Knights of Columbus®

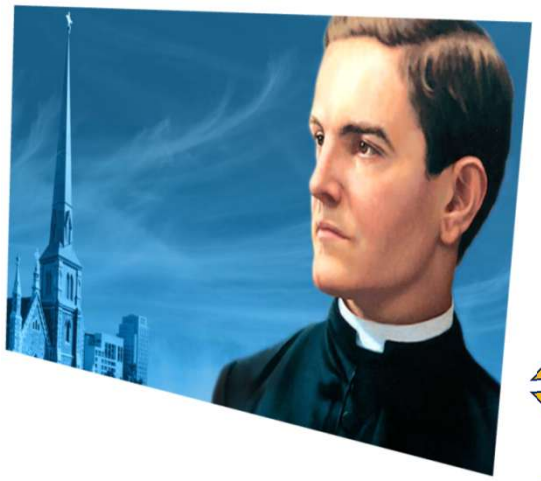
Financial Secretary Training

Roles & Responsibilities – Officers Online

2026 - 2027

Opening Prayer

Father McGivney, may the example of your life serve to guide us in our mission and our individual roles as Knights of Columbus. May we always be faithful Catholics and followers of your vision. Help us to deepen our role as leaders in our parish and in our community. May we be always supportive of our clergy and responsible in building our Order.
Blessed Father McGivney, pray for us.
Amen



The financial secretary is an integral part of the structure of the Knights of Columbus. His work has a direct effect on the council members, his fellow officers, the state council and the Supreme Council Office. Prospects for the success of a council in so many vital areas depend on the character, dedication, loyalty and efficiency of its financial secretary. Men chosen for this position, therefore, must be willing to give of themselves for the good of their brothers. Throughout the Order's history, thousands of such men have fulfilled this office with distinction. Those who presently are serving must take this legacy as their own.





Financial Secretary

- ~~Selected by the council and appointed by the Supreme Knight for 3 years.~~
- Shows professionalism, accuracy, strong organizational skills and timeliness.
- Ensures financial standing of the Council is in good order.
- Through the efforts of the FS, the Council will be financially strong, able to conduct charitable projects in the parish community.
- He is the “Answer Man” !!!

What Does the FS Do?

