk13360@mikofc.org	2025-01-27T11:51:00	fs13360@mikofc.org		pd13360@mikofc.org	2024-08-23T13:56:50	md13360@mikofc.org	
348	13362	112	1	1	gk13362@mikofc.org		fs13362@mikofc.org	2024-11-09T14:23:53	pd13362@mikofc.org		md13362@mikofc.org	
349	13391	315	2	2	gk13391@mikofc.org	2025-01-22T11:45:11	fs13391@mikofc.org	2024-12-29T09:00:36	pd13391@mikofc.org		md13391@mikofc.org	
350	13393	604	1	1	gk13393@mikofc.org		fs13393@mikofc.org	2025-01-21T09:58:52	pd13393@mikofc.org		md13393@mikofc.org	
351	13418	Unassigned	0	0	gk13418@mikofc.org		fs13418@mikofc.org		pd13418@mikofc.org		md13418@mikofc.org	
352	13419	119	3	2	gk13419@mikofc.org	2025-01-16T15:18:43	fs13419@mikofc.org	2025-01-21T07:47:11	pd13419@mikofc.org	2025-01-29T21:13:15	md13419@mikofc.org	
353	13432	206	1	1	gk13432@mikofc.org		fs13432@mikofc.org	2025-01-28T11:00:01	pd13432@mikofc.org		md13432@mikofc.org	
354	13449	702	2	2	gk13449@mikofc.org	2025-01-03T15:30:41	fs13449@mikofc.org	2025-01-09T09:31:20	pd13449@mikofc.org		md13449@mikofc.org	
355	13450	506	3	2	gk13450@mikofc.org	2024-10-16T15:36:42	fs13450@mikofc.org	2025-01-28T17:04:54	pd13450@mikofc.org	2024-08-08T14:10:44	md13450@mikofc.org	
356	13452	701	1	1	gk13452@mikofc.org	2025-01-08T09:41:38	fs13452@mikofc.org		pd13452@mikofc.org		md13452@mikofc.org	
357	13453	111	3	1	gk13453@mikofc.org		fs13453@mikofc.org	2024-12-30T15:03:38	pd13453@mikofc.org	2024-09-13T22:31:02	md13453@mikofc.org	2025-02-02T17:19:13
358	13475	105	0	0	gk13475@mikofc.org		fs13475@mikofc.org		pd13475@mikofc.org		md13475@mikofc.org	
359	13485	107	1	0	gk13485@mikofc.org		fs13485@mikofc.org		pd13485@mikofc.org	2025-01-19T07:52:06	md13485@mikofc.org	
360	13499	310	3	2	gk13499@mikofc.org	2025-02-01T13:43:09	fs13499@mikofc.org	2025-01-25T18:36:49	pd13499@mikofc.org	2025-01-20T18:12:24	md13499@mikofc.org	
361	13501	Unassigned	0	0	gk13501@mikofc.org		fs13501@mikofc.org		pd13501@mikofc.org		md13501@mikofc.org	
362	13516	515	1	1	gk13516@mikofc.org	2025-01-10T10:23:38	fs13516@mikofc.org		pd13516@mikofc.org		md13516@mikofc.org	
363	13526	311	3	2	gk13526@mikofc.org	2025-01-28T11:34:34	fs13526@mikofc.org	2025-01-10T13:07:55	pd13526@mikofc.org	2024-12-19T09:48:03	md13526@mikofc.org	
364	13579	307	2	2	gk13579@mikofc.org	2025-01-28T22:07:58	fs13579@mikofc.org	2025-01-31T20:53:13	pd13579@mikofc.org		md13579@mikofc.org	
365	13600	107	4	2	gk13600@mikofc.org	2025-01-29T11:58:05	fs13600@mikofc.org	2025-01-17T12:02:48	pd13600@mikofc.org	2024-11-13T18:02:00	md13600@mikofc.org	2025-01-08T10:22:38
366	13607	Unassigned	0	0	gk13607@mikofc.org		fs13607@mikofc.org		pd13607@mikofc.org		md13607@mikofc.org	
367	13633	407	0	0	gk13633@mikofc.org		fs13633@mikofc.org		pd13633@mikofc.org		md13633@mikofc.org	
368	13634	606	0	0	gk13634@mikofc.org		fs13634@mikofc.org		pd13634@mikofc.org		md13634@mikofc.org	
369	13641	313	3	2	gk13641@mikofc.org	2025-01-24T10:15:22	fs13641@mikofc.org	2025-01-20T06:05:54	pd13641@mikofc.org		md13641@mikofc.org	2025-01-13T06:24:32
370	13645	129	2	2	gk13645@mikofc.org	2025-01-29T18:29:09	fs13645@mikofc.org	2025-01-25T10:02:10	pd13645@mikofc.org		md13645@mikofc.org	
371	13653	308	2	1	gk13653@mikofc.org	2025-01-22T17:34:55	fs13653@mikofc.org		pd13653@mikofc.org	2025-02-02T18:28:27	md13653@mikofc.org	
372	13673	112	3	2	gk13673@mikofc.org	2025-01-09T14:19:59	fs13673@mikofc.org	2025-02-01T17:46:26	pd13673@mikofc.org	2025-02-02T17:43:19	md13673@mikofc.org	
373	13703	502	0	0	gk13703@mikofc.org		fs13703@mikofc.org		pd13703@mikofc.org		md13703@mikofc.org	
374	13731	129	1	1	gk13731@mikofc.org	2024-09-17T11:06:13	fs13731@mikofc.org		pd13731@mikofc.org		md13731@mikofc.org	
375	13749	403	2	2	gk13749@mikofc.org	2025-01-23T00:51:20	fs13749@mikofc.org	2024-09-15T08:34:15	pd13749@mikofc.org		md13749@mikofc.org	
376	13760	316	0	0	gk13760@mikofc.org		fs13760@mikofc.org		pd13760@mikofc.org		md13760@mikofc.org	
377	13780	800	0	0	gk13780@mikofc.org		fs13780@mikofc.org		pd13780@mikofc.org		md13780@mikofc.org	
378	13782	Unassigned	0	0	gk13782@mikofc.org		fs13782@mikofc.org		pd13782@mikofc.org		md13782@mikofc.org	
379	13793	116	1	1	gk13793@mikofc.org		fs13793@mikofc.org	2024-08-14T09:56:23	pd13793@mikofc.org		md13793@mikofc.org	
380	13799	117	3	2	gk13799@mikofc.org	2025-02-01T18:46:49	fs13799@mikofc.org	2025-01-23T14:43:50	pd13799@mikofc.org	2024-10-05T17:08:41	md13799@mikofc.org	
381	13810	120	2	2	gk13810@mikofc.org	2025-01-29T12:07:42	fs13810@mikofc.org	2024-11-07T21:13:23	pd13810@mikofc.org		md13810@mikofc.org	
382	13822	Unassigned	0	0	gk13822@mikofc.org		fs13822@mikofc.org		pd13822@mikofc.org		md13822@mikofc.org	
383	13863	06	1	1	gk13863@mikofc.org	2025-01-30T10:06:59	fs13863@mikofc.org		pd13863@mikofc.org		md13863@mikofc.org	
384	13865		1	1	gk13865@mikofc.org	2025-01-20T19:06:20	fs13865@mikofc.org		pd13865@mikofc.org		md13865@mikofc.org	
385	13930		1	1	gk13930@mikofc.org	2025-01-21T13:27:05	fs13930@mikofc.org		pd13930@mikofc.org		md13930@mikofc.org	
386	13939		1	1	gk13939@mikofc.org	2024-12-17T07:13:21	fs13939@mikofc.org		pd13939@mikofc.org	2025-01-30T11:32:35	md13939@mikofc.org	
387	13942		0	0	gk13942@mikofc.org		fs13942@mikofc.org		pd13942@mikofc.org		md13942@mikofc.org	

- Computer usage is no longer a nice to have it is a requirement for the Grand Knight and Financial Secretary
- The State Leadership monitors system usage
- Your District Deputy are there to help if you need it

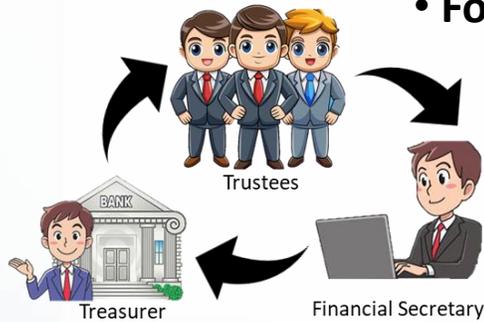
			% Active	% Cumulative		
Councils with 0 email usage	97	0	17.37%	21.56%	Includes 24 Unassigned	
Councils with 1 email usage	139	1	32.63%	30.89%		
Councils with 2 email usage	119	2	27.70%	57.33%		
Councils with 3 email usage	66	3	15.49%	72.00%		
Councils with 4 email usage	29	4	6.81%	78.44%		
Total	450		100.00%	100.00%		

	Total	Unknown	Not in Log	In Use	Sent	Tot Active	Percent
GK Emails in use	450	153	0	297	0	297	GK 69.72%
FS Emails in use	450	222	0	228	0	228	FS 53.52%
PD Emails in use	450	360	0	90	0	90	PD 21.13%
MD Emails in use	450	374	0	76	0	76	MD 17.84%
GK and FS Emails in use	179						42.02%
GK or FS Emails in use	167						39.20%
Total	346						81.22%

* Data based on Feb 1st report 2025



Roles & Responsibilities



- **Follow the Knights of Columbus Charter & Laws:**

- Maintain accurate membership and financial records.
- Collect and record council dues and payments.
- Ensure proper filing of necessary reports to Supreme and State Councils.
- Issue membership cards to dues-paying members.
- Safeguard the integrity and confidentiality of council financial records.

- **Relationship with Grand Knight, Treasurer, and Trustees:**

- **Grand Knight:** Provides financial updates, assists in executing council programs, and supports council leadership.
- **Treasurer:** Works closely to ensure proper handling and deposit of funds, tracks receipts, and reconciles financial records.
- **Trustees:** Provides financial reports for semi-annual audits and ensures transparency in financial matters.

- **Key Deadlines and Expectations:**

- Submission of officer reports at the beginning of the fraternal year.
- Timely collection and reporting of member dues.
- Compliance with Supreme Council financial reporting deadlines.
- Regular updates on council financial health and membership status.





- ➔ 1. Overview
- ➔ 2. Funds Management
- ➔ 3. Semi-Annual Audit
- ➔ 4. Membership
- ➔ 5. Member Management Hints



This symbol will help provide tips and guidance.



Go in document section



Go to WEB Link



Return to home page



1. Overview

- ❖ Roles and Responsibilities
- ❖ Importance
- ❖ Checks & Balances
- ❖ Teamwork



Click for
Supreme
Training



Helpful Resources

For Financial Secretaries, Treasurers & Trustees

- [Navigating Supreme Website](#)
- [Navigating Michigan State KofC Website](#)
- [Where to go for help](#)
- [How to Conduct a Council Audit](#)
- Form 1295 – [Semiannual Council Audit Report](#)
- [Treasurer Training Manual](#)
- [Trustee Training Manual](#)
- [Council Budget Template](#)
- [Charter Constitution Laws – 2024](#)
- [Leadership Resources](#)

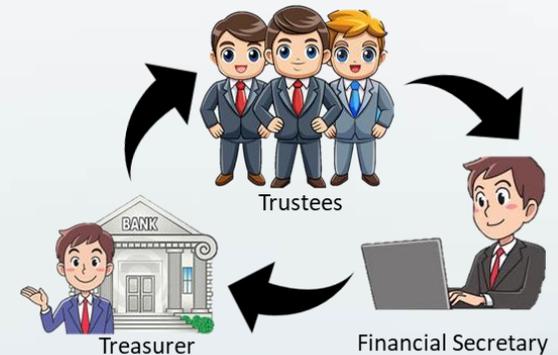
Primarily for Financial Secretaries

- [Member Management Training](#) – Very Handy!
 - Form 185
 - Form 365
- Prospect Tab – [E-Member to Council Process](#)
- Candidate Tab – [Candidate Tab Training Video](#)



1a. Roles & Responsibilities

- ❖ **Financial Secretary – Maintains all financial and membership records.**
 - Uses Member Management software
- ❖ **Treasurer – Manages council funds & bank accounts**
 - Handles the checkbooks and all bank transactions
- ❖ **Trustees – Oversees all financial business of the council**
 - Prepares form 1295 & conducts the semi-annual audit



1b – Why is Financial Management so important?



◆ Manage council funds

◆ Like a small business

◆ Tax accounting

◆ Like a small business

◆ [990 Post card](#)

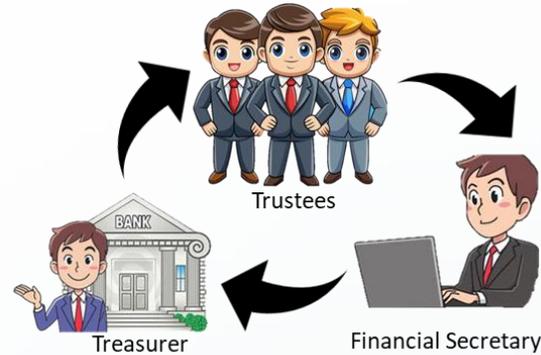
◆ [990-EZ form](#)

◆ Proper control

◆ Avoid mis-appropriation of funds



1c – Checks & Balances



Honest Mistakes

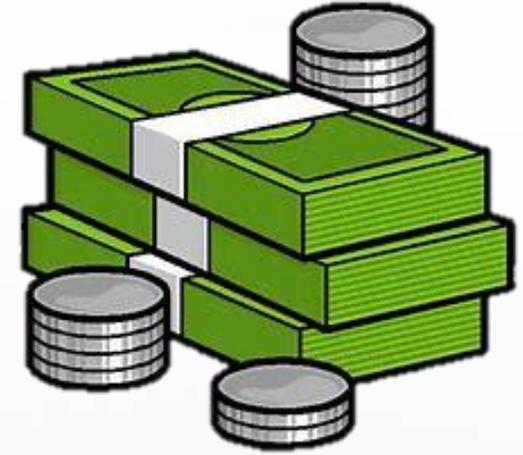
- ❖ Everyone makes mistakes
- ❖ Losing \$\$\$ is a big problem

Not-so-honest Mistakes

- ❖ Remove temptation
- ❖ Correct problems early



2. Funds Management



- ❖ **Receipts** – Incoming funds
- ❖ **Disbursements** – Outgoing funds
- ❖ **Monthly Reconciliation** – FS & Treasurer aligned?
- ❖ **Budgets** – Prepare & approve a council budget
- ❖ **Bonding**
 - ❖ \$5000 – Treasurer & FS by Supreme
 - ❖ Additional amounts are available @ \$7/\$1000



