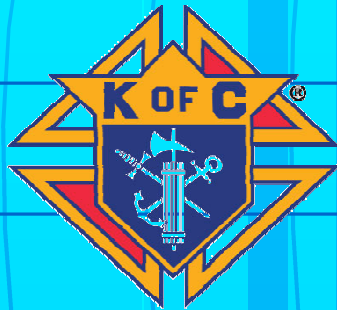


KCLS 2010



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

Financial Secretaries Training
General Info

We Are One

- ❖ One with the State Council
- ❖ One with the Grand Knights
- ❖ One with the Insurance Agents
- ❖ One with each other
- ❖ Together we can make a difference
- ❖ We must work together

General Information

- Must be a Third Degree member.
 - Must be at least 21 years of age
 - May NOT be engaged in the sale of life or health insurance
 - Shall NOT hold another elected position within the council.
 - Will hold a three year term subject to evaluation at the end of the term.
 - May not have a criminal record.
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Resources

- ❑ Financial Secretary Handbook
 - ❑ Louisiana State Financial Secretaries Association Web Site (www.lsfsa.org)
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Accounting

- Should not be listed on any checking accounts to write checks.
 - Upon Appointment shall be bonded for \$5000. Additional bonding maybe obtained at a cost of \$7 per thousand
 - Shall receive compensation from Supreme Council at .40 per each insurance certificate registered with the council
 - Shall collect and receive ALL monies
 - Pay over monies to treasurer at or between meetings.
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Accounting

- Shall adhere to Supreme Council rules in accounting for monies and recording membership additions and changes.
 - Draws orders on treasurer. Such orders shall be signed by the financial secretary and countersigned by the grand knight.
 - Keep an account of indebtedness of each member
 - File Form 990, 990-EZ, 990-EN return of Organization Exempt from Income tax form yearly.
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Membership

- Shall process membership Bills.(Handout schedule)
 - Keep roll of members
 - Cause members to subscribe to By-laws
 - Notify Supreme Secretary of elections.
Form 185 due by July 1st. If you have not done so please do so ASAP.
 - The Form 185 must also be forward to the state deputy and the district deputy either by email or snail mail.
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Membership

- Shall keep the seal of the council
 - Perform other acts required by the laws of his council and the Order and the rules of the Board of Directors.
 - Comply with all confidentiality and data management requirements of Supreme Council.
 - Notify Supreme Secretary of membership transactions.
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Degree Info

- When a candidate receives degrees in a council of which he is not a member, the financial secretary thereof shall notify the grand knight of said candidate's council.
 - Steve Thomas is now the Ceremonials Co-Chairman. I have spoken with Steve and he has stated that we will again receive this information from him. He did a great job of getting us the information the last time he held the position.
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- Currently, all transactions except data changes (including 2nd and 3rd degree dates), deaths, and officers chosen for the term required submission of a paper form. However, information may be submitted online using the Membership Management application.
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Rosters

- Please go over your rosters and clean them up.
 - Make sure you report any deaths either recent or in the past.
 - Check to insure all Priests are listed as Honorary Life members. Some times members join then later anointed as a Priest, and we forget to update their status.
 - Check your roster for members that have obtained Honorary or Honorary Life status but have not been updated at Supreme.
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Rosters

- A member wanting to withdraw should send a personal signed communication requesting withdrawal to the council and be forwarded on to the Supreme Council office.
 - A withdrawal cannot be reported using the Form 100.
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Honorary & Honorary Life

- ❑ When you submit the form 100 if you indicate the degree obtain information on the form 100 the card will include the degree information on it. See attached example on handouts.
 - ❑ As of the Fall 2010 supreme anticipates being able to process these transactions automatically. In this case the cards will include degree information, provided that the member's information is correct at Supreme.
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Surge Kits

- ❑ Surge Kits should have recently arrived or should arrive any day.
 - ❑ Make sure these kits are delivered to the current Grand Knight ASAP.
 - ❑ It is not our responsibility to hand out the materials only to get the box to the Grand Knight.
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Per Capita Tax – Supreme Council

- ❑ Councils are assessed \$1.75 on Jan 1 and July 1 for per capita tax on the total membership excluding only honorary life and disable members.
 - ❑ Councils are also assessed .50 for Catholic advertising and \$1.00 for the Culture of Life on the same basis.
 - ❑ Inactive members receive annual credit of \$9.00
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Per Capita Tax – State Council

- ❑ Councils are assessed \$4.25 on Jan 1 and July 1 for per capita tax on the total membership excluding only honorary life and disable members.
 - ❑ Councils are assessed \$2.50 for each honorary and inactive member.
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Annual Assessments

	State	Supreme			Total
	Per Capita	Per Capita	Cath. Adv.	Cult. of Life	Annual Amt.
Regular	\$8.50	\$3.50	\$1.00	\$2.00	\$15.00
Honorary	\$5.00	\$3.50	\$1.00	\$2.00	\$11.50
Inactive*	\$5.00	\$3.50	\$1.00	\$2.00	\$11.50
H.L & Dis.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* Annual credit of \$9.00 from Supreme for each Inactive Member