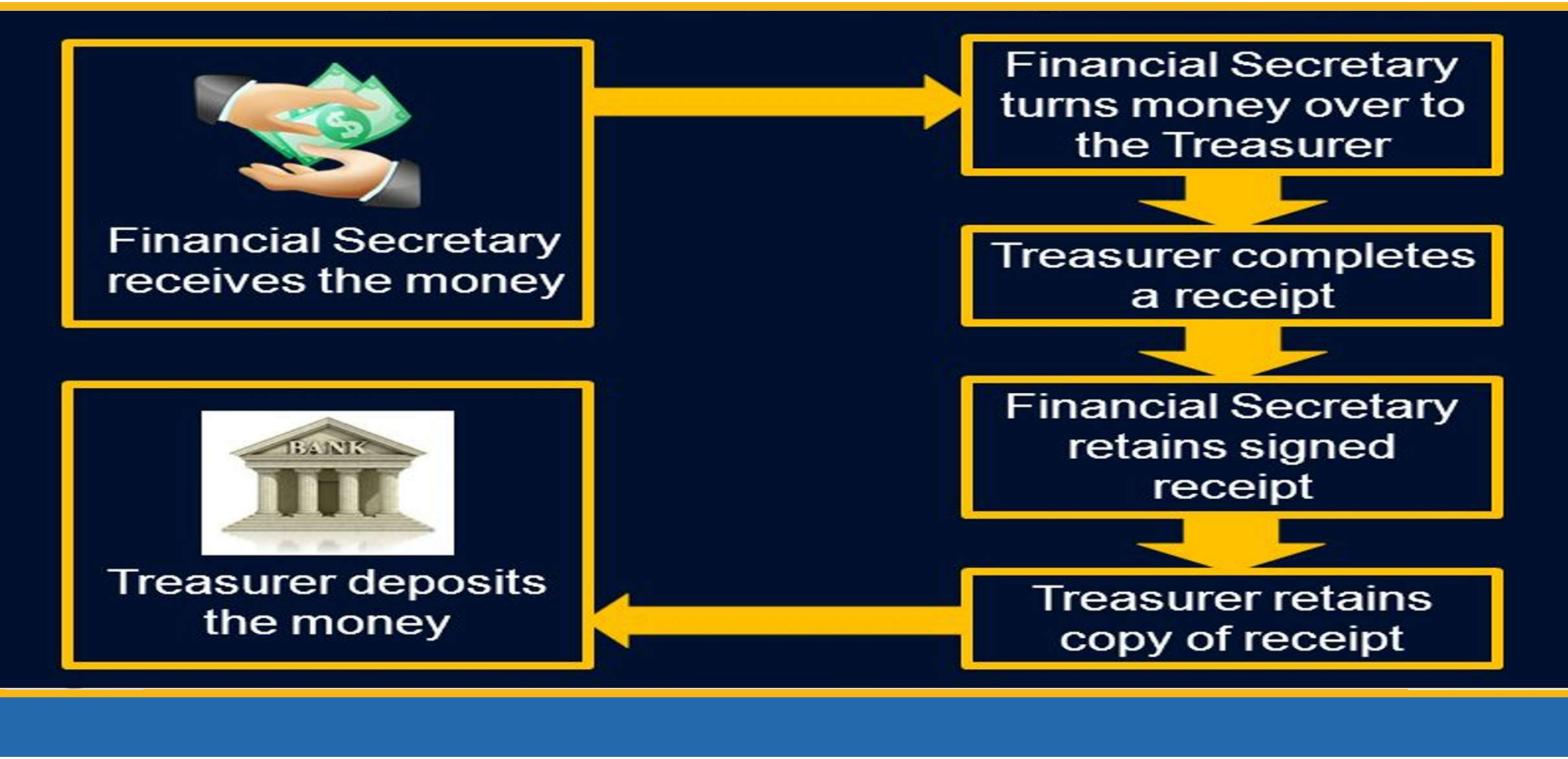
- Collects and receives all moneys: pays to Treasurer.
- Keeps accounts of each member.
- Draws orders on the Treasurer for payment of all claims.
- Notifies Supreme Secretary of names and addresses of council officers. (Form 185)
- Assists with completing and submitting council forms.
- Completes and submits IRS Form 990.
- Attends council meetings and CUFS.
- Assists with preparing the council budget.
- Establishes council liability insurance coverage.



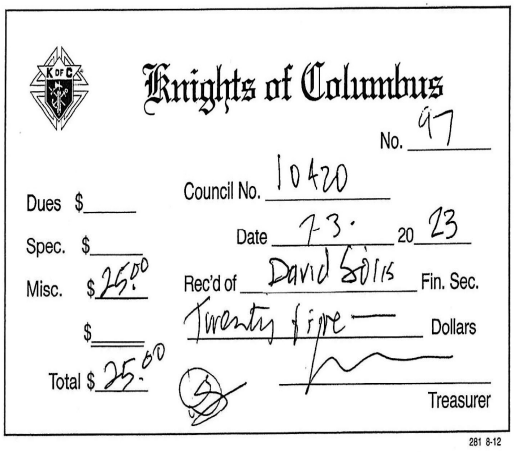
Best Practices

- Practice separation of duties.
- Open a council operating bank account.
- Reconcile operating account at least monthly.
- Track income and expense transactions
- Create a council budget.
- Needs a Computer and printer.

Proper Flow of *ALL* Funds Received



Treasurer's Receipt



Knights of Columbus

No. 97

Council No. 10420

Dues $____

Date 7-3- 20 23

Spec. $____

Misc. $ 25.00

Rec'd of David Solis Fin. Sec.

$____ Twenty five Dollars

Total $ 25.00

Treasurer

281 8-12

Form 281

ST STEPHEN DEACON AND MARTYR CO 10420
EL PASO, TX

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

Page 1 of 1
July 05, 2023

Report of Receipts - Transaction Details

Receipt #		Member/Payor			
Check #	Receipt Date	Account: Sub Account	Event	Description	Amount
Batch: 97		Date Processed: 07-03-2023			
3114	07-03-2023	Patrick D Solis			
		Fish Fry			25.00

Batch 97 Total: 25.00

Grand Total of Report of Receipts: 25.00

Respectfully submitted,

David Solis
Financial Secretary

Received by:

