

NEBRASKA KNIGHTS OF COLUMBUS



2023 Membership Billing

NEBRASKA KNIGHTS OF COLUMBUS

FS/FC

This training is a random collections of thoughts from the Many questions I field concerning the annual dues assessment. I try steering you to the right answers but I will not always succeed. So please feel free to call me with questions or concerns.

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FS Coordination Chairman
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ANNUAL DUES ASSESSMENT PREP WORK

Determine if membership dues are appropriate

- Will dues assessment meet Council Administrative needs?

Assessments			
	State	Supreme	Grand Total
Jan Per Capita	\$4.87	\$1.75	
Jan Catholic Advertising		\$0.50	
Jan Culture of Life		\$1.00	
Jul Per Capita	\$4.88	\$1.75	
July Catholic Advertising		\$0.50	
July Culture of Life		\$1.00	
Total	\$9.75	\$6.50	\$16.25

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



PREP WORK FOR DUES ASSESSMENT (CONTINUED)

- If Dues need to increase, approval of Council and update of by-laws are a must. By-laws state what dues will be.
- Ensure you have all the supplies: Membership Cards, envelopes, Stamps etc.
- Do you have the Council Seal?
 - All membership cards are required to be embossed
- Affiliate Membership Initiative (AMI) is on-going.
 - Member Billing has not yet been updated for AMI
 - Ensure you follow the Interim Billing Procedures
 - Link: https://nebraskakofc.org/file_download/a061fc96-7ebb-4aaf-91e9-280aab9247e8



Generating a Dues Assessment

Generating a Dues Assessment Video

<https://site-842560.bcvp0rtal.com/detail/videos/member-management-member-billing/video/2341339147001/generating-a-dues-assessment?autoStart=true>

Notes

- Use 15 Dec as your process date
- If using Assess Other, ensure previous year's assessments are forgiven
- Is the Council forgiving previously owed dues for a member?
 - Go to Member Ledger to credit member so balance is 0.00
- Is the Council forgiving this year's dues for a member?
 - See Billing Information for the member to not assess



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Membership Cards

- Membership cards no longer require GK or FS signatures
- Will automatically print out with Supreme Knight's Signature
- Click Link for details:
https://nebraskakofc.org/file_download/0309c8c2-2c76-42c2-8547-b9681addce7c



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

Print
Total: 1 sheet of paper

☒ Portrait
☐ Landscape

Pages
☒ All
☐ e.g. 1-5, 8, 11-13

Color
Color

Print on both sides
Print on one side

[Fewer settings ^](#)

Paper size
Letter

Scale (%)
☐ Fit to printable area
☒ Actual size
☐ 100

Pages per sheet
1

Always Do a Practice Run!