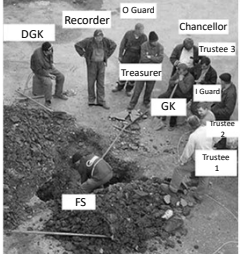


NEBRASKA KNIGHTS OF COLUMBUS

Financial Secretary Workshop

**Joseph Kaup
Mike Vaughn
State FS Co-Coordinator
Chairmen**



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2023-2025

1

Plan of Instruction

What is a Financial Secretary?
Officers Online
Member Management/Member Billing
FAQs

Forms and Programs
Supreme/State Assessments
Audits
Affiliate Membership Initiative

Printing Cards
IRS Form 990
Other Tips

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2023-2025

2

What is a Financial Secretary?

Serves as Accountant of the Council (Ref: Officer Desk Reference: Financial Issues)
Bonded by Supreme
Appointed (not Elected) for 3 Years
Continuity When There is Turnover
Keeper of the Council Seal
Keeper of the Membership Roll
Constitutional Roll and Day-to-Day Management

Assists in Managing the Council Administration
Collects Dues and Other Monies Brought in
Creates Vouchers to Spend Council Funds
Initiates Retention Actions
Order Supplies w/ Grand Knight
Complete and Submit IRS Form 990
Interface with Insurance Agency

Along with Treasurer and GK provides Financial Transparency

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3

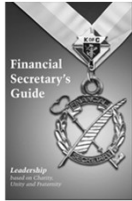
What You Are Not...

- An Elected Member of Your Council
- Awards Monitor
- Program Director
- Membership Chairman
- Retention Chairman

But...They Can't Do Their Job Without You Doing Yours


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4

Member Management - Officer Online



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5

Officers Desk Reference

Definitive Guidance on the Interpretation of the Constitution and Laws of the Order...Repository of Information


One Stop Shop for Virtually All Questions

FSs and FCs Should Pay Particular Attention to the Sections on Membership Issues and Financial Issues

- Major Clarification on Chain of Custody and Officer Responsibility
- Peruse all Sections From Time to Time

PayPal, Square, Debit Cards, etc. All Have Guidance and Requirements

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6

Council Reports

Nice to Know: Rosters are updated weekly

Nice to Know: Hover then click on (past) to view previous 18 months of Council Statements

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Council Statement

Ready by the first of the month

Retained for 18 months (on Website)

Provides membership Info

Provides Supreme financial Info

Status of required forms

Must be able to log into Officers Online

Payment coupon to remit Per Capita, Catholic Advertising, and Culture of Life

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8

Council Statement (Continue)

Page 3 contains membership updates

Nice to Know: Honorary and Honorary Life status is updated automatically and ceremonial cards are produced and sent to FS for presentation


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Navigating Supplies

Requires credit/debit card...see Officers Desk Reference!



or



Ctrl-Click this Link

Order Supplies | Knights of Columbus

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2023-2025

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Member Management/Member Billing

Tracks Membership
Dynamic Data Base

- Scalable for Your Needs

Official Way of Tracking/Facilitate Movement of Funds
Initiates, Collects, and Tracks Annual Dues and Assessments
Produces Membership Cards
Provides Documentation for Audit

The Order's accounting system and member database

Member Management Member Billing

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Member Management/Member Billing (Cont)



System is Secure (HTTPS)
System will not "Balance your Books"

- Still Need an active Treasurer

Access through Officers Online
Divided into three main sections

- Council Activities
- Member Management
- Member Billing

All Councils Should Be Using Member Management

Member Management Member Billing

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Adding Members

Form 100	Candidate's Tab	Join through Supreme Website
Paper Copy	Officer Online	New member Selects "Join" Button
Scan and Email	Online	Online
New Members	New Members	New Member Becomes a Prospect if Council Identified
Can Transfer and React Members	Can Transfer and React Members	Cannot Transfer or Reactivate
Retain Form 100 for Records	Produce and Retain Paper Form 100	No Paper Form 100 Required
1 st , 2 nd and 3 rd Degree Date is date CUF taken	1 st , 2 nd and 3 rd Degree Date is Date CUF Taken	1st Degree Date is date joined 2 nd and 3 rd Degree Dates CUF Taken
New Members and Reactivated Member - Credit to Council	New Members and Reactivated Member - Credit to Council	Membership Credit to Council (When Transferred) and Agent
Dues Paid to Council	Dues Pay to Council	Dues paid to Supreme Until Transfer
Can Take Several Weeks to Process	Near Instant for New, 2-3 days for Transfers and Reactivations	Near Instant