2a. Receipts

ST JOHN VIANNEY CO 11772
SHELBY TOWNSHIP, MI



Report of Receipts - Transaction Details

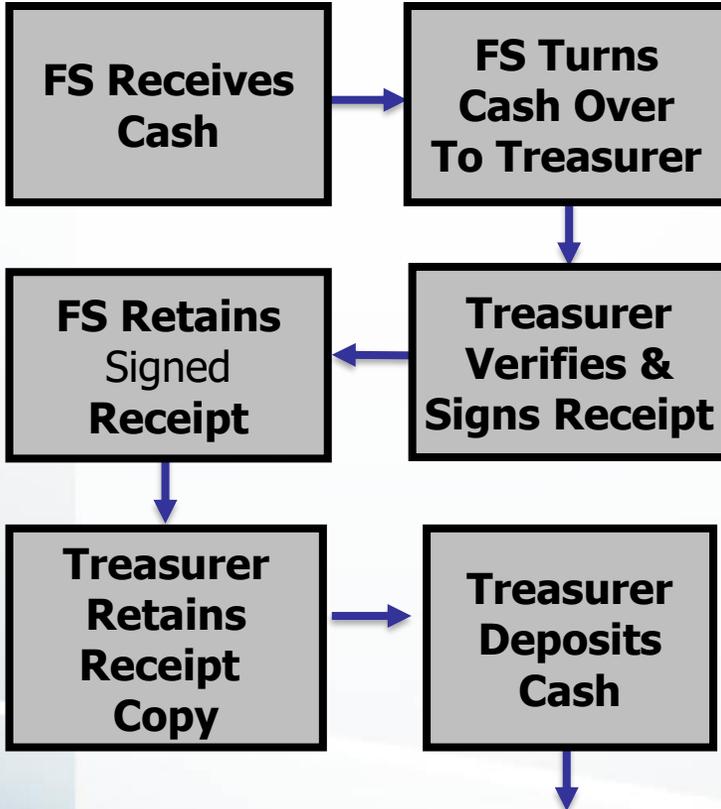
Receipt #	Member/Payor	Event	Description	Amount
Check #	Account: Sub Account			
Receipt Date	Date Processed: 03-04-2019			
Batch: 316				
2301 1393	Leonard J Kujawa Assessments: Take 10 for Charity	Take "10" for Charity		4.00
2302 3443	Alan M Berezik Assessments: Dues			40.00
2303 1393	Leonard J Kujawa Assessments: Dues Assessments: Miscellaneous Assessments: Miscellaneous	Take "10" for Charity Endowed Scholarship Fund		40.00 10.00 6.00
2304 1066	Christopher D Blair Assessments: Dues Assessments: Miscellaneous Assessments: Miscellaneous	Take "10" for Charity Endowed Scholarship Fund		40.00 10.00 6.00

Batch 316 Total: 156.00

Grand Total of Report of Receipts: 156.00

Received by:

Gerald M Meagher
Treasurer



Knights of Columbus
No. 2/471

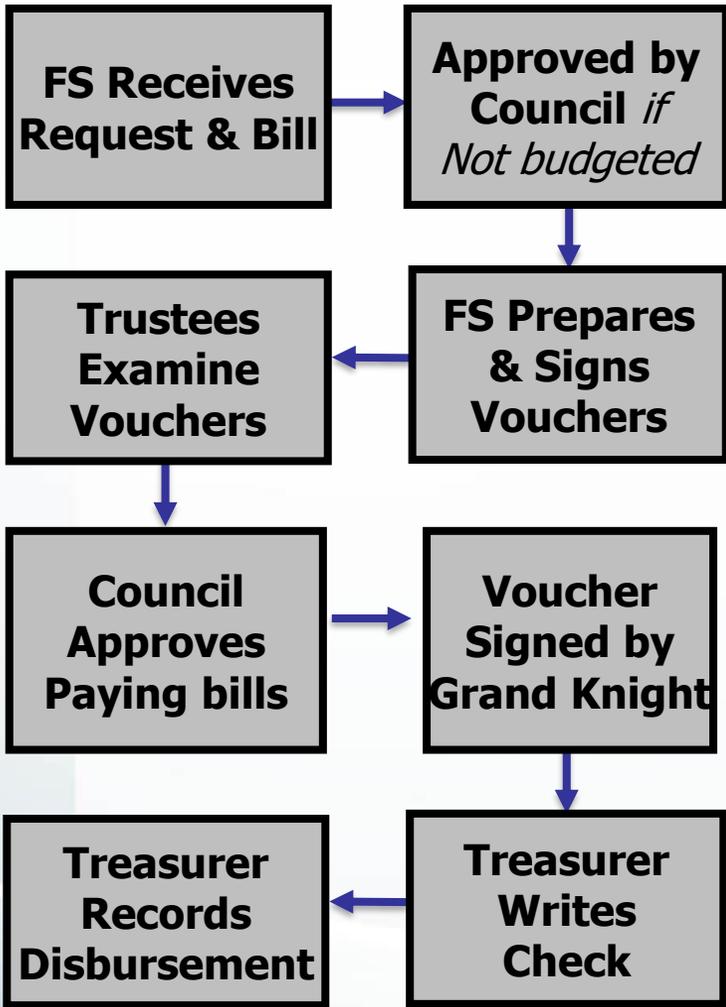
Council No. 50K
Date 2-28 2019

Rec'd of Eb Penney
Seven hundred sixty Dollars

Treasurer: [Signature]

Initial 80-
Dues \$6.00
THRS \$2.00
Spec. \$45
SHMS \$15
Misc. \$760-
Total \$760-





2b. Disbursements

ST JOHN VIANNEY CO 11772
SHELBY TOWNSHIP, MI



Report of Vouchers

Voucher #	Check #	Voucher Date	Member/Payee / Address	Event	Description	Amount
Batch: 349		Date Processed: 07-20-2017				
912		07-18-2017	CPC Maintenance Fund		CPC Ultrasound Machine maintenance	750.00
			Life Activities: Baby Bottle Campaign	Baby Bottle Fundraiser		
913		07-18-2017	Gary E Kopp 59276 Glacier Club Dr / Washington, MI 48094-4320		District 24 expenses	160.00
			Activities: Miscellaneous			
914		07-18-2017	St Jane Francis de Chantal K of C 13340		Major Degree candidate cost	22.27
			Activities: Food & Refreshments			
915		07-18-2017	Knights Of Columbus Supreme Council P. O. Box 1480 / New Haven, CT 06506-1480		Culture of life	164.00
			Per Capita: Culture of Life		Supreme per capita	197.19
			Per Capita: Supreme Council		Catholic Advertising	88.00
			Per Capita: Catholic Advertising			
Grand Total of Report of Vouchers:						1,381.46

No. 1553
Date 2/22/2014
To St. Stephen's Church
For rent - feb.
\$ 200.00

WARRANT VOUCHER

Knights of Columbus
Fr. Radofsky
Check No. 5DK

No. 1553
Date 2/22/2014

To Brother Samuel Shingleton, Treasurer.
Pay to the order of St. Stephen's Church
the sum of two hundred Dollars, \$ 200.00

In payment for rent for Feb.

St. Penrynorth
Threasurer Secretary
William Edwards
Grand Knight

Check No. 1553 Date 2/22/2014

Received by:

Gerald M Meagher
Treasurer

2c. Monthly Reconciliation



1. **Treasurer receives monthly bank statement**
2. **Treasurer adds any interest into checkbook** and Cash Journal
3. **Treasurer checks for any unusual charges or credits** and deducts or adds to checkbook
4. **Treasurer checks off all checks and deposits that have cleared**
5. **Treasurer writes in balance of statement** in appropriate place on back of statement
6. **Treasurer lists all open deposits and un-cashed checks** in appropriate spots on statement
7. **Balance derived on back should agree with checkbook** – if not examine amounts and additions and subtractions until amounts are found
8. **Treasurer reports all checks that have not been cashed that are beyond the legal period (usually six months) to Trustees at time of audit.** "Payees are to be contacted to see why checks have not been cashed.





2d. Budgets

Council 2025-2026 Fraternal Year Budget					
	2024-2025 Fraternal Yr. Actual	2024-2025 Fraternal Yr. Actual	2025 -2026 Fraternal Yr. Budget	2025 - 2026 Fraternal Yr. Actual as of 11/30/2025	2025-2026 Fraternal Yr. Actual vs Budget O/U
Income					
Member Dues					0.00
Endowed Scholarship Fund					0.00
Take 10 for Charity					0.00
General - 50/50 Raffles					0.00
Vocations - RSVP, DAVL Refund					0.00
Food for Families Refund					0.00
Vocations - Golf Outing					0.00
General Funds - Operations					0.00
MI Drive					0.00
K of C Raffle Refund					0.00
Charity Fundraisers					0.00
Charity Poker					0.00
Pancake Breakfasts					0.00
Fish Fries					0.00
Golf Outing					0.00
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Expenses					
Program Expenses					0.00
Faith Activities					
Family Activities					
Community Activities					
Life Activities					
Council Assessments & Misc					
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Revenue vs Expenses	0.00	0.00	0.00	0.00	0.00

Purpose:

- Forecast
- Pre-approval of expenses
- Approved @ 2 meetings

Detail:

- Detailed enough to ensure the money is spent per the intent approved (Underlined lines should have an additional level of detail)
- Generic enough to allow sufficient flexibility
- Example:
 - \$500 for a Crisis Pregnancy Center donation (listed under "Life Activities")



Fraternnal Survey of Activities (#1728)

Left side of form:

- Faith, Family, Community & Life
- Consolidates information from forms #10784.

Right side of form:

- Fraternal Commitment
- Non-program activities
- Council expense section

Submit form annually (January)

- **FS provides the information for the Chartable Donations section**



Annual Survey of Fraternal Activity

January 1, 20__ through December 31, 20__

Council Number _____ Jurisdiction _____

Section I. Fraternal Program Activities	Charitable Disbursements	Hours of Service	Section II. Fraternal Commitment Activities
Faith Activities (where applicable)			Meetings
a. Refund Support Vocations Program			1. Regular <input type="text"/>
b. Church Facilities			2. Social <input type="text"/>
c. Catholic Schools/Seminaries			3. Special/Committee <input type="text"/>
d. Religious/Vocations Education			TOTAL MEETINGS <input type="text"/>
e. Prayer & Study Programs			
f. Sacramental Gifts			
g. Miscellaneous Faith Activities			
TOTAL FAITH CONTRIBUTIONS	0	0	
Family Activities (where applicable)			Other Fraternal Commitments (where applicable)
a. Food for Families			Visits to the Sick <input type="text"/>
b. Family Formation Programs			Visits to the Bereaved <input type="text"/>
c. Keep Christ in Christmas			Number of Blood Donations <input type="text"/>
d. Family Week			Masses Held for Members <input type="text"/>
e. Family Prayer Night			Hours of Fraternal Service to Sick/Disabled Members and their Families <input type="text"/>
f. Miscellaneous Family Programs			
TOTAL FAMILY CONTRIBUTIONS	0	0	
Community Activities (where applicable)			All information provided on this report is to be from Programs & Activities conducted January 1st through December 31st annually.
a. Coats For Kids			Due January 31st
b. Global Wheelchair Mission			
c. Habitat for Humanity			Submit form to: fraternalmission@kofc.org
d. Disaster Preparedness/Relief			
e. Physically Disabled/Intellectual Disabilities			
f. Elderly/Widow(er) Care			
g. Hospitals/Health Organizations			
h. Columbian Squires			
i. Scouting/Youth Groups			
j. Athletics			
k. Youth Welfare/Service			
l. Scholarships/Education			
m. Veteran Military/VAVS			
n. Miscellaneous Community/Youth Activities			
TOTAL COMMUNITY CONTRIBUTIONS	0	0	
Life Activities (where applicable)			Grand Knight <input type="text"/> Date <input type="text"/>
a. Special Olympics			Member # <input type="text"/>
b. Marches for Life			Financial Secretary <input type="text"/> Date <input type="text"/>
c. Ultrasound Initiative			Member # <input type="text"/>
d. Pregnancy Center Support			
e. Christian Refugee Relief			
f. Memorials to Unborn Children			
g. Miscellaneous Life Activities			
TOTAL LIFE CONTRIBUTIONS	0	0	
TOTAL	0	0	

Due January 31st Page 1 of 2

Survey of Fraternal Activity

Submission Due Date is January 31st

...ions to students studying to become priests or postulants.
...memorial gifts, etc.
...ment, etc.
...y apostolate, programs, speakers, films, program materials, etc.
...er groups, faith program materials, domestic church kiosk, rosary program, Marian Icon
...congregation.
...s not outlined above relating to Faith Activities.

...pantries, soup kitchens.
...y of the Month/Year, Consecration to the Holy Family, Good Friday Family Promotion, etc.
...ourney to the Inn, Light Up for Christ, Christmas Poster Contest, billboard signs, etc.
...promotion, and conduct of this program.
...on and execution of this program.
...ents not outlined above relating to Family Activities.

...d distribution of coats to those in need.
...urchasing and coordination of wheelchair distribution to the needy.
...for Humanity projects, materials, tools, and construction.
...planning and executing disaster preparedness and response, food, water, equipment, etc.
...tributions to schools, care services, organizations, etc.
...for the aged, retired/senior volunteer programs, construction, repairs, remodeling, gifts, etc.
...to Red Cross, Hospice, heart/cancer funds, equipment, construction, donations, etc.
...ions and support of the Columbian Squires program.
...rship volunteer efforts, projects, 4-H, Big Brothers, CYO, mentoring, etc.
...youth sport sponsorships, equipment, transportation, etc.
...nce/child abuse, foster parents, etc.
...er nights, essay contests, scholarships, tuition, fund raising, etc.
...s, VA hospital support/visitation, memorials, parades, etc.
...disbursements not outlined above relating to Community Activities.

...and national events.
...and nation marches.
...hase and placement of Ultrasound machines for crisis pregnancy centers.
...donations, diapers, supplies, baby showers, birthright, etc.
...rovided to refugee relief, Solidarity Crosses.
...purchases, fund raisers, donations, construction, etc.
...not outlined above relating to Life Activities.

1728 2/21 Page 2 of 2

Council Program Training



Nothing Better Than A Good Taxonomy

Annual Survey of Fraternal Activity

January 1, 20__ through December 31, 20__

Council Number _____ Jurisdiction _____

Section I. Fraternal Program Activities

Faith Activities (where applicable)

a. Refund Support Vocations Program

b. Church Facilities

c. Catholic Schools/Seminaries

d. Religious/Vocations Education

e. Prayer & Study Programs

f. Sacramental Gifts

g. Miscellaneous Faith Activities

TOTAL FAITH CONTRIBUTIONS: 0

Family Activities (where applicable)

a. Food for Families

b. Family Formation Programs

c. Keep Christ in Christmas

d. Family Week

e. Family Prayer Night

f. Miscellaneous Family Programs

TOTAL FAMILY CONTRIBUTIONS: 0

Community Activities (where applicable)

a. Coats For Kids

b. Global Wheelchair Mission

c. Habitat for Humanity

d. Disaster Preparedness/Relief

e. Physically Disabled/Intellectual Disabilities

f. Elderly/Widow(er) Care

g. Hospitals/Health Organizations

h. Columbian Squires

i. Scouting/Youth Groups

j. Athletics

k. Youth Welfare/Service

l. Scholarships/Education

m. Veteran Military/VAVS

n. Miscellaneous Community/Youth Activities

TOTAL COMMUNITY CONTRIBUTIONS: 0

Life Activities (where applicable)

a. Special Olympics

b. Marches for Life

c. Ultrasound Initiative

d. Pregnancy Center Support

e. Christian Refugee Relief

f. Memorials to Unborn Children

g. Miscellaneous Life Activities

TOTAL LIFE CONTRIBUTIONS: 0

Section II. Fraternal Commitment Activities

Meetings

1. Regular

2. Social

3. Special/Committee

TOTAL MEETINGS: 0

Other Fraternal Commitments (where applicable)

Visits to the Sick

Visits to the Bereaved

Number of Blood Donations

Masses Held for Members

Hours of Fraternal Service to Sick/Disabled Members and their Families

All information provided on this report is to be from Programs & Activities conducted January 1st through December 31st annually.