Richard H Bransford
Treasurer

TRAINING

Paying Budgeted Bills

FS Receives Bill

↓

FS Prepares Warrant/Voucher

↓

Bill Reveiwed by Trustees

→

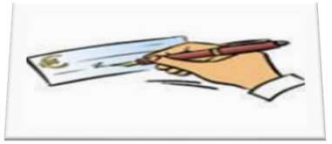
W/Voucher Signed by GK, FS & TR

↑

W/Voucher Given to Treasurer

↓

Treasurer Writes Check



Paying Non-Budgeted Bill

FS Receives Bill

↓

FS Prepares Warrant/Voucher

↓

Bill Reveiwed by Trustees

FS Reads Bill at Meeting

↓

Bill is Approved by Council

↓

W/Voucher Signed by GK, FS & TR

W/Voucher Given to Treasurer

↓

Treasurer Writes Check

w/OUT an approved budget in place EVERY outgoing transaction has to follow this process.

Warrant / Voucher

WARRANT VOUCHER

Knights of Columbus

St Stephen Council No. 10420

No. 2

Date 7-3-23

To Brother R. Bransford, Treasurer,

Pay to the order of David's Apparel

the sum of One Thousand Dollar, $ 1000.00

In payment for Knights Apparel

Financial Secretary

Grand Knight

Check No. _____ Date _____

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT

Form 157

ST STEPHEN DEACON AND MARTYR CO 10420
EL PASO, TX

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

Page 1 of 1
July 05, 2023

Report of Vouchers

Voucher # / Check #	Voucher Date	Member/Payee / Address / Account: Sub Account	Event	Description	Amount
Batch: 2		Date Processed: 07-03-2023			
2	07-03-2023	David's Apparel 9901 Carnegie Ave. / El Paso, TX 79925 Knight's Apparel			1,000.00
				Batch 2 Total:	**1,000.00**
				Grand Total of Report of Vouchers:	**1,000.00**

Respectfully submitted,

David Solis
Financial Secretary

Juan R Torres
Grand Knight

Received by:

Richard H Bransford
Treasurer

TRAINING

Council Budget

- Prepare a budget to start the fraternal (calendar) year.
- Use last year's income and expense activity.
- Send to all council members – Notice of Motion.
- Vote at the first council meeting in July (Jan.)
  – 2/3 majority to pass.
- Pay bills without motion at council meeting.

Council Budget

INCOME 1/1/2025 through 12/31/2025			Budget 2026
Income Categories	**$**		**$**
KC - Dues Income 2026	5,623.00		**6,080.00**
KC - Easter Egg Hunt Inc	610.00		**-**
KC - Enchilada Dinner	3,101.00		**3,975.00**
KC - Fajita Cook-Off Income	4,733.00		**6,500.00**
KC - Fish Fry Income	9,652.00		**10,875.00**
KC - Golf Tournament Income	17,510.00		**22,500.00**
KC - New Year's Party Income	8,887.00		**10,500.00**
KC - Scholarship donation	3,500.00		**2,500.00**
KC - Steer raffle income	14,900.00		**17,500.00**
Total Income Categories	$ 68,516.00		**$ 80,430.00**

Council Budget

EXPENSES 1/1/2025 through 12/31/2025			Budget 2026
Expense Categories	**$**		**$**
KC - Scholarships	11,026.28		**11,000.00**
KC - Church Maintenance	3,008.28		**2,500.00**
KC - Church Needs	547.34		**500.00**
KC - Coffee & Donuts & Snacks	3,481.30		**5,000.00**
KC - Easter Egg Hunt	1,054.74		**500.00**
KC - Enchilada Dinner exp.	1,174.39		**1,500.00**
KC - Fajita Cook-Off Exp	4,889.51		**5,000.00**
KC - Fish Fry exp.	7,119.73		**8,000.00**
KC - Golf Tournament	10,944.26		**11,000.00**
KC - New Year's Party	6,911.78		**7,500.00**
KC - Steer Raffle exp.	3,675.13		**5,000.00**
Total Expense Categories	$ 53,832.74		**$ 57,500.00**
Net Income (Loss)	$ 14,683.26		**$ 22,930.00**

What's wrong with budget example ?

Liability Insurance

- Councils are responsible for providing their own General Liability insurance.
- Churches normally do not cover council meetings or activities on their premises or offsite.
- Councils may want an Umbrella Policy (D&O) to cover its officers.
- See Officers Desk Reference – Council & Assembly Issues.