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MEMBER MANAGEMENT/MEMBER BILLING COUNCIL ADMINISTRATION SECTION

Notifies Hierarchy Who in Charge
Tracks Council Officers and Committee Leads
Provides Rates
Updates Officers (185) and Committee Leads (365) After Elections
Updates Go Directly to Supreme
Provide a .PDF Update to State Executive Secretary
Demo

Nice to Know: Both Forms are due by June 30th

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Member Management/Member Billing Member Management Section

Manages all Council Personnel Up to You to Determine Detail

- For Example; Birthdays, Spouse Info, etc.
- Print Section Allows for Specialized Lists

Divided Into:

- Fraternal Information
- Personal Information
- Public Information

Prints Only Items Related to Member Management
Demo

Must be in the Member Management Tab To Print Info from it

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Member Management "Expert"

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MEMBER MANAGEMENT MEMBER BILLING SECTION

Tracks Receipts and Expenditures
Flexible in Determining Where to Bin the Action

Two Sources of Receipts and Expenditures

- Members
- Vendors

Flexible Ways to Accomplish Dues and Vouchers

Print Only Member Billing Items

- Membership Cards, Receipts, Vouchers, etc.
- Hand receipt for Vouchers and Receipts

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2023-2025

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MEMBER MANAGEMENT MEMBER BILLING SECTION - ASSESSMENTS

Changes billing cycle to 2nd Notice, Knight Alert and Intent to Retain

Changes dues and allows you to add sub classes

Nice to know: Date cannot be earlier 15 Dec. but you can cheat!

Nice to know: Regular dues cannot be zero

Nice to know: If Council are raising your dues, ensure Council Bi-laws are updated and approved

Nice to know: Make sure, all dues amounts are accurate before assessing

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Member Billing "Expert"

Nice to Know:
Expert Button is your Help Button. Most Questions Can be Answered Here

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Receipts

Chain of Custody

- 1) FS Gives Receipt as He Takes Custody of Funds. Maintains in His Records
- 2) FS Hands Off Funds to Treas. Treas. Gives Receipt to FS
- 3) FS Brings Receipt to GK @ Next mtg
- 4) Treasurer Brings Proof of Deposit info to GK @ Next Mtg
- 5) GK Reports to Council by Reading Receipt(s) and Proof of Deposit(s) at the Meeting Ensuring They are Identical

Accounting for Funds

- 1) FS Enters Receipts into MB
- 2) FS Presents Receipts to Treas. and Both Sign
- 3) FS Retains Signed Copy And Treas. Retains a Copy
- 4) Retained for Audit

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Vouchers (AKA: Order on Treasurer or Warrant Voucher)

Trustees Must Review All Bills

No check is to be written without a voucher signed by the FS and Countersigned by the GK

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Nebraska Knights of Columbus 2023-2025

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Forms and Programs



Who is Responsible?
 Most are Electronic: Scan/Email or Mail

Due Dates

- Identified in Knightline, Council Statements, and Websites

What about charitable events like One Rose, One Life, BAM, RSVP, etc.?
 Forms: SF7, Audits, 10784 etc.

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Supreme Due Dates

FORMS AND REPORTS



Due Date	Description
June 30	Report of Chosen Officers for the Term (#185) OR the Officers Screen on Member Management Service Program Personnel Report (#365) OR the Service Personnel Screen on Member Management
August 15	Semiannual Council Audit (#1295)
September 15	District Deputy Report (#944)
January 31	Annual Survey of Fraternal Activity (#1728)
February 15	Semiannual Council Audit (#1295)
June 30	Columbian Award Application (FSP-7)
Immediately	Membership Document (#100)
If Required	Notice of Intent to Retain (#1845)
As Required	Entries for the State Council Service Program Awards Contest (FSTSP) and Family of the Year Contest to your state council
Monthly	Family of the Month (#1993)

* Indicates Star Council Award Requirement

Nice to know: Supreme recommends Officers Screen or Service Screen on Member Management. "Fill and Forget"

Nice to know: Form 1845 is used for "Normal" Billing Procedures. Council that participates in AMI should use temporary billing procedures outlined in Fraternal Excellence Guide #11619 pages 37 and 38

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Nebraska Knights of Columbus
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State Due Dates

Due Date	Description
1-Sep	July State Per Capita Assessment
1-Sep	July Supreme Per Capita Assessment
1-Sep	First ICC Submission
31-Jan	Intellectual Disabilities (Tootsie Roll®) Program Report
1-Mar	January Supreme Per Capita Assessment
1-Mar	January State Per Capita Assessment
1-Mar	Final ICC Submission
1-Mar	Award Nominations