Due January 31st

Submit form to:
fraternalmission@kofc.org



Due January _____

Page 1 of 2

Expense Accounts	
Community Activities: a. Coats for Kids	-2,123.00
Community Activities: b. Global Wheelchair Mission	0.00
Community Activities: c. Habitat for Humanity	0.00
Community Activities: d. Disaster Preparedness/Relief	0.00
Community Activities: e. Physically Disabled/Intellectual Disabilities	-1,125.50
Community Activities: f. Elderly/Widow(er) Cares	0.00
Community Activities: g. Hospitals/Health Organizations	0.00
Community Activities: h. Columbian Squires	0.00
Community Activities: i. Scouting/Youth Groups	0.00
Community Activities: j. Athletics	0.00
Community Activities: k. Youth Welfare/Service	0.00
Community Activities: l. Scholarships/Education	0.00
Community Activities: m. Veteran Military/VAVS	0.00
Community Activities: n. Miscellaneous Community/Youth Activities	-500.00
Council Activities: Printing and Postage	-615.59
Council Per Capita	-217.00
Council Activities	-2,000.00
Council Activities: Food and Refreshments	-1,000.00
Council Activities: Miscellaneous	-284.55
Council Charitable Gaming	0.00
Council Church Activities	-281.99
Council Fund Raisers	0.00
Council Fund Raisers: Charitable Gaming	-11,482.15
Council Fund Raisers: Pancake Breakfast	-1,262.82
Council Per Capita: Catholic Advertising	-121.00
Council Per Capita: Culture of Life	-239.00
Council Per Capita: STAA	-405.00
Council Per Capita: State Council	-1,452.00
Council Per Capita: Supreme Council	-197.75
Council Supplies	-16.93
Council Supplies: Member Supplies - Pass Thru	-505.00
Council Supplies: Miscellaneous	-572.79
Faith Activities: a. Refund Support Vocations Program	-3,000.00
Faith Activities: b. Church Facilities	-1,014.39
Faith Activities: c. Catholic Schools/Seminaries	-6,591.51
Faith Activities: d. Religious_Vocations Education	-850.00
Faith Activities: e. Prayer Study Programs	-584.08
Faith Activities: f. Sacramental Gifts	-1,302.09
Faith Activities: g. Miscellaneous Faith Activities	-5,145.15
Family Activities: a. Food for Families	-1,350.00
Family Activities: b. Family Formation Programs	0.00
Family Activities: c. Keep Christ in Christmas	-522.44
Family Activities: d. Family Week	0.00
Family Activities: e. Family Prayer Night	0.00
Family Activities: f. Miscellaneous	-585.00
Life Activities: a. Special Olympics	0.00
Life Activities: b. Marches for Life	0.00
Life Activities: c. Ultrasound Initiative_Birth Choices	-4,500.00
Life Activities: d. Pregnancy Center Support - Gianna House	-4,750.00
Life Activities: e. Christian Refugee Relief	0.00
Life Activities: f. Memorials to Unborn Children	0.00
Life Activities: g. Miscellaneous Life Activities/Masses for Deceased Mem	-750.00

Consider using this taxonomy for Family, community, Life, and Faith to Categorize Expenses

This will you help Categorize Expenses Accurately

This will save time and provide accurate information when filling out the 1728

Set by MM and following: Member Billing > Council Ledger> Billing Information>Account List>Add Account

Example report from the 24-25 CY from a council

3. *Semi-Annual Audit*

- ◆ **Overview**
- ◆ **Preparation**
- ◆ **Audit – 3 main parts**
 - ◆ Membership – Done via Member Management
 - ◆ Income & Expenses
 - ◆ Assets & Liabilities
- ◆ **Post-audit tasks**



- [How to Conduct a Council Audit \(Word\)](#)
- Semi-Annual Audit form
 - [PDF](#)
 - [Online \(Preferred Method\)](#)



3a. Overview form 1295



When?

Due by 8/15 – for January – June 1295

Due 2/15 – For July - December



Who

Trustees should do the audit using the records and documents supplied by the Financial Secretary and the Treasurer.

Financial Secretary provides documentation and answers questions.

Treasurer provides documentation and answers questions

Grand Knight attends the audit and signs the audit form

Other potential people to invite to the audit include the DGK, DD & Recorder



Semiannual Council Audit Report
For Period Ended December 31, 20

Council No. _____ City _____ State _____

SCHEDULE A – MEMBERSHIP

ADDITIONS	INS.			ASSO.			TOT.			DEDUCTIONS	INS.			ASSO.			TOT.			
Total members start of period										Suspensions										
Initiations										Deaths				Withdrawals						
Transfers from other councils										Transfers – assoc. to insurance				Transfers – ins. to associate						
Transfers – assoc. to insurance										Transfers to other councils				Total deductions						
Transfers – ins. to associate																				
Reversions																				
Total for period																				
Minus total deductions																				
Number members end of period																				

SCHEDULE A – ALTERNATIVE

Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

SCHEDULE B – CASH TRANSACTIONS

FINANCIAL SECRETARY		TREASURER	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received – dues, initiations	\$ _____	Received from financial secretary	\$ _____
Cash received from other sources	\$ _____	Transfers from sav/other accts.	\$ _____
(Explain kind and amount)	\$ _____	Interest earned	\$ _____
	\$ _____	Total receipts	\$ _____
	\$ _____	Disbursements	\$ _____
Total cash received	\$ _____	Per capita: Supreme Council	\$ _____
	\$ _____	State Council	\$ _____
Transferred to treasurer	\$ _____	General council expenses	\$ _____
Cash on hand at end of period	\$ _____	Transfers to sav/other accts.	\$ _____
	\$ _____	Miscellaneous	\$ _____
	\$ _____	Total disbursements	\$ _____
	\$ _____	Net balance on hand	\$ _____

SCHEDULE C – ASSETS AND LIABILITIES

ASSETS		LIABILITIES	
Cash	\$ _____	Due Supreme Council	\$ _____
Undeposited funds	\$ _____	Per capita	\$ _____
Bank – Checking acct	\$ _____	Supplies	\$ _____
– Savings acct	\$ _____	Catholic advertising	\$ _____
– Money market accts	\$ _____	Other	\$ _____
Due from _____ members	\$ _____	Due State Council	\$ _____
Advance payments by _____ members	\$ _____	Misc. liabilities	\$ _____
Total current assets	\$ _____	Total current liabilities	\$ _____
Less: current liabilities	\$ _____		\$ _____
Net current assets	\$ _____		\$ _____
Other Assets	\$ _____		\$ _____
Short term CD	\$ _____		\$ _____
Money Market Mutual Funds	\$ _____		\$ _____
Misc. assets	\$ _____		\$ _____
Total other assets	\$ _____		\$ _____
Total assets	\$ _____		\$ _____

Signed this _____ day of _____, 20____
Grand Knight _____
Trustee _____
Trustee _____

SEND ONE COPY TO: Council Accounts
Email: council.accounts@kcof.org
Fax: 800.228.1596
Mail: 1 Columbus Plaza, New Haven, CT 06510
COPIES TO: State Deputy, District Deputy, Council File

Due 2/15 – For July - December

Due by 8/15 – for January – June 1295

Semiannual Council Audit Report
For Period Ended June 30, 20

Council No. _____ City _____ State _____

SCHEDULE A – MEMBERSHIP

ADDITIONS	INS.			ASSO.			TOT.			DEDUCTIONS	INS.			ASSO.			TOT.			
Total members start of period										Suspensions										
Initiations										Deaths				Withdrawals						
Transfers from other councils										Transfers – assoc. to insurance				Transfers – ins. to associate						
Transfers – assoc. to insurance										Transfers to other councils				Total deductions						
Transfers – ins. to associate																				
Reversions																				
Total for period																				
Minus total deductions																				
Number members end of period																				

SCHEDULE A – ALTERNATIVE

Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

SCHEDULE B – CASH TRANSACTIONS

FINANCIAL SECRETARY		TREASURER	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received – dues, initiations	\$ _____	Received from financial secretary	\$ _____
Cash received from other sources	\$ _____	Transfers from sav/other accts.	\$ _____
(Explain kind and amount)	\$ _____	Interest earned	\$ _____
	\$ _____	Total receipts	\$ _____
	\$ _____	Disbursements	\$ _____
Total cash received	\$ _____	Per capita: Supreme Council	\$ _____
	\$ _____	State Council	\$ _____
Transferred to treasurer	\$ _____	General council expenses	\$ _____
Cash on hand at end of period	\$ _____	Transfers to sav/other accts.	\$ _____
	\$ _____	Miscellaneous	\$ _____
	\$ _____	Total disbursements	\$ _____
	\$ _____	Net balance on hand	\$ _____

SCHEDULE C – ASSETS AND LIABILITIES

ASSETS		LIABILITIES	
Cash	\$ _____	Due Supreme Council	\$ _____
Undeposited funds	\$ _____	Per capita	\$ _____
Bank – Checking acct	\$ _____	Supplies	\$ _____
– Savings acct	\$ _____	Catholic advertising	\$ _____
– Money market accts	\$ _____	Other	\$ _____
Due from _____ members	\$ _____	Due State Council	\$ _____
Advance payments by _____ members	\$ _____	Misc. liabilities	\$ _____
Total current assets	\$ _____	Total current liabilities	\$ _____
Less: current liabilities	\$ _____		\$ _____
Net current assets	\$ _____		\$ _____
Other Assets	\$ _____		\$ _____
Short term CD	\$ _____		\$ _____
Money Market Mutual Funds	\$ _____		\$ _____
Misc. assets	\$ _____		\$ _____
Total other assets	\$ _____		\$ _____
Total assets	\$ _____		\$ _____

Signed this _____ day of _____, 20____
Grand Knight _____
Trustee _____
Trustee _____

SEND ONE COPY TO: Council Accounts
Email: council.accounts@kcof.org
Fax: 800.228.1596
Mail: 1 Columbus Plaza, New Haven, CT 06510
COPIES TO: State Deputy, District Deputy, Council File

Preparation for the Audit

Financial Secretary

 Don't hold any money on June 30th & or December 31

 Provide Documentation to the Trustees

-  Report of Receipts
-  Report of transactions
-  Paper copies of transactions

Treasurer

 Provide documentation to the trustees

-  Ledger and/or register
-  Receipt Books
-  Bank Statements

Trustees

 Schedule the Audit Meeting

 Do the Audit



Skip to 27:55 for Council Audit

3c. Audit - Schedule A Membership

Member Management

Skip Schedule A

Minimizes work

Preferred method

Manually fill this out

Follow instructions shown

Much more documentation needed (Council rosters, form 100s, etc.)



ADDITIONS	INS.	ASSO.	TOT.	Comments/Instructions
Total members start of period				Should match the council roster (Supreme website)
Initiations				Should match those recognized by Supreme
Transfers from other councils				Should match those recognized by Supreme
Transfers – assoc. to insurance				Should match those recognized by Supreme
Transfers – ins. To associate				Should match those recognized by Supreme
Re-entries				Should match those recognized by Supreme
Total for period				Add Initiations through re-entries (5 lines above)
Minus deductions				The figures for Total Deductions in the Deductions section are to be placed here and must be subtracted from the figures for Total for Period to obtain the correct figures for Number Members at End of Period
Number members end of period				Should match the council roster (Supreme website)

DEDUCTIONS	INS.	ASSO.	TOT.	Comments/Instructions
Suspensions				Should match those recognized by Supreme
Deaths				Should match those recognized by Supreme
Withdrawals				Should match those recognized by Supreme
Transfers – assoc. to insurance				Should match ADDITIONS line (reverse entry)
Transfers – ins. To associate				Should match ADDITIONS line (reverse entry)
Transfers to other councils				Should match those recognized by Supreme
Total deductions				Add all 6 lines above




Skip to 29:00 for Council Audit

Due 2/15 – For July - December



Michigan State Council
Knights of Columbus



3c. Audit Schedule B - FS Cash Transactions

FINANCIAL SECRETARY		Comments/Instructions
Cash on hand beginning of period	\$ _____	Should match the previous Audit Report showing Cash on Hand at End of Period
Cash received – dues, initiation	\$ _____	Accounting period totals from the Reports of Receipts <i>See note (below) on AUDITING DUES PAYMENTS</i>
Cash received from other sources; (Explain kind and amount)		Accounting period totals from the Reports of Receipts
Top Category \$ _____		
Second Category \$ _____		
All Other \$ _____	\$ _____	Sum of Top, Second & All Other.
Total Cash received	\$ _____	Sum of (1) Cash on hand at beginning of period, (2) Cash received – dues & initiation and (3) Cash received from other sources.
Transferred to Treasurer	\$ _____	Total of the figures shown on receipts from Treasurer to Financial Secretary for moneys received during the period by the Treasurer from the Financial Secretary
Cash on hand at end of period	\$ _____	Cash on Hand at End of Period will be amounts shown Paid to Treasurer subtracted from amount shown as Total Cash Received. Cash on Hand at End of Period should show a zero balance.

