

# Financial Secretary's Guide



*Leadership*  
*based on Charity,*  
*Unity and Fraternity*



# Financial Secretary's Guide

**“Fraternal relations between people, and cooperation in building a more just society – these are not an idealistic dream, but the fruit of a concerted effort on the part of all, in service of the common good.” – Pope Francis**

As financial secretary, you have been selected by your council and appointed by the supreme knight. Through your professionalism, accuracy, strong organizational skills and timeliness, your council will be financially strong and able to conduct charitable projects in your parish and community.

This guide is designed to help you be an effective financial secretary. You will need to:

- understand your duties and responsibilities
- ensure proper accounting procedures are followed
- maintain accurate records
- assist with First Degree exemplifications
- maintain an accurate accounting of money flow through your council
- promptly present all bills to the council for payment authorization
- ensure that all members are current with their dues

Your best gauge of success as a financial secretary is to ask, “Have I maintained the records and accounts of my council with professionalism, accuracy, timeliness and integrity?”

If your answer is yes, then you've been successful.

## **10 Keys to Success as a Financial Secretary**

1. Maintain organization
2. Keep council and member records current
3. Process dues and membership cards in a timely manner
4. Form good relationships with members in your council, the state council and the Supreme Council
5. Promote our Order's top-rated insurance program
6. Keep an accurate accounting of money flow for your council

7. Have a working knowledge of the Laws of the Order and the by-laws of your council and assist members in adhering to those laws
8. Provide your records for the audit of your council's financial books
9. Use the Member Management/Member Billing applications available through the Knights of Columbus website
10. Stay informed by reviewing the material provided by your state council and the Supreme Council

### **Maintain organization**

Being well-organized is vital. Maintaining good organizational skills will help you with your administrative duties as financial secretary. To be successful in your role, keep organized records and prepare for your presentation at your council meetings.

### **Keep council and member records current**

A substantial part of your duties is to keep the records of each member in your council up-to-date. Review the Supreme Council's records on a regular basis (as often as possible) to ensure they match your council's records. You can check the accuracy of the Supreme Council's records by referring to the Officers Online section of the Knights of Columbus website, [kofc.org](http://kofc.org), and compare your records with those on the council's dashboard page. If there is a discrepancy, work to resolve it in a timely manner.

### **Process dues and membership cards in a timely manner**

Prompt processing of dues is vital to the financial stability of your council and your council members expect prompt delivery of their membership cards. To help with these functions, the Supreme Council provides the Member Management/Member Billing applications located in the Officers Online section of the Knights of Columbus website, [kofc.org](http://kofc.org). This system will help you keep accurate membership records for both your council and the Supreme Council.

## **Form good relationships with members in your council, the state council and the Supreme Council**

Maintaining good fraternal relationships with council members, as well as with the state council and Supreme Council, helps the smooth operation of your council. It's also what binds us together as a Catholic fraternity. These relationships also help ensure that your brother Knights are there to assist you when needed. By participating in charitable council projects, for example, you not only contribute to the success of the event, you get to know council members and their families better, forming friendships and developing a brotherhood which can extend to the state council and Supreme Council levels.

## **Promote our Order's top-rated insurance program**

Every member and his family has access to our Order's top-rated insurance program. Our fraternal insurance society is among the most highly rated in North America and stands ready to provide for the financial security of our members' families. To ensure that members know about this benefit:

- promptly deliver new Membership Documents (#100) to your council's general agent
- encourage new members and their families to consider taking advantage of our insurance products like the New Member Annuity Plan

## **Keep an accurate accounting of money flow for your council**

This is one of your primary roles as financial secretary and fulfills your responsibility for overseeing that the flow of money through your council is accurately recorded. Follow proper procedures when receiving and disbursing money, as outlined in the Financial Secretary section of the Knights of Columbus Leadership Resources booklet (#5093). To accomplish this, use the Member Management and the Member Billing applications available through Officers Online.

## **Have a working knowledge of the Laws of the Order and by-laws of your council and assist members in adhering to those laws**

As financial secretary, you are charged with seeing that all new members sign the Constitutional Roll, binding them to the Laws of the Order and the by-laws of your council. Being familiar with these laws will assist you in answering any questions members may have concerning those laws.

## **Provide your records for the audit of your council's financial books**

Validate your professionalism and integrity in managing the details of the money flow through your council. Provide your records to the trustees and grand knight of your council as they are responsible for completing the Semiannual Council Audit (#1295) and need your cooperation in completing their task. The submission of the audit to the Supreme Council is required so that bonding available for your office, as well as that of your council's treasurer, remains in force.

## **Use the Member Management/Member Billing applications available through the Knights of Columbus website**

Everyone has access to the Knights of Columbus website, [kofc.org](http://kofc.org). As financial secretary, you have access to the secure Officers Online section of the website which contains the Member Management/Member Billing applications. This is the best way to keep track of your membership and billing records. You also have access to the Officers Desk Reference, By-Laws Online, and the ability to order council supplies online.

## **Stay informed by reviewing the material provided by your state council and the Supreme Council**

Staying updated on your jurisdiction's initiatives, as well as any new initiatives by the Supreme Council, will make you the "go-to" reference person for your council's officers and membership.

For more information on your role as financial secretary, please refer to the Knights of Columbus Leadership Resources booklet (#5093).





This Financial Secretary Guide supersedes all previously published Financial Secretary Handbooks and documentation.