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Supreme and State Assessments (Due Upon Receipt)

Assessments			
	State	Supreme	Grand Total
Jan Per Capita	\$5.37	\$1.75	
Jan Catholic Advertising		\$0.50	
Jan Culture of Life		\$1.00	
Jul Per Capita	\$5.38	\$1.75	
July Catholic Advertising		\$0.50	
July Culture of Life		\$1.00	
Total	\$10.75	\$6.50	\$17.25

Honorary Life does not pay any dues
 Disabled do not pay dues
 Honorary Members do not pay Culture of Life so dues are \$2.00 less


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Audit

Audit is Required Semi-Annually
 Conducted by Grand Knight and the Trustees
 Requires Close Coordination Between Auditors,
 Treasurer, and FS
 FS needs to Produce the Report of Receipts and
 Report of Vouchers
 Treasurer Produces His Ledger to the Auditors
 Documented and Signed on Audit Form 1295
 Completed audit is Forwarded to Supreme, DD and
 Executive Secretary (Ray G)
 • He Maintains for the State Deputy



Nice to know: Process
 explained in Fraternal
 Excellence Guide
 pages 16 to 18.
 Supreme Training Video:
[Audit Training Video](#)

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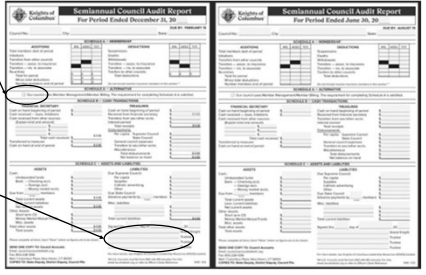
Form 1295-1 and 2

Nice to know: Save time and significant effort by using Member Management

Nice to know: Provide paper copies of transactions (i.e. credit card receipts, grocery receipts, internet purchase receipts, etc.)

Nice to know: Minimum to sign: two trustees and the GK

Nice to know: Latest version dated 1/23



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Audit

Nice to know: Don't hold Money on Jun 30th and Dec 31st! So "Cash on hand" beginning and end should be \$0.00

Nice to know: Since you only have three lines to list other sources of cash, list two largest sources and use the term "miscellaneous" for the third source. All remaining sources of cash should be listed in miscellaneous line.

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: (Detail 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	\$

Continued on next page

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Nebraska Knights of Columbus 2023-2025

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Audit

Nice to know: Run an Outstanding Balance Report from Member Billing Print Center for Members who have not paid dues

Nice to know: Due Supreme and Due State Councils will be \$0.00 if up to date on payments

SCHEDULE C -- ASSETS AND LIABILITIES			
ASSETS		LIABILITIES	
Uninvested funds	\$	Due Supreme Council:	\$
Bank -- Checking acct.	\$	Per capita	\$
-- Savings acct.	\$	Supplies	\$
Money market acct.	\$	Catholic advertising	\$
Due from _____ members	\$	Other	\$
Total current assets	\$	Due state council	\$
Less: current liabilities	\$	Advance payments by _____ members	\$
Net current assets	\$	Misc. liabilities	\$
Other Assets:		Total current liabilities	\$
Short term CD	\$		\$
Money Market			\$
Mutual Funds	\$		\$
Misc. assets	\$		\$
Total other assets	\$		\$
Total assets	\$		\$

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Printing Membership Cards

Done in Member Billing
Save the downloaded PDF file to your PC and close browser
Print from the downloaded PDF file saved to your PC
Printing from browser can select wrong scale
Ensure "Actual Size" or "100%" Scale is selected

- Some variations in printers
- trial and error

Emboss cards IAW page 32-35 of Fraternal Excellence Guide

Nice to Know: Membership Card (#4817) stock paper can be ordered through Supplies Online. (Cards come eight to a sheet with 25 sheets to a package, for a total of 200 cards.)

Ordinary, embossed "Travel" Membership Cards must be issued for all current members on an annual basis. In order to gain admission to a Knights of Columbus meeting, a member should present a current travel card.

Always Do a Practice Run!

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IRS Form 990

Required Annually - Cannot Skip a Year
Plenty of Notice
990N Electronic Post Card
• Under \$50,000 in Gross Revenues
990-EZ: \$50K to \$200K
Form 990: > \$200K
Failure to Comply: Loss of Tax-Exempt Status and Revoking of EIN

Nice to know:
Supreme recommends using an accountant if you are over \$50K in revenue.