Semiannual Council Audit Report
 For Period Ended December 31, 20____

DUE BY: FEBRUARY 15

Council No. _____ City _____ State _____

SCHEDULE A – MEMBERSHIP

	ADDITIONS			DEDUCTIONS		
	INS.	ASSO.	TOT.	INS.	ASSO.	TOT.
Total members start of period						
Initiations				Suspensions		
Transfers from other councils				Deaths		
Transfers – assoc. to insurance				Withdrawals		
Transfers – ins. to associate				Transfers – assoc. to insurance		
Re-entries				Transfers – ins. to associate		
Total for period				Transfers to other councils		
Minus total deductions				Total deductions		
Number members end of period						

Do not include inactive insurance members in this section **

SCHEDULE A – ALTERNATIVE

Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

SCHEDULE B – CASH TRANSACTIONS

FINANCIAL SECRETARY		TREASURER	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received – dues, initiations	\$ _____	Received from financial secretary	\$ _____
Cash received from other sources (Explain kind and amount)	\$ _____	Transfers from sav/other accts.	\$ _____
	\$ _____	Interest earned	\$ _____
	\$ _____	Total receipts	\$ _____
Total cash received	\$ _____	Disbursements	\$ _____
Transferred to treasurer	\$ _____	Per capita: Supreme Council	\$ _____
Cash on hand at end of period	\$ _____	State Council	\$ _____
		General council expenses	\$ _____
		Transfers to sav/other accts.	\$ _____
		Miscellaneous	\$ _____
		Total disbursements	\$ _____
		Net balance on hand	\$ _____

SCHEDULE C – ASSETS AND LIABILITIES

ASSETS		LIABILITIES	
Cash	\$ _____	Due Supreme Council	\$ _____
Undeposited funds	\$ _____	Per capita	\$ _____
Bank – Checking acct	\$ _____	Supplies	\$ _____
– Savings acct	\$ _____	Catholic advertising	\$ _____
– Money market accts.	\$ _____	Other	\$ _____
Due from _____ members	\$ _____	Due State Council	\$ _____
Total current assets	\$ _____	Advance payments by _____ members	\$ _____
Less: current liabilities	\$ _____	Misc. liabilities	\$ _____
Net current assets	\$ _____		\$ _____
Other Assets:		Total current liabilities	\$ _____
Short term CD	\$ _____		
Money Market Mutual Funds	\$ _____	Signed this _____ day of _____, 20____	
Misc. assets	\$ _____	Grand Knight	
Total other assets	\$ _____	Trustee	
Total assets	\$ _____	Trustee	
		Trustee	

Please complete all items. Insert "None" where no figures are to be shown.

SEND ONE COPY TO: Council Accounts
 Email: council.accounts@kofc.org
 Fax: 855-228-1396
 Mail: 1 Columbus Plaza, New Haven, CT 06510
 COPIES TO: State Deputy, District Deputy, Council File

For more details, see #1619 Fraternal Excellence Guide
 *All U.S. Councils must file form 990 with IRS annually. For info, email tax.enh@kofc.org or refer to Officer's Desk Reference. 035 2/25

#1 PERPETUA CO 13603
HAYTOWNE, IA Page 1 of 2
March 11, 2025

KNIGHTS OF COLUMBUS
Report of Receipts - Transaction Details

Receipt #	Receipt Date	Member/Payer	Event	Description	Amount
Batch 546	Date Processed: 03-11-2025				
2610	03-11-2025	Sean Patrick Kaciba			
Varies		Activities		Dining tickets pass thru	90.00
2616	03-11-2025	Ronald J Casper	Faith Activities: Seminars - Sacred Heart	Sacred Heart Seminary	0.00
1276		Endowment		Endowment	
		Assessments: Dues		2025	40.00
		Community Activities		Tax for Charity	10.00
2617	03-11-2025	Steven J Weber	Faith Activities: Seminars - Sacred Heart	Sacred Heart Seminary	0.00
Varies		Endowment		Endowment	
		Assessments: Dues		2025	40.00
		Community Activities		Tax for Charity	10.00
				Batch 546 Total:	202.00
				Grand Total of Report of Receipts:	202.00

Respectfully submitted, _____ Received by: _____
 Richard B Anderson Financial Secretary Richard A Schneider Treasurer

Skip to 31:20 for Council Audit

Michigan State Council
Knights of Columbus

31

3c. Audit Schedule B – Treasurer Transactions

TREASURER		Comments/Instructions
Cash on hand beginning of period	\$ _____	Should match the figure shown on the previous audit from line Net Balance on Hand
Received from financial secretary	\$ _____	Should be the period total of the items in the Treasurer's Cash Book showing moneys received from the Financial Secretary. This should match the amount shown in the Financial Secretary's report on line Paid to Treasurer
Transfers from <u>sav./other</u> accounts	\$ _____	
Interest earned	\$ _____	
Total Cash received	\$ _____	
Disbursements		These should match the disbursements section of the Treasurer's Cash Book. <i>See note (below) on AUDITING CHECK REGISTER</i>
Per Capita Supreme Council	\$ _____	
State Council	\$ _____	
General Council Expenses		
Transfer to <u>sav./other</u> accounts		
Miscellaneous		
Total Disbursements		
Net balance on hand		

Semiannual Council Audit Report
 For Period Ended December 31, 20____

DUE BY: FEBRUARY 15

Council No: _____ City: _____ State: _____

SCHEDULE A – MEMBERSHIP

	ADDITIONS			DEDUCTIONS		
	INS.	ASSO.	TOT.	INS.	ASSO.	TOT.
Total members start of period						
Initiations				Suspensions		
Transfers from other councils				Deaths		
Transfers – assoc. to insurance				Withdrawals		
Transfers – ins. to associate				Transfers – assoc. to insurance		
Re-entries				Transfers – ins. to associate		
Total for period				Transfers to other councils		
Minus total deductions				Total deductions		
Number members end of period				Do not include inactive insurance members in this section.**		

SCHEDULE A – ALTERNATIVE

Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

SCHEDULE B – CASH TRANSACTIONS

FINANCIAL SECRETARY		TREASURER	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received – dues, initiations	\$ _____	Received from financial secretary	\$ _____
Cash received from other sources	\$ _____	Transfers from sav./other accts.	\$ _____
(Explain kind and amount)	\$ _____	Interest earned	\$ _____
	\$ _____	Total receipts	\$ _____
	\$ _____	Disbursements	\$ _____
Total cash received	\$ _____	Per capita: Supreme Council	\$ _____
Transferred to treasurer	\$ _____	State Council	\$ _____
Cash on hand at end of period	\$ _____	General council expenses	\$ _____
		Transfers to sav./other accts.	\$ _____
		Miscellaneous	\$ _____
		Total disbursements	\$ _____
		Net balance on hand	\$ _____

SCHEDULE C – ASSETS

Cash: _____

Undeposited funds \$ _____

Bank – Checking acct \$ _____

– Savings acct \$ _____

– Money market accts \$ _____

Due from _____ members \$ _____

Total current assets \$ _____

Less: current liabilities \$ _____

Net current assets \$ _____

Other Assets:

Short term CD \$ _____

Money Market Mutual Funds \$ _____

Misc. assets \$ _____

Total other assets \$ _____

Total assets \$ _____

LIABILITIES

Due Supreme Council: _____

Per capita \$ _____

Supplies \$ _____

Catholic advertising \$ _____

Other \$ _____

Due State Council \$ _____

Advance payments by _____ members \$ _____

Misc. liabilities \$ _____

Total current liabilities \$ _____

Short term CD \$ _____

Money Market Mutual Funds \$ _____

Misc. assets \$ _____

Total other liabilities \$ _____

Total liabilities \$ _____

Please complete all items. Insert "None" where no figures are to be shown.

SEND ONE COPY TO: Council Accounts
 Email: council.accounts@kcof.org
 Fax: 855-228-1396
 Mail: 1 Columbus Plaza, New Haven, CT 06510
COPIES TO: State Deputy, District Deputy, Council File

For more details, see #7819 Fraternal Excellence Guide.
 **All U.S. Councils must file Form 990 with IRS annually. For info, email: tax.web@kcof.org or refer to Officer's Desk Reference. 1395-225



ST PERPETUA CO 1366
 WATERFORD, MI

Report of Vouchers
 Page 2 of 2
 March 11, 2025

Voucher #	Check #	Member/Phone / Address	Event	Description	Amount
875	03-19-2025	Mary's World		Top Golf Fundraiser Pass Thu	800.00
876	03-19-2025	Richard E Anderson		7962 Woodside Pl / Waterford, MI 48327-3686	
877	03-19-2025	John A. Smith		2025 Fire Hall	686.00
878	03-19-2025	Waterford Veterans		2025 Zoom Subscription	188.49
879	03-19-2025	M State Council - Knights of Columbus		Additional donation	427.20
880	03-19-2025	M State Council - Knights of Columbus		2025	528.00
881	03-19-2025	Mark S. Stroupy		2025	775.00
882	03-19-2025	Richard E Anderson		Receipt for Visa	0.01
883	03-19-2025	Richard E Anderson		Receipts and pouches for Confirmation	381.38

Respectfully submitted,

Richard E Anderson
Financial Secretary

Received by:

Dennis W. Hogan
Grand Knight

Richard A. Schneider
Treasurer



Skip to 31:43 for Treasurer

3c. Audit Schedule C – Assets



ASSETS		Comments/Instructions
Cash		
Undeposited funds	\$ _____	Moneys in the possession of either the Financial Secretary or treasurer, or both.
Bank – Checking Account	\$ _____	Assets labeled Bank — General Acct. and Bank — Special Acct. will be the reconciliation of the Treasurer’s checkbook(s) showing the net cash balance(s). Outstanding checks should be deducted from the bank statement.
- Savings Account	\$ _____	
- Money Market Accounts	\$ _____	
Due from _____ members		Obtained from the FS’s member ledger records. One indicator of the financial condition of a council is the number of members in arrears and the amounts owed. Be certain to include these figures on the report. <i>See note (below) on DUES FROM MEMBERS</i>
Total current assets	\$ _____	Total Current Assets is the total of the five previous lines
Less current liabilities	\$ _____	Should match the figure for Total Current Liabilities and is subtracted from Total Current Assets to obtain Net Current Assets
Net current assets		If liabilities exceed assets, the Total Current Assets should be subtracted from Current Liabilities and the resulting figure shown in (parenthesis).
Other assets		<i>See note (below) on INVESTMENTS.</i>
Short-term CDs	\$ _____	
Money Market	\$ _____	
Mutual Funds		
Misc. assets	\$ _____	
Total other assets		
Total assets		



Skip to 33:35 for Assets



3c. Audit Schedule C - Liabilities

LIABILITIES		Comments/Instructions
Due Supreme Council	\$ _____	Figures for the Liabilities section relative to the council's obligations to Supreme, state, as well as miscellaneous will be supplied by the Financial Secretary from his records and from unpaid bills in his possession. <i>See Note (below) on SUPREME PER CAPITA</i>
Per Capita	\$ _____	
Supplies	\$ _____	
Catholic advertising	\$ _____	
Other		
Due State Council	\$ _____	Advance payment of dues by members is to be included in Advance Payment by Members. For example, if a member pays dues in advance of the period billed, it is a liability because it represents dues payment not yet chargeable to the member.
Advanced payments by ___ members	\$ _____	
Misc. liabilities		

Total current liabilities		



3d. Post Audit Tasks



❖ Signatures – GK + Trustees (at least 2 of 3 Trustees)

❖ DGK can sign for either the GK or a Trustee (if required)

❖ Council Copies – Everyone who attended (everyone invited)

❖ GK, DGK, Treasurer, Trustees & Recorder

❖ Other Copies

❖ Supreme – council.accounts@kofc.org

❖ State – forms@mikofc.org (*)

❖ District Deputy – DDXXX@mikofc.org (where XXX is District #)

(*) In 2020, roughly 5% of councils sent their audits to stateoffice@mikofc.org.
The State Office doesn't need (or want) copies of your audit.



Yearly Completion of Tax Form 990-EZ



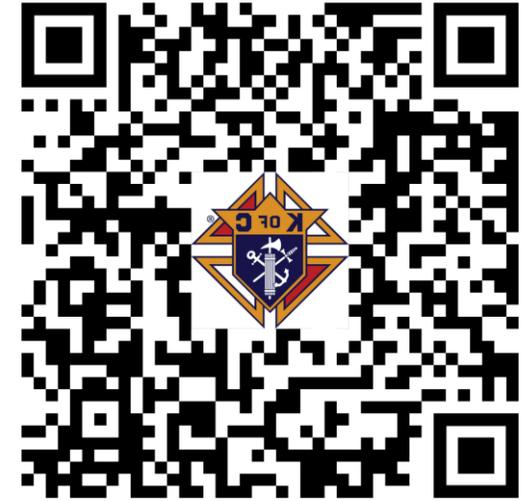
Form 990-EZ Department of the Treasury Internal Revenue Service	Short Form		OMB No. 1545-0047
	Return of Organization Exempt From Income Tax		2024
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) Do not enter social security numbers on this form, as it may be made public. Go to www.irs.gov/Form990EZ for instructions and the latest information.			
Open to Public Inspection			
A For the 2024 calendar year, or tax year beginning _____, 2024, and ending _____, 20			
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization ?		D Employer identification number ?
	Number and street (or P.O. box if mail is not delivered to street address) ? Room/suite		E Telephone number
City or town, state or province, country, and ZIP or foreign postal code		F Group Exemption Number ?	
G Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify): _____		H Check <input type="checkbox"/> if the organization is not required to attach Schedule B ?	
I Website: _____		J Tax-exempt status (check only one) – <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other: _____		L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$	

Form 990, 990-EZ, or 990-PF **must be filed by the 15th day of the 5th month** after the end of your organization's accounting period (This is June 30th). Thus, for a calendar year taxpayer, Form 990, 990-EZ, or 990-PF is due November 15th of the following year. (Note: This will be due on March 15th for councils with accounting that runs on the calendar year January to December)

This is critical to maintain your tax-exempt status



Section 4 Membership



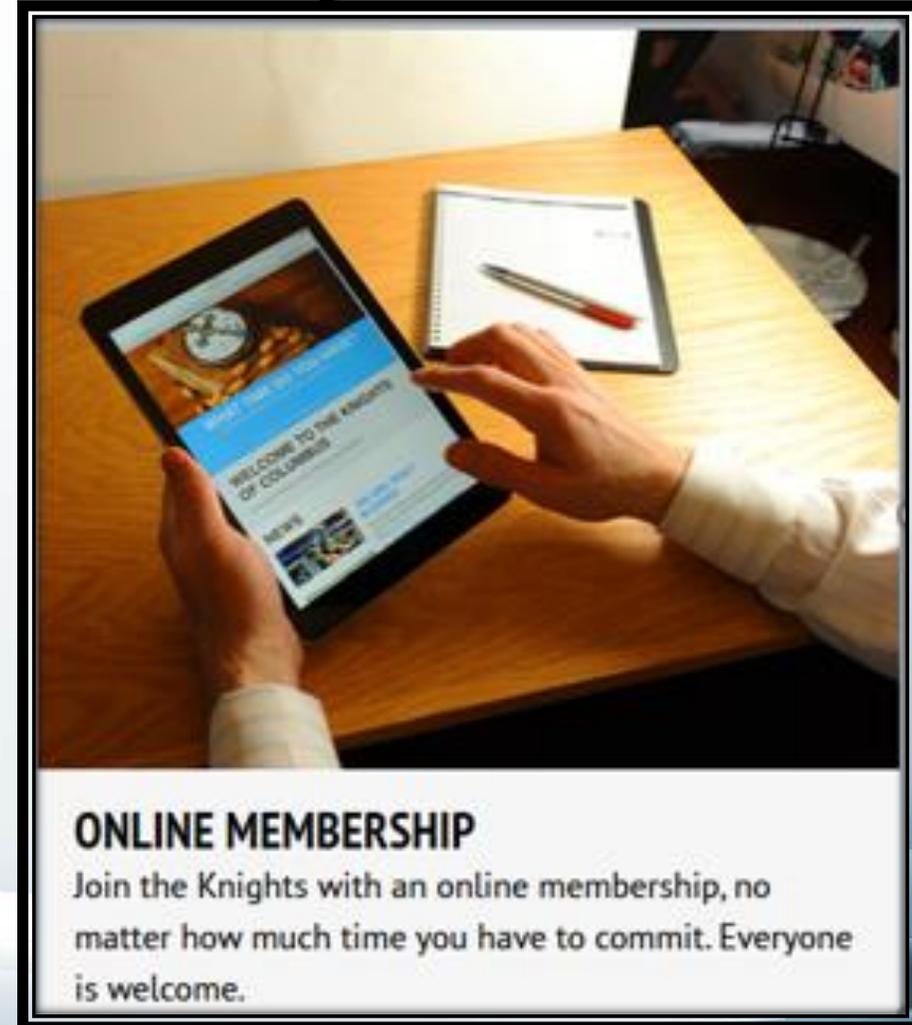
Join us QR code



4a. Online Member Transfers – Prospect Tab

- ◆ Step 0: Member joins online
- ➔ ◆ Step 1: View Online Member Reports
- ◆ Step 2: Contact the Online Members (*)
- ◆ Step 3: Ask them to join (*)
- ◆ Step 4: Exemplification (*)
- ➔ ◆ Step 5: Update the Prospect Tab
- ➔ ◆ Step 6: Update Member Management
- ◆ Step 7: Welcome the new members (*)

() These steps should be performed by the Grand Knight and/or Membership Director.*



ONLINE MEMBERSHIP

Join the Knights with an online membership, no matter how much time you have to commit. Everyone is welcome.