IRS forms 990 Postcard & EZ



Note;
Form 990 is a United States Internal Revenue Service (IRS) form that provides the public with information about a nonprofit organization. It is also used by government agencies to prevent organizations from abusing their tax-exempt status

Filing due date

Form 990 is due **every year by the 15th day of the 5th month** after the close of your tax year. **You cannot file until after your tax year ends.**

Example: If your tax year ended on December 31, the filing is due May 15 of the following year. If your tax year ended on June 30th, the filling is due November 15th of the same year. If the due date falls on a Saturday, Sunday or a legal holiday, the due date is the next business day.

State PowerPoint presentation with guidelines and step by step guidance on the 990 postcard will be provided.

SPECIAL NOTE: Texas State per-capita and charities invoices

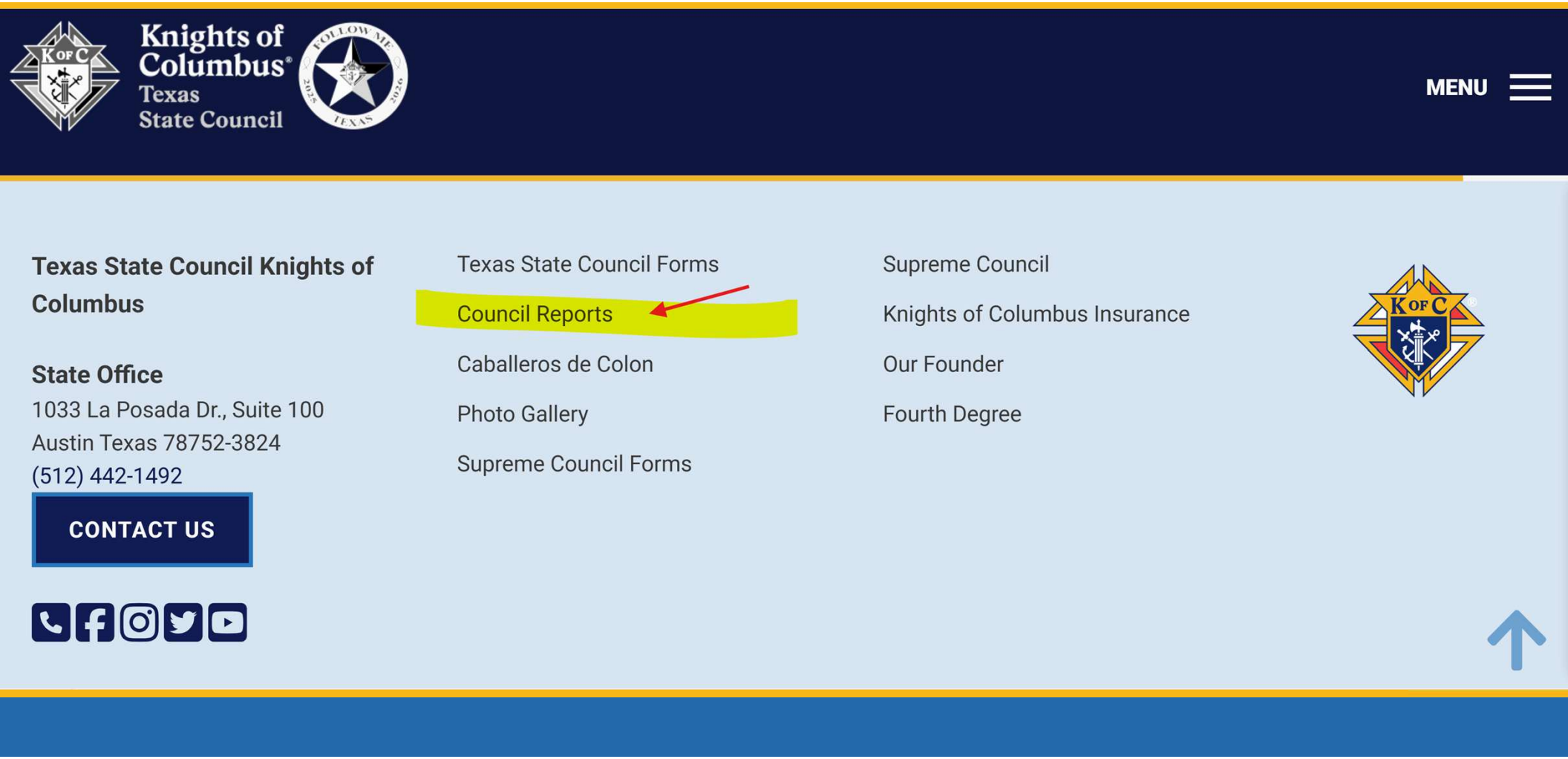
Starting this new fraternal year (July 1st) the State Per Capita and Charity statements will not be mailed as in the past. A report from the State website showing amount owed will need to be pulled by each council.