IRS Form 990-N
Electronic Filing System
(e-Postcard)
User Guide

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

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**Suspension: Failure to Pay Dues
Non-AMI Councils**

Ensure you sent the proper Dues Notices
• 1st Notice, 2nd Notice, and Knight Alert

Process Intent to Retain paperwork
• Mail copy to member and email to Supreme
• Supreme and State will spend the next 60 days attempting to convince the member to remain a member and pay their dues

Reference
Fraternal Excellence Guide
Pages 29-30

Nice to know:
Need to find out why

After 60 days but no Later than 90 Days, Submit Form 100 for Suspension.
• If Supreme Receives the Suspension Form 100 After the 90th Day From the Intent to Retain Paperwork, You Will Need to Start Over with a New Intent to Retain Memo

If Insurance Member, the Suspended Member will Remain on Your Rolls

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**AFFILIATE MEMBERSHIP INITIATIVE
Participating Councils**

Withdraw a Member who no Longer Wants to be a Knight
Follow Temporary Billing Procedures Found in Fraternal Excellence Guide Page 30-31
If an AMI Member Transfer Back to your Council, do not Charge Dues in the Arrears

Nice to know:
Process members who meet the requirements for designation as Affiliate Members. Lists of these members should be submitted through a council's district deputy and received by the Supreme Council no later than the last day of the billing cycle.

Nice to know:
Suspension transactions under AMI are reserved for Summary Suspension for Cause and Board Action

<https://nebraskakofc.org/membership/recruiting-resources.html>

Questions: Contact Supreme at affiliate@koc.org or 203-752-4270


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Disability Exemption (#1831)

Relief From Dues and Per Capita
 GK and FS Attestation Only
 No Doctor's Report
 No Annual Recertification
 Forms Section of "For Members"



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FRATERNAL LEADER ADVISORY

Sent from Supreme Directly to Council Leadership (and Others)
 Provides Breaking News, Reminders, Resources and Recommendations
 Emailed Directly to You...Not Getting...Verify Email and Ensure it is Not Going to Junk Mail

<https://www.kofc.org/en/news-room/fraternal-leader-advisory/index.html>

All FSs and FCs Must Receive

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Other Tips

Council Bi-Laws

- Advocate is Responsible
- Update Periodically: Red Tab on Officers Online



FS is 5th in Line to Conduct a Business Meeting

- IAW Sec 126/136 of KofC Constitution

Work with the Insurance Agent

- His Eyes and Ears to the Council

- Safe Environment Training
- Budget
 - Section 122(B) – the \$500.00 rule
 - Annual Budgets Satisfy the \$500 Rule

Nice to know:
By Laws need updating when the GK or Secretary Recorder is Replaced.

Nice to know:
Order to conduct a meeting
GK
DGK
Chancellor
Recorder
Financial Secretary

Nice to know:
Safe Environment Participants
Grand Knight
Program Director
Community Director
Family Director

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RESOURCES

FRATERNAL EXCELLENCE GUIDE (11619)
<https://www.kofc.org/en/resources/for-members/11619-fraternal-excellence-guide.pdf>

FRATERNAL LEADER ADVISORY
<https://www.kofc.org/en/news-room/fraternal-leader-advisory/index.html>

FRATERNAL VIDEO LIBRARY
<https://www.kofc.org/en/videos/fraternal-training-library.html>

STATE FINANCIAL SECRETARY RESOURCES
<https://nebraskakofc.org/resources/financial-secretary-resources.html>





Knights of Columbus

Fraternal Excellence Guide

Produced exclusively for Council and District Offices

March 2013, 2024

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You Are Not Alone...

SUPREME COUNCIL OFFICE CONTACT DIRECTORY

Customer Service	203-752-4000	
Customer Service	1-800-380-9995	
KnightsGear	1-855-432-7562	knightsgear@kofc.org
Supplies Online	1-833-591-7770	customersupport@slwmc.com
Fraternal Mission		fraternalmision@kofc.org
Affiliate Membership		affiliate@kofc.org
Catholic Information Service		cis@kofc.org
Ceremonials		ceremonials@kofc.org
Chaplains Programs and Development		chaplains@kofc.org
Columbia Magazine		columbiap@kofc.org
Council Accounts		council.accounts@kofc.org
Financial Secretary Appointments		financial.secretary@kofc.org
Membership Growth		councilgrowth@kofc.org
Membership Records		memberships@kofc.org
Member Management/Member Billing		experts@kofc.org
Scholarships		scholarships@kofc.org
For general inquiries, email		info@kofc.org

Nice to know:
 State FS Coordinator
 Chairman Mike Vaughn
 Home: 402-296-5422
 Cell: 402-297-5434
 Email:
fscordinator@nebraskakofc.org




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2023-2025



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NEBRASKA KNIGHTS OF COLUMBUS

This is the Way

Questions?

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