4a1 - View Online Member Reports

Reports are sent to Councils 3 ways:

- Prospect Tab – Officers Online (See next page) (District Deputies, Grand Knights & Financial Secretaries)
- Monthly Online Member Reports sent to DDs from SDRRs
- E-mail communication from State E-Member Director for each Online Member



Subject: District e-Member Update
Date: Sunday, August 30, 2020 at 1:27:30 PM Eastern Daylight Time
From: Dean Hayward
To: District Deputy 504
CC: Edward A. Nickel

Hi DD Rick,

There are eight e-Members in your District that have indicated that they want to join Councils in your District.

However, the Councils have not moved forward with taking the next steps.

Please find below their information:

Omer Bernal	8489
Rene Bernal	8489
Carl Davis	7418
Andy Toth	7418
Daniel Hall	6694
Benjamin Dahlgren	6742
Ryan D Schweitzer	8489
Jack L Massimino	6742

Please contact the Councils to see what can be done to get these members through the Exemplification process.

Please let me know if there is anything the Lansing Diocese Membership team can do to help.

----- Forwarded message -----

From: Douglas D. Kokot <d.kokot@mikofc.org>

Date: Fri, Oct 16, 2020 at 9:23 AM

Subject: Fwd: A New Brother Knight

To: District Deputy 4 <dd4@mikofc.org>, GK 7011 <gk7011@mikofc.org>, FS 7011 <fs7011@mikofc.org>, MD 7011 <md7011@mikofc.org>, District Deputy 104 <dd104@mikofc.org>

Cc: Walter Winkle <w.winkle@mikofc.org>, Dan Fuller <d.fuller@mikofc.org>, R. Terry Carl <r.carl@mikofc.org>

Worthy District Deputy, Grand Knight, Financial Secretary and Membership Director,
Great News!!!

George Washington has become an E-Member and attends St. Mary's (Washington, MI). He is interested in transferring his membership to your council. (see more of his details below)

Worthy Grand Knight and Financial Secretary, this member will appear in your Prospects tab in Officers Online. Once he has been vetted by the council and completes the first degree, he can be transferred to your council via Member Management or using a form 100.

Please contact him within the next few days. Invite him to a council meeting or activity (he is a Knight).

Worthy District Deputy, please follow up with the council and let me know how things went within the next week.

Good luck on bringing a new Knight into your council.

Have a blessed day,

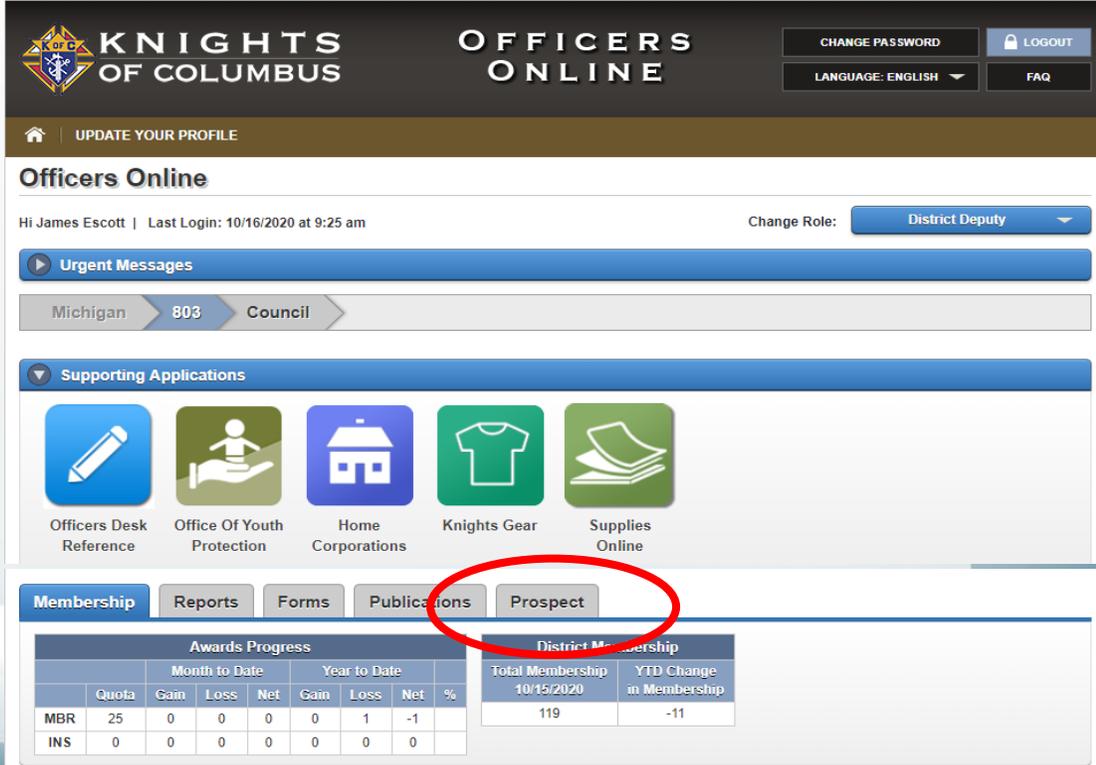
Doug Kokot
State E-Membership Director

Officers Online Reports

- Go to Supreme Website (www.kofc.org)
- Click on Sign In  – Login to Officers Online
- Only District Deputies, Grand Knights and Financial Secretaries have access
- Enter User Name & Password and Sign In
- Click on the Prospect Tab
- [Online Membership Prospect Tab](#)




TIP!
Watch the first 2 minutes of this 7 minute YouTube video to see how to login to Officers Online



The screenshot shows the Officers Online interface for a user named James Escott. The interface includes a navigation bar with the Knights of Columbus logo and 'OFFICERS ONLINE' text. There are buttons for 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. Below the navigation bar, there is a 'UPDATE YOUR PROFILE' link and a 'Change Role' dropdown menu set to 'District Deputy'. The main content area is titled 'Officers Online' and includes a 'Urgent Messages' section. Below that, there are navigation tabs for 'Michigan', '803', and 'Council'. A 'Supporting Applications' section contains five icons: 'Officers Desk Reference', 'Office Of Youth Protection', 'Home Corporations', 'Knights Gear', and 'Supplies Online'. At the bottom, there is a 'Membership' section with a 'Prospect' tab highlighted by a red circle. Below the 'Prospect' tab, there are two tables: 'Awards Progress' and 'District Membership'.

	Quota	Month to Date			Year to Date				District Membership	
		Gain	Loss	Net	Gain	Loss	Net	%	Total Membership 10/15/2020	YTD Change in Membership
MBR	25	0	0	0	0	1	-1		119	-11
INS	0	0	0	0	0	0	0			



Step 1: View Online Member Report (Prospect Tab)

Date	Name	Member #	City	Rejected By Council	Council #	Action
10/09/2019	Zach A Kelly	5114074	Dunedin			Update Report
11/12/2019	Christopher J Frankard	5121090	Fayetteville			Update Report
11/05/2019	Brian Cavotcha	5125094	Tempe			Update Report
11/05/2019	Ryan W Leggett	5124671	Tampa Palms			Update Report
11/01/2019	Dr Robin Nelson	5126113	Palma Cove			Update Report
12/02/2019	Christopher P Szwed	5129823	Westly Chapel			Update Report
12/02/2019	Robert B Hall	2431000	Tallahassee			Update Report
12/02/2019	Ignacio J Perez	5129701	Pembroke Pines			Update Report
12/02/2019	Mr Ronald Mccrory	5129944	Troy			Update Report

Assigned List

- Includes members that have said they want to join your council.
- It may also include members assigned to your council by our State E-Member Director.

List of Prospects

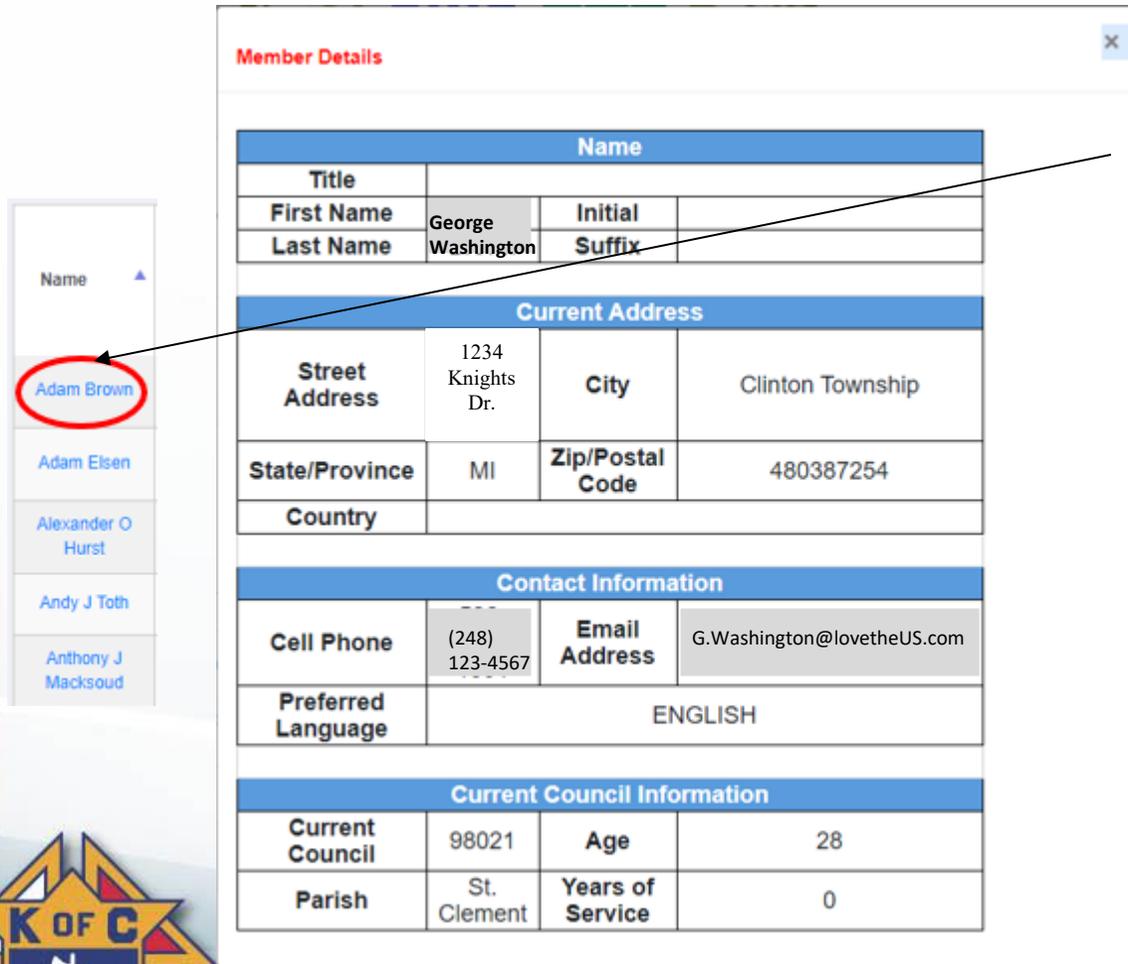
- Click on the prospect name to see detailed information for a specific Prospect. (See next page)

Action

- FS should pass the Prospect information along to the Membership Director so the Prospect can be contacted.



Member Detailed contact information



Member Details

Name			
Title		Initial	
First Name	George	Initial	
Last Name	Washington	Suffix	

Current Address

Street Address	1234 Knights Dr.	City	Clinton Township
State/Province	MI	Zip/Postal Code	480387254
Country			

Contact Information

Cell Phone	(248) 123-4567	Email Address	G.Washington@lovetheUS.com
Preferred Language	ENGLISH		

Current Council Information

Current Council	98021	Age	28
Parish	St. Clement	Years of Service	0

Click on Member Name

Member Details

FS will need to pass this information on to the GK and/or MD for them to contact the prospect.



Step 5: Update the Prospect Tab

Membership Reports Forms Publications **Prospect** Candidate

Assigned

Council #	Assigned Date	Name	Member #	Entry Date	Ceremonial Date	Action
3274	05/01/2020	Mr Matthew J Camara-Gonzalez	5154118	04/30/2020	MMDD/YYYY	Transfer Reject
3274	05/01/2020	Mr Johnathan C Rodriguez	5154114	04/30/2020	MMDD/YYYY	Transfer Reject
3274	01/31/2020	Segundo Flo	5138307	01/30/2020	MMDD/YYYY	Transfer Reject
3274	12/30/2019	Mr Mcherry J Kane	5133427	12/27/2019	MMDD/YYYY	Transfer Reject
3274	12/04/2019	Mr Daniel Echavaria	5127150	12/04/2019	MMDD/YYYY	Transfer Reject
3274	11/16/2019	Michael D Walsh	4215319	12/12/2007	MMDD/YYYY	Transfer Reject

 **Action / Transfer** – If you are transferring this member into your council...

 **Ceremonial Date** – Enter the date of his Exemplification.

 **Transfer** – Click transfer to complete the process.

 **Action / Reject** – If you do NOT want this member transferred to your council...

 **Reject** – Clicking Reject will remove this member from your list. He will be unassigned.

 **Select the Reason** – From the drop down box, select the reason this member is being rejected.



Please provide the reason for rejection.

Select the Reason

Select the Reason
Eligibility Concerns
Council Incompatible
Does Not Want To Transfer

ed Cancel

Step 6 - Update Member Management

◆ Prospect Tab updates members as 1st Degree members

◆ The new Exemplification makes them 3rd Degree members

◆ FS needs to update Member Management to make them 3rd Degree members.

◆ Login to Member Management & pull up the record for the new “1st Degree” member

◆ Click on “Fraternal Information” & copy the 1st Degree date into the fields for 2nd & 3rd Degrees

◆ Click

◆ Send a notice to your Field Agent *(Either fill out a Form 100 or print the Member Info Report)*

◆ Click on Member Info Report

◆ Save the PDF

◆ Email it to your Field Agent

Member

Roosevelt, Franklin D.   Council 12345

Member #: 1234567 Phone:
DOB: 02-17-1963 Wife: Susan

<< >>

[Email Member](#) 
[Member Info Report](#)



4b. Candidate Tab

New, Transfer or Reactive Members

- ❖ **Step 1: FS receives info for transfer or new member**
- ❖ **Step 2: FS Adds candidate**
- ❖ **Step 3: Council approves member (*)**
- ❖ **Step 4: FS Updates the Candidate Tab**
- ❖ **Step 5: Update Member Management**
- ❖ **Step 6: Welcome the new members (*)**

() These steps should be performed by the Grand Knight and/or Membership Director.*

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Fraternal Training
- Member Management
- Member Billing
- By Laws Online
- Knights Gear
- Supplies Online

Membership Reports Forms Publications Prospect **Candidate**

Awards Progress							
	Month to Date			Year to Date			
Quota	Gain	Loss	Net	Gain	Loss	Net	%

Council Membership	
Total Membership	YTD Change in Membership
4/10/2020	



Financial Secretary Adds the Candidate

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/ Process Date	Action
03/30/2020	Anthony Martinez 	Anthony@gmail.com	<input type="text" value="MM/DD/YYYY"/>	Add Process Delete

Previous 1 Next

 **Get Form 100(s) from Council**

 Make sure all information is filled out

 Email address is critical

 **Go to the Candidate Tab**

 Login to Officers' Online

 Click on the Candidate Tab

 Click on 



Key in all information from the Form 100

MEMBERSHIP FORM

Since 1882, membership in the Knights of Columbus has been open to men 18 years of age or older who are "practical" (that is, practicing) Catholics in union with the Holy See.

*Required Field

Council Number

5

Title

Select Title

First Name

Charles

Middle Initial

City

New Haven

State

Connecticut

Country

United States

Proposer Member #

Save

- Name, Address, DOB, Marital Status
- 1-3 Phone #s – Cell Phone is key
- Email is key
- Occupation, last 4 of SSN, Parish
- Transfer/Reactivate information
- Click **Save**



Process / Delete the Candidate

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/ Process Date	Action
03/30/2020	Charles Harris	Charles@gmail.com	MM/DD/YYYY	Add Process Delete
03/30/2020	Anthony Martinez	Anthony@gmail.com	MM/DD/YYYY	Process Delete

Previous 1 Next

Council approves (or denies)

-  Council Approves the candidate
-  Council decides NOT to allow the candidate to join your council.

Process (if approved)

Ceremonial Date:

-  **Add** = Date of Exemplification
-  **Transfer or Reactivation** = Date council approved the candidate

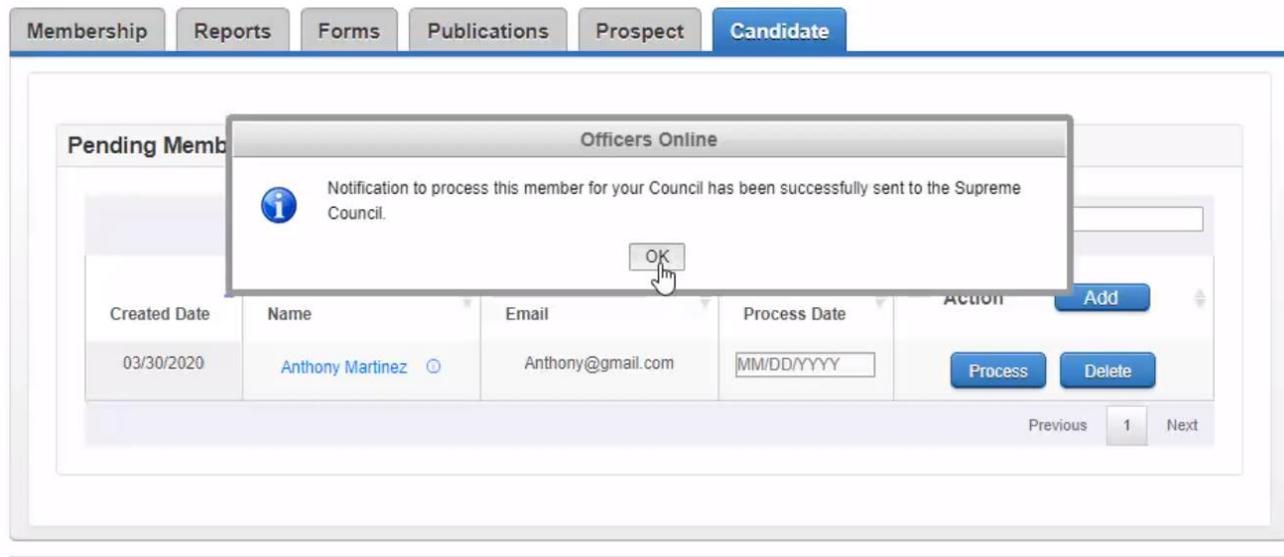
 Click 

Delete (if NOT approved)

-  Click  This will remove the candidate from your list.



Officers' Online Notification



The screenshot shows a web application interface with a navigation bar at the top containing tabs for Membership, Reports, Forms, Publications, Prospect, and Candidate. The Candidate tab is active. Below the navigation bar, there is a table titled "Pending Memb" with columns for Created Date, Name, Email, Process Date, and Action. A notification dialog box titled "Officers Online" is overlaid on the table, displaying the message: "Notification to process this member for your Council has been successfully sent to the Supreme Council." with an "OK" button. The table contains one row for a member named Anthony Martinez with email Anthony@gmail.com and a process date field set to MM/DD/YYYY. There are "Process" and "Delete" buttons for this member, and "Add", "Previous", "1", and "Next" buttons at the bottom of the table.

Created Date	Name	Email	Process Date	Action
03/30/2020	Anthony Martinez	Anthony@gmail.com	MM/DD/YYYY	Process Delete

- ❖ Member is transferred
- ❖ No need to send Form 100 to Supreme
- ❖ Person is removed from the Candidate Tab
- ❖ You'll get a +1 toward your quota
- ❖ Member will receive an automated email
- ❖ Retain form 100 for Council Record
- ❖ Forward a copy of the Form 100 to your Field Agent (or send the Member Info Report from MM)



Removing Members

- ❖ Do not remove if:
 - ❖ Life or Honorary Life Member (or close)
 - ❖ Clergy
 - ❖ Disabled ([You can fill out form 1831m Application for Per Capita Disability Exemption](#))

- ❖ Remove using Form 100 if:
 - ❖ No Longer a catholic
 - ❖ Due to Felony conviction
 - ❖ Or with a written letter of resignation (send copy of the (Fillable) [form 100](#) with the letter to... Membership@kofc.org)



- ❖ Move to affiliate program if:
 - ❖ Lack of payment over multiple years and does not respond phone calls or emails.
 - ❖ This will only be accepted in Excel Format and must be sent to supreme by the District Deputy and can only be used if you have used the process prior
 - ❖ If this the first time the District Deputy needs the State Deputy to Submit.
 - ❖ [FAQ's Link](#)

CLICK HERE

Knights of Columbus

Affiliate Member Initiative Guidebook
Pilot Phase 2 Edition
January 2022
U.S. Councils Only

Knights of Columbus

Affiliate List Submission Process

Affiliate Member Eligibility

Members may be designated for Affiliate status if they have not responded to council engagement efforts for the most recent 18 months or longer. **Specifically, all of the following engagement methods must have been attempted and failed:**

- Regular dues notices were sent, and dues were not paid, and
- Emails were sent and ignored or bounced, and
- Postal mail was sent and ignored or returned undeliverable, and
- Phone calls were made and ignored or number not in service, and
- The member has not been seen at Mass, meetings, or events.

Affiliate Member Designation Process

1. The Financial Secretary creates a list of eligible members to be recommended for Affiliate designation.
2. The Grand Knight, along with the Trustees and/or other knowledgeable leaders, reviews the list and removes members for whom extenuating circumstances apply. These may include, but are not limited to the following:
 - Charter membership
 - Military deployment
 - College / University / Seminary attendance
 - Approved exemptions
 - Financial hardship, job loss
 - Medical hardship, convalescent home, or hospice care
3. The Financial Secretary or Grand Knight creates an Excel Workbook spreadsheet (.xlsx) with column headers and information exactly as shown below. Do not hide any rows. The Prefix and Suffix columns must be included, even if those cells remain blank.

	A	B	C	D	E	F	G
1	Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix
2							
3							
4							
5							

Enter council number, membership number, first name and last name for each member to be designated as an Affiliate member. Lists not submitted in this format will be returned.

4. The Grand Knight emails the final list to the District Deputy.
5. The District Deputy verifies proper procedures were followed and emails the spreadsheet to affiliate@kofc.org. Spreadsheets may be submitted anytime, but those received after May 1st may not be reflected on council rosters until after July 1st.

Members who ask to withdraw from the Order may not be designated for Affiliate status. Email their resignation letter along with their name and membership number to membership@kofc.org so they can be properly removed from the Order.

11729 8/24



Other Resources

 Use the Supreme website for more information



FINANCIAL SECRETARY RESOURCES



FORMS



FAITH IN ACTION



WELCOMING NEW MEMBERS



LEADERSHIP RESOURCES

ADMINISTRATIVE FORMS

- #101 - [Application for Appointment as Financial Secretary](#) - No due date
- #103 - [Nomination for Appointment as Financial Secretary](#) - No due date
- #185 - [Report of Officers Chosen for Term](#) - [PDF](#) - [Online](#) - due 6/30
- #365 - [Service Program Personnel Report](#) - [PDF](#) - [Online](#) - due 8/1
- #450 - [Degree Exemplification Report](#) - [Online](#) - No due date
- #1295 - [Semiannual Council Audit](#) - due February 2/15
- #1295 - [Semiannual Council Audit](#) - due August 8/15
- #1728 - [Annual Survey of Fraternal Activity](#) - [PDF](#) - [Online](#) - due 1/31
- #1728A - [Survey of Fraternal Activity Individual Member Worksheet](#) - No due date
- #1831 - [Relief from Council Dues and Per Capita Taxes](#) - No due date
- #1842 - [Member/Prospect Interest Survey](#) - No due date
- #1938 - [Evaluation of Financial Secretary](#) - No due date
- #2629 - [Notice of Appointment of Round Table Coordinator](#) - No due date
- #SP-7 - [Columbian Award Application](#) - [PDF](#) - [Online](#) - due 6/30
- #STSP - [State Council Service Program Awards Entry Form](#) - No due date

PROGRAM FORMS

- #10784 - [Fraternal Programs Report Form](#) - [Enter Online](#)
[View FIA Program Forms, Report Forms, Applications and more.](#)

Every council is responsible for completing the appropriate reports and sending them to their respective district/jurisdiction officials, if necessary. In every instance, copies of each report form should be kept for the council files.

Any questions concerning the online report forms site or the forms themselves should be directed to:
Department of Fraternal Mission
Supreme Council
1 Columbus Plaza

Using Member Management

Supporting Applications



Officers Desk
Reference



Office Of Youth
Protection



Home
Corporations



Member
Management



By Laws
Online



Knights Gear



Supplies
Online

Membership | Reports | Forms | Publications | Prospect | Candidate

Awards Progress								
	Month to Date				Year to Date			
	Quota	Gain	Loss	Net	Gain	Loss	Net	%
MBR	8	0	0	0	2	0	2	25
INS	0	0	0	0	0	1	-1	

Council Membership	
Total Membership 3/14/2025	YTD Change in Membership
133	-2

[Contact Us](#) | [Privacy Policy](#) | [Terms of Service](#)

© Knights of Columbus 2025

These materials are solely for the use of Knights of Columbus officers and members in conducting Knights of Columbus business. Distribution or reproduction for non-Knights of Columbus business is strictly prohibited.



Using Member Management



The Service Program Personal (also known as Form 365) will be recorded as received when the following required roles have been appointed - Program Director, Community Director, Family Director, Membership Director, and Retention Chairman.

Safe Environment Requirements can be found at kofc.org/safe

Please note that the Member Management, Member Billing and By-Laws Online Call Center's new telephone number is 203-752-4210. When calling, please select option 1.

LIVE

TRAINING

Note: Tabs across the top:

- Member Management
- Council Administration
- Print Center

Left hand side lists actions that can be taken



The screenshot shows the website's navigation and search interface. At the top, there are language options (English, Español, Français) and links for Home, Contact Us, and Logout. The main header features the Knights of Columbus logo and a search bar for finding members by last name. Below the header, there are four navigation tabs: Officers Online, Member Management (highlighted with a red box), Council Administration, and Print Center-MM. A left-hand sidebar lists various actions: Member Management, Find a Member, Search Results, General Information, Fraternal Information, Personal Information, Member Interests, Contact Notes, and Change History. The main content area is titled 'Member Management - Find A Member' and includes a 'Search Criteria' section with radio buttons for 'Active Members' (selected) and 'Former Members'. Below this is a 'Required Criteria' section with input fields for 'Last Name:' and 'Member #:', separated by '-or-'. At the bottom of the search area are 'Search' and 'Reset' buttons.

Using Member Management

English | Español | Français

Home | Contact Us | Logout



Find a Member by Last Name:

Go



TRAINING APPLICATION

- Officers Online
- Member Management
- Council Administration**
- Print Center-MM

- Council Administration
- Council Information
 - ▶ Council Officers Current & Next
 - ▶ Service Program Personnel Current & Next
 - ▶ Additional Positions
 - ▶ Member Interests
 - ▶ Parish List
 - ▶ Title List
 - ▶ Download Tools

Council Administration - Council Information

Council

 **ST PERPETUA** **Council 13600**
Council Location: WATERFORD **Jurisdiction:** MI
District: 107 **Date of Institution:** 07-26-2004

Reset

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

Key Contacts

Title	Name	Telephone #'s	
Financial Secretary	Richard S Anderson	248-██████ (C)	<input type="checkbox"/>
Grand Knight	Dennis M Hogan	248-██████ (R)	<input type="checkbox"/>
		248-██████ (C)	<input type="checkbox"/>



Using Member Management/ Council Administration

English | Español | Français

Home | Contact Us | Logout



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

Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Management

Council Administration

Print Center-MM

• Council Administration

• Council Information

▶ Council Officers
Current & Next

▶ Service Program
Personnel
Current & Next

▶ Additional Positions

▶ Member Interests

▶ Parish List

▶ Title List

▶ Download Tools

Council Administration - Council Information



Council



ST PERPETUA

Council 13600

Council Location: WATERFORD

Jurisdiction: MI

District: 107

Date of Institution: 07-26-2004

Reset

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

Key Contacts

Title	Name	Telephone #'s	
Financial Secretary	Richard S Anderson	248-██████ (C)	
Grand Knight	Dennis M Hogan	248-██████ (R)	
		248-██████ (C)	



Using Member Management 185 to Report of Officers Chosen for the Term

- ✓ Complete you 185 and 365 on line
- ✓ Select Council Amination Tab
- ✓ Select the Fraternal year you need
- ✓ Select the chosen officers
- ✓ Hit the submit button

COUNCIL FORM 185 - REPORT OF OFFICERS CHOSEN FOR THE TERM

The Member Management application provides an efficient way for grand knights and financial secretaries to report Council Officers.

The grand knight and financial secretary of every Council have access to Officers Online and Member Management.

By using Member Management to report your Council officers there is no need to send the Supreme Council hard copies of your Report of Council Officers. The grand knight and financial secretary can generate a PDF document of the Report of Council Officers to forward to the district deputy and state deputy through an email. The report can also be printed and sent by regular mail, but you need not send an additional copy to the Supreme Council.

If your Council is unable to take advantage of the new reporting mechanism, we ask that you use the PDF link provided to generate a "Print" version that will need to be mailed.

Gaining Access

Grand knights and financial secretaries who do not have an account registered to access Member Management can create their account in a matter of minutes after receiving their Invitation Code. If you do not have an Invitation Code, use the Account Assistant link under the SIGN IN button on the Sign In page. Clicking Continue on that page will generate an email to you with the status of your account, and if not registered, instructions on how to register your account. If you do not receive an email within 24-hours, contact our Customer Service Department at (800) 380-9995.

If you have an account registered and forgot your Password, use the Password Reset link under the SIGN IN button on the Sign In page. Clicking Continue on that page will generate an email to you with a Temporary Password, which you can use to reset your password. If you do not receive an email within 24-hours, contact our Customer Service Department at (800) 380-9995.

English | Español | Français Home | Contact Us | Logout

Find a Member by Last Name: Go

Council Administration Print Center-MM

Council Administration - Council Officers - Next Year

Council ST PERPETUA Council 13600

Council Location: WATERFORD District: 107 Jurisdiction: MI Date of Institution: 07-26-2004

Next Fraternal Year 2025-2026

Copy Current Year

Change an Officer

Council Members Members from Other Councils

Choose a Role: Grand Knight Search by Last Name: Search Enter Start Date: 07-01-2025

Choose Member: UNASSIGNED Assign

Officer Positions	Name	Member#	Start Date
Grand Knight	UNASSIGNED		07-01-2025
Financial Secretary	UNASSIGNED		07-01-2025
Deputy Grand Knight	UNASSIGNED		07-01-2025
Chancellor	UNASSIGNED		07-01-2025
Recorder	UNASSIGNED		07-01-2025
Treasurer	UNASSIGNED		07-01-2025
Advocate	UNASSIGNED		07-01-2025
Warden	UNASSIGNED		07-01-2025
Inside Guard	UNASSIGNED		07-01-2025
Outside Guard	UNASSIGNED		07-01-2025
One Year Trustee	UNASSIGNED		07-01-2025
Two Year Trustee	UNASSIGNED		07-01-2025
Three Year Trustee	UNASSIGNED		07-01-2025
Appointed Officers	Name	Member#	Start Date
Chaplain	UNASSIGNED		07-01-2025
Lecturer	UNASSIGNED		07-01-2025

Submit Reset



Using Member Management/ Print Center

English | Español | Français

Home | Contact Us | Logout



Find a Member by Last Name:

Go



TRAINING APPLICATION

Officers Online

Member Management

Council Administration

Print Center-MM

• Reports

▶ Labels

▶ Billing Reports

▶ Data Extract Tool

▶ Email

Print Center - Reports



Council Reports

1. Current Officers
2. Next Fraternal Year Officers
3. Current Service Program Personnel
4. Next Fraternal Year Service Program Personnel
5. Member Birthdays
6. Years of Service
7. Member Wedding Anniversaries
8. Council Members by Assembly
9. Wife Birthdays
10. Contact List
11. Ordination Anniversaries
12. Degree Level Reports
13. Fourth Degree Prospects
14. Member Information Report



Email Facility



The **Email Feature** in the Member Management system allows you to efficiently communicate with members by sending messages to selected groups. Here's how it works:

1. **Select Recipients** – Choose individual members or predefined groups within the system.
2. **Compose Your Message** – Draft an email with important updates, reminders, or announcements.
3. **Click to Send** – Once you've selected the groups and reviewed your message, send the email directly from the platform.



This feature ensures effective and organized communication with council members, officers, and program leaders—all within the system.



Note: capitalized email address have been kicked backed by Supreme as undeliverable

English | Español | Français Home | Contact Us | Logout

KNIGHTS OF COLUMBUS Find a Member by Last Name: [] Go

TRAINING

Officers Online Member Management Council Administration **Print Center-MM**

Reports Labels Billing Reports Data Extract Tool **Email** Email Tool Email History Email Trash

Email Tool

Note: Using Email functionality in Training will generate a record as if the Email was actually sent but will not actually generate and send Emails to individuals.

Select the group(s) and/or role(s) to which you wish to send an Email:

Email Members All Members

Email by Member Type:

Associate Members Insured Members

Email by Member Class:

Regular Members Honorary Life Members

Honorary Members

Email by Degree Status:

1st Degree Members 3rd Degree Members

2nd Degree Members

Email by Billing Status:

Dues are Current Knight Alert

First Notice Intent to Retain

Second Notice Members with Outstanding Balance

Email by Council Officers:

All Council Officers Advocate

Grand Knight Lecturer

Chaplain Warden

Deputy Grand Knight Inside Guard

Financial Secretary Outside Guard

Chancellor One Year Trustee

Recorder Two Year Trustee

Treasurer Three Year Trustee

Email by Program Personnel - Supreme:

All Program Personnel - Supreme Family Director

Program Director Membership Director

Faith Director Recruitment Committee 1

Vocations Chairman Recruitment Committee 2

Community Director Recruitment Committee 3

Life Director Retention Chairman

Health Service Insurance Promotion

Public Relations

Email by Program Personnel - Council:

All Program Personnel - Council

Email by State & District Personnel:

State Deputy District Grand Knights

District Deputy

From: Knights of Columbus Email <no-reply@kofo.org>

Bcc:

Subject:

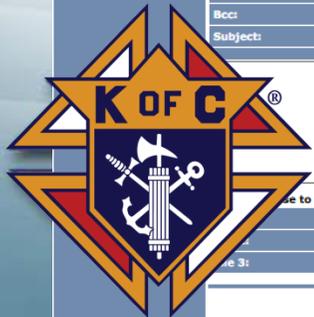
Click here to attach a file. You can attach files up to a total message size of 6.5 MB:

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Generate Email(s) Reset



Data Extract Tool

Membership Number	Prefix	First Name	Middle Name	Last Name	Primary Type	Address Line 1	Address Line 2	City	State/Province	Postal Code	Residence Phone	Primary Email
3900688		Phil	C	Abbott	Fraternal	325 Hillwood		White Lake	MI	4838248-7		philabbott@yahoo.com
2971885		James	D	Allen								
4038562		Richard	S	Anderson								
4144470		James	S	Anderson								
4523832		Reginald	E	Andrieux								
4659302		Maurice		Aquilina								
4592522		David	B	Armstrong								
5190220		Patrick	J	Bagley								
4266075	Rev	Joseph (Ja)	H	Baker								
2458796		John	T	Bedo								
5288870		Ronald	A	Belaen								
4381673		Mark	J	Bernas								
4433990		Paul	D	Bezel								
5382408		Mitchell		Biggs								
4450831		Roberto	A	Bihar								
4061671		Paul	A	Birch								
4398942		Steven	M	Block								
628385		Richard	W	Boylan								



Find a Member by Last Name:

Go



TRAINING APPLICATION

- Officers Online
- Member Management
- Council Administration
- Print Center-MM**

- Reports
- Labels
- Billing Reports
- Data Extract Tool**
- Contact Info
- Frat & Pers'l Info
- Billing Info
- Member Interests
- Website Support
- Email

Print Center - Data Extract Tool

Data Extract for Council:

Select the member records to be extracted:

- Active Members
- Former Members

The following appear on every data extract:

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix
- Membership Number

Contact Information:

General Contacts:

- Select All Unselect All
- Residence Phone
 - Residence Phone Ext
 - Business Phone
 - Business Phone Ext
 - Fax Number
 - Cell Phone
 - Seasonal Phone
 - Seasonal Phone Ext
 - Primary Email
 - Secondary Email
 - Tertiary Email

Primary Address Information:

- Select All Unselect All
- Address Line 1
 - Address Line 2
 - City
 - State/Province
 - Postal Code
 - Country

Secondary Address Information:

- Select All Unselect All
- Address Line 1 (Secondary)
 - Address Line 2 (Secondary)
 - City (Secondary)
 - State/Province (Secondary)
 - Postal Code (Secondary)
 - Country (Secondary)

Get Extract



Navigate to the Data Extraction Tool – Found under the Print Center tab.



Select Your Data Fields – Choose what member details you want to include (e.g., contact info, membership status, financials).



Generate & Export – Download the report in Excel format for further analysis or record-keeping.



Self Service Help is One Click Away!

English | Español | Français Home | Contact Us | Logout

KNIGHTS OF COLUMBUS Find a Member by Last Name: [Go] Print this screen

Officers Online Member Management Council Administration Print Center: 444

Member Management - Find A Member

Search Criteria

Display records for the following:

Required Criteria

Last Name: Langhauser Search Tips

UPDATES MEMBER MANAGEMENT MEMBER BILLING BY-LAWS FS / FC SUPPORT CONTACT US

Recent Updates:

Degree Level Reports
A new report was added to the Print Center in Member Management which displays only members who have attained the selected degree and not higher degrees.

Searching for Members / Payee/Payers
Changes have been made in the search areas to allow the user to search using the first letter of the last name and an asterisk ... or just the first letter of the last name (with asterisk).

Member Management

Can Data be converted from FSPC to Member Management?

Is a Form 100 still required?

Can a death of member be reported online?

Why are Former Members displaying?

Why are Degree Dates not accurate?

What are the various Member Types & Classes?

Reporting Officers & Service Program Personnel

Printing Issues

Small Functionality

Tip when searching for members:
When searching by Last Name, consider using the first letter or two of the member's last name and an asterisk (a*), which will display all members for the council or assembly whose last name begins with this letter. Then, when on a member screen, using the Prev or Next button under the member's name in the Member section, will allow you to scroll between all names displayed on the Search Results screen.

General Information:

- Search Tips
- Can Data be converted from FSPC to Member Management?
- Is a Form 100 still required?
- Can a death of member be reported online?
- Why are Former Members displaying?
- Why are Degree Dates not accurate?
- What are the various Member Types & Classes?

Reporting Officers & Service Program Personnel:

- Reporting Officers & Service Program Personnel
- Adding Council Positions
- What if the Chaplain is not a member of the Council?
- Notifying State and District Deputy

Printing issues:

- What if the labels are not printing correctly?
- What if the reports don't print correctly?

Email Functionality:

- How do I email a group of members?
- How do I email an individual member?



Member Billing





KNIGHTS OF COLUMBUS

OFFICERS ONLINE

[CHANGE PASSWORD](#)
[LOGOUT](#)

HOME | UPDATE YOUR PROFILE

Officers Online

Hi Tracy Staller | Last Login: 7/10/2019 at 8:03 pm Change Role: [State Trainer](#)

▶ Urgent Messages

Tennessee
#19
#12961 (Seymour)
Assembly

▼ Supporting Applications



Officers Desk
Reference



Fraternal
Training



Office Of Youth
Protection



Home
Corporations



Member
Management



Member Billing



Knights Gear



Supplies
Online

Membership
Reports
Funds
Publications
Prospect

	Awards Progress							
	Quota	Month to Date			Year to Date			%
		Gain	Loss	Net	Gain	Loss	Net	
MBR	6	0	0	0	0	0	0	
INS	3	0	0	0	0	0	0	

Council Membership	
Total Membership 7/9/2019	YTD Change in Membership
81	0

[Contact Us](#) |
 [Privacy Policy](#) |
 [Terms of Service](#)

© Knights of Columbus 2019

These materials are solely for the use of Knights of Columbus officers and members in conducting Knights of Columbus business. Distribution or reproduction for non-Knights of Columbus business is strictly prohibited.

Member Billing

2.07.14

62



Find a Member by Last Name:

Print this screen



Officers Online

Member Billing

Print Center-MB

Council Billing & Accounting - Council Ledger

Council



MSGR MICHAEL E DOLAN

Council 1128

Council Location: CHADRON

Jurisdiction: NE

District: 032

Date of Institution: 05-20-1906

View Transactions

By Date

By Transaction Type

By Income Account

By Expense Account

By Event

Show from:



MM-DD-YYYY

to:



MM-DD-YYYY

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: Sub Account	Event	Amount
------	------------------	---------	----------------------	-------	--------

Council Transactions - Pending

	# of Transactions	Amount
Pending Receipts	0	0.00
Pending Vouchers	0	0.00
Pending Assessments	0	0.00
Pending Adjustments	0	0.00

Member Billing



Member Billing



English | Español | Français Home | Contact Us | Logout

KNIGHTS OF COLUMBUS Find a Member by Last Name: Print this screen

Officers Online Member Billing Print Center-MB

Council Billing & Accounting - Council Ledger

[Help](#)

Council

MSGR MICHAEL E DOLAN **Council 1128**

Council Location: CHADRON **Jurisdiction:** NE
District: 032 **Date of Institution:** 05-20-1906

View Transactions

By Date By Transaction Type By Event

Show from:

MM-DD-YYYY

? **December, 2008** ×

< Today >

2007	Mon	Tue	Wed	Thu	Fri	Sat
2006	1	2	3	4	5	6
2005	8	9	10	11	12	13
2004	15	16	17	18	19	20
2003	22	23	24	25	26	27
2002	29	30	31			
2001						
2000	prev. year (hold for menu)					
1999						
1998						
1997						
1996						

Council Transactions - Processed

Date	Transaction Type	Batch #	Account: S	Amount	Event	Amount

Click on one carat-go back one month, click on two carats-go back one year.
 Hold on box & slide down for previous years

Find dates an easy way...

Member Billing



Set-up billing information for members and vendors.

Note: Remittance name now changeable

Council Billing & Accounting - Billing Information

>> Billing Information updated <<

Council

 **CHARLES CARROLL OF CARROLLTON** Council 701

Council Location: O NEIL Jurisdiction: NE
District: 026 Date of Institution: 04-19-1903

Billing Setup

Billing Frequency: Annual Billing Schedule: Calendar - Jan to Dec

Currency Indicator: US Dollar

Billing Information

Billing Address

Use Billing Address
 Use Mailing Address
 Use FS Address

Address Line 1: 1020 N 1st St Address Line 2:
City: Oneill State/Province: Nebraska
Postal: 68763 - 1035 Country: United States

Remittance Name

Display 'Make Checks Payable to:' on Billing Notices as:
O'NEILL KNIGHTS OF COLUMBUS #701

Use Default



Member Billing



CHARLES CARROLL OF CARROLLTON CO 701
O NEIL, NE

Statement Date: 02-07-2012 Amount Enclosed: _____
Member #: 3518886 Balance Due: 32.00
Billing Period: 01-01-2012 - 12-31-2012

Make Checks Payable to:

O'NEILL KNIGHTS OF COLUMBUS
701

Robert L Atkeson
1228 N 1st St
Onell, NE 68763-1058

Send Payment to Financial Secretary:
Marvin J Ziska
1020 N 1st St
Onell, NE 68763-1035

Detach and retain for your records



CHARLES CARROLL OF CARROLLTON CO 701
O NEIL, NE

Membership Bill for: Robert L Atkeson
Statement Date: 02-07-2012
Annual Dues: 30.00

Detail of Charges:

Current Assessments:

02-07-2012 Dues Assessment
02-07-2012 Special Assessment

Previous Balance: 0.00

Culture of Life 2.00 *
Total Due: 32.00

* This assessment is not mandatory

Dues statement now shows the optional dues remittance name.

Member Billing



- ▶ Council Ledger
- Billing Information
- Class List
- ▶ Account List
- ▶ Events/Assessments
- ▶ Payee/Payor List
- ▶ Member Information
- ▶ Email

Council Billing & Accounting - Class List

[Help](#)

>> Class added <<

Council


MSGR MICHAEL E DOLAN Council 1128
 Council Location: CHADRON Jurisdiction: NE
 District: 032 Date of Institution: 05-20-1906

Supreme Defined Classes & Annual Amounts

	Class	Amount	
	Regular	<input type="text" value="30.00"/>	
	Honorary	<input type="text" value="14.25"/>	
	Honorary Life		0.00

Determine regular and honorary assessment amounts

Council Defined Classes & Annual Amounts

	Sub Class	Amount	
	College Student		10.00
	Deacon		10.00

Sub classes and amounts

Add, Edit, Deactivate, or Reactivate Classes

Add classes here

Add Class: <input type="text"/> <input type="button" value="Add"/>	Edit Class: <input type="text"/> <input type="button" value="Save"/>	Deactivate Class: <input type="text"/> <input type="button" value="Deactivate"/>
Add Amount: <input type="text"/> *****	Edit Text: <input type="text"/>	Reactivate Class: <input type="text"/> <input type="button" value="Reactivate"/>
	Edit Amount: <input type="text"/>	

Establish the class list and amounts to assess

Ask the Expert



For more information check out member billing website that can help you answer questions not covered in the presentation



The screenshot shows a web application interface for 'Member Billing'. At the top, there is a navigation bar with tabs for 'UPDATES', 'MEMBER MANAGEMENT', 'MEMBER BILLING' (which is highlighted), 'BY-LAWS', 'FS / FC SUPPORT', and 'CONTACT US'. Below the navigation bar, there are two main content areas. The left area is titled 'Recent Updates:' and contains three sections: 'Video Tutorial' with a link to view video tutorials, 'Data Extract Tool' with a notice about corrections to the tool and a warning about Excel versions, and 'Account List' with a notice about a new system-defined expense account. The right area is titled 'Member Billing' and contains a list of links: 'Getting Started / Initial Set-Up', 'Adjusting on Past Dues for delinquent members', 'Billing Schedule/Frequency', 'Enter/Change Amount of Dues', 'Billing Notice Delivery Preference for individual members', and 'Sub Class Information'. Below these links is a vertical menu with options: 'Generating an Assessment', 'Entering Receipts/Payments', 'Entering Vouchers', 'Printing', 'Email Functionality', and 'General Information'.

(C)2003-2025 Knights of Columbus® All rights reserved

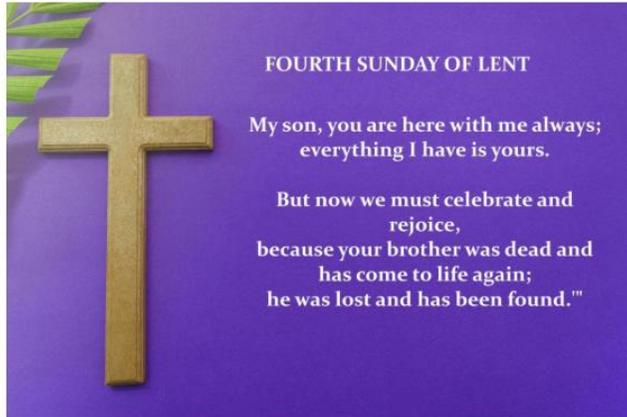
Sunday Afternoon Constant Contact

Knights Of Columbus Michigan State Council

We Are Catholic Men Striving to Be the Best Husbands, Fathers and Leaders
We Can Serving Our Church & Community

SOAR with us!
SERVICE - OPTIMISM - ASPIRE - RESPONSIBILITY

Join Us



Reminder: Grand Knights, please forward this communication to your Council members every week.



Follow Michigan Knights of Columbus on Facebook (www.facebook.com/MichiganKofC) or Instagram (www.instagram.com/michiganknightsofcolumbus/) for up-to-date news on statewide Faith in Action events and activities. "Like" and "Share" with your friends, family, and prospective members today!

Brothers let's be "Friends"!

Free Membership! Promo Code

blessedmcgivney
Use at kofc.org/joinus

Membership Director

Dear Brothers and Sisters,

So far this month, **239** men have accepted the invitation to **SOAR** with us brining our fraternal year total to **1712** new members. Ohio's lead over us has narrowed to 2.7%. We now have a **slight** lead over Illinois. Keep the momentum going!!! Let's work together to grow our councils and enhance our programs, while helping men grow in faith.

March 29th is Founders Day, honoring the fraternal vision of our Founder, Blessed Michael McGivney. Our State Deputy, Barry Borsenik, is requesting that everyone post an invitation to join



FROM THE DIRECTOR OF EVANGELIZATION AND FAITH FORMATION:

PLEASE TAKE NOTE: ALL Cor INFORMATION SHOULD NOW BE

OBTAINED AT KofC.ORG/Cor

Prayer

Heavenly Father: you diligently search for us even when we are lost. You never let us wander alone, and not only do you wait for us to return to you but you run toward us to carry us home. Send your Holy Spirit to guide my prayer today. I ask this through Christ, our Lord. Amen.

VENI SANCTE SPIRITUS! (Come Holy Spirit-Ignite Men's Conference Video)

<https://youtu.be/dwleZLKFIM0?si=VFmhUwYp5zHoqlx1>

Gentlemen: Have you heard about the great week in membership growth? My guess, is that in part, it reflects the great Men's Conference held last Saturday. Cor is designed to be men on mission. If you have not seen the above video, please watch it. It is outstanding!!

Questions for Reflection:

- Where are you in your relationship with God right now?
- When we go astray, we return to Jesus through the Sacrament of Reconciliation. When was the last time you received it? What is keeping you from receiving it more often?

Challenge for the Week:

Take ten minutes every night to reflect on the moments of that day when you chose to walk away from God and times when you failed to thank God. You may choose to write this down in a journal. Share some of these with a close friend, and ask for his or her prayers. If you want some extra structure for this reflection, look up the Ignatian Daily Examen online.

Taken from One Sunday at a Time Preparing Your Heart for Weekly Mass by Mark Hart and YouTube video

Have a Blessed week, and BE BOLD!

Paul Kelsey
State Director of Evangelization and Faith Formation, Michigan Jurisdiction
p.kelsey@mikofc.org
517-896-6402

Traveling Degree Team Schedule

Places to participate in the Traveling Degree team:

- Council 17509 Flushing, April 12, 2025 4:30pm reg 6:15pm start
- Council 21441 Midland, May 7, 2025 7:00pm reg 7:30pm start
- Council 1482 Ludington, May 14, 2025 5:00pm reg 5:30pm start
- Council 7780 Grosse Pointe Woods, August 14, 2025 6:00pm reg 6:30pm start

Also, make this really special:

1. Hold the Exemplification (Invite council members, family members and Parishioners to attend).
2. Hold a nice meal afterwards - Paid for by the Council
3. Have a Field Agent make some remarks (10-15 minutes) during the meal & count this as a Fraternal Benefit Event for every council that attends.

To request a Traveling Team - Please do the following:

1. You go to the Michigan K of C Website
2. Click on "Exemplifications" on the right side just under Join Us.
3. Click on the "Exemplification Traveling Team Request Form v3".
4. You will need to print the form out, fill it out and then scan and e-mail it to emurawski@mikofc.org.

Fraternal Benefit Event on Demand

- Video Presentation Link:
[Knights of Columbus Asset Advisors 2025 Economic Outlook](#)
- Form 11077 link: [#11077 Fraternal Benefits Event Council Report](#)

Fill out a Form 11077 in Officers Online within 7 days of the event!

Fraternal Benefit Presentations General Information

Helpful Resources and Hot Links:

1. Read the **New Guidebook** – review best practices to hosting successful Fraternal Benefit Events
2. Share the posts on their social media accounts - templates located in the Supply Store - FBE Social Media 1-4
3. Print Posters and place them in parish vestibules. Find events in your region listed below
4. Email out event details to members – Prepared email templates available
5. Do a pulpit announcement – use the suggested language for promoting events at Mass

Bill LeVeque SDSA
Weekday # 517-323-6278
Evenings and Weekends 517-749-2011

2025 Ladies Charity Raffle

By: Kara Fuller

Read More



2025 State Convention: May 21-23, 2025

Week of March 30, 2025 "To-Do's and Need to Know"

- ✓ Hotel reservation forms need to be completed and returned via email to c.wasmund@mikofc.org no later than **March 31, 2025**.
- ✓ Please watch your emails this coming week! In early April you will receive an email advising which hotel you have been assigned to. The email will also advise if you contact the hotel, or they contact you (all hotels are different) to provide your deposit. Please look for this email and pay attention as there is a short window to provide your deposit information, otherwise you will lose your room.
- ✓ Please remember: To qualify for the Grand Hotel this year, councils need to meet or exceed their membership quota by April 1, 2025. Supreme's report of **April 1st** will be used to assist with assignments.
- ✓ Any questions regarding accommodations should go directly to Clifford Wasmund, Administrative Secretary to the State Deputy at (734) 634-7989.
- ✓ Here are some frequently asked questions:

- 1.) What time does the convention start? The convention starts with the Opening Mass in the Theatre of the Grand Hotel at 3:50PM on Wednesday, May 21st.
- 2.) Is there a cost to walk to the front porch of the Grand Hotel if you are staying at a hotel in town? No. Because we are holding the convention at the hotel and have 100% occupancy, there is no charge to approach the hotel, walk the front porch or enjoy the Grand Hotel.
- 3.) What is the dress attire for the convention? Business casual is acceptable, no jeans, shorts, flip-flops.
- 4.) What is the dress attire for the State Deputy's Banquet on Thursday evening? The dress attire for the banquet is "dressy." If you are a District Deputy, State Director, etc. white dinner jackets are appropriate. Suits are also appropriate for men. Ladies will be wearing dresses (long, tea-length or cocktail dress) or dressy slacks and a top. Men =



Pro Tip – Search Resources



ON DEMAND TRAINING
View the online training schedule.

- COUNCIL OFFICER TRAINING
- COUNCIL OPERATIONS
- DISTRICT & STATE TRAINING
- COR TRAINING

COUNCIL OFFICER TRAINING
Council Officer Basic Training
In this introductory session we unpack the basics of Council Officer Roles and Responsibilities. Every Officer role from Guard to Outside Guard will be discussed, while also touching on the roles of the Program and Membership Directors. In addition, review the main print and digital resources available to council officers.

Financial Officer Training
This training covers the relationship between those officers entrusted with the financial management of the council. Grand Financial Secretaries, Treasurers & Council Trustees should take this training. We will cover their roles & responsibilities, management of council finances, checks & balances, and the proper flow of money & bills. We will share some practical ad money management and reporting responsibilities.

Grand Knight Training: Part One
In this training, you will learn duties and responsibilities, how to engage your fellow officers and form your council into a team. In this training, you will learn duties and responsibilities, how to engage your fellow officers and form your council into a team. In addition, discover what it takes to make charitable works the focus of your council and make it the premier parish organization for all Catholic men.

Web - Image
About 832 results (0.14 seconds) Sort by: Relevance

Michigan K of C on Facebook

Free E-Membership Extended!
The online or e-membership code to honor Fr. Michael J. McGivney has been extended again!
The free online membership code is BLESSEDMCGIVNEY
Here's how it works:
Direct prospects to kofc.org/joinus
Enter promo code **BLESSEDMCGIVNEY**
Enter your membership number for sponsor credit
Invite e-members to your Council's next Charity/Unity/Fraternity Exemphication
Or use the On Demand Exemphication through officers online at kofc.org
Or schedule in to District Exemphication or recorded virtual Exemphication schedule by our State

Prayer for the Canonization of Blessed Michael McGivney
Founder of the Knights of Columbus

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth, according to the

State Council of Michigan
Joseph Langhauser Logout

Home Resources Statewide News Event Calendar About Directory

Knights of Columbus Michigan State Council
We are Catholic men striving to be the best husbands, fathers and leaders we can serving our community. Service and charity are a core belief of the Knights. We aim to live every day doing the good and necessary work that needs to be done in this world.
Founded to meet the needs of immigrants, refugees and families we serve our communities and Christ. Through our programs our Knights grow closer to their families, parishes and Christ. We are Catholic men building a bridge back to faith.

Michigan K of C on Facebook
Free E-Membership Extended!
The online or e-membership code to honor Fr. Michael J. McGivney has been extended again!
The free online membership code is BLESSEDMCGIVNEY
Here's how it works:
Direct prospects to kofc.org/joinus
Enter promo code **BLESSEDMCGIVNEY**
Enter your membership number for sponsor credit
Invite e-members to your Council's next Charity/Unity/Fraternity Exemphication
Or use the On Demand Exemphication through officers online at kofc.org
Or schedule in to District Exemphication or recorded virtual Exemphication schedule by our State

Prayer for the Canonization of Blessed Michael McGivney
Founder of the Knights of Columbus

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth, according to the

Grand Knight Training

STAY INFORMED
Join the State Council of Michigan mailing list to get updates of the latest news and events right to your inbox.

State Council of Michigan
Joseph Langhauser Logout

Home Resources Statewide News Event Calendar About Directory

Site Search
Search the Websites Content

All Grand Knight Training

Search Results
Posts
Catch Up training for Grand Knights, Program Directors, and Membership Directors - Published: 1 day ago
Council Officer Training Schedule - June 2021 - Published: 3 years ago
Online Form 100 Webinar - Published: 4 years ago
Delta Church Drive Review Schedule - Published: 4 years ago

Resources
Grand Knights Training 2023-2024 PDF
Grand Knights Training 2023-2024 ppt
There are 6 results.

Knights of Columbus - State Council of Michigan
State Deputy Barry M. Borsenik
Michigan Knights of Columbus
6025 Wall Street
Sterling Heights, Michigan 48312
United States

© 2020 – 2024 Michigan Knights of Columbus, All Rights Reserved.



Supreme uses global search (Ok)

Michigan Webs site searches only what is internally linked (Better)



Financial Secretaries

Treasurers

Trustees

Questions???