State Per Capita statements/report can be found on tkofc.org, no login/password needed

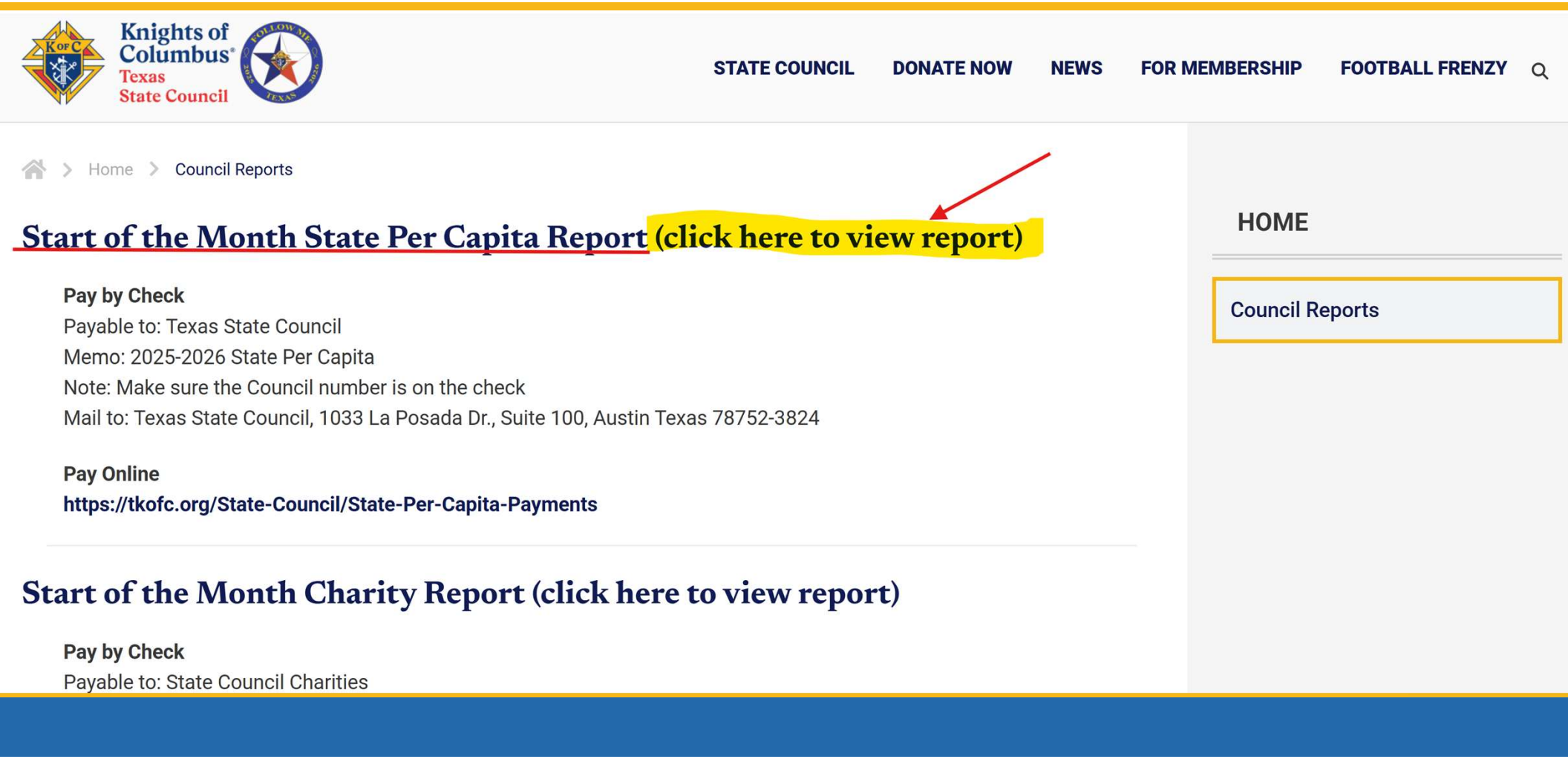
Methods of payment are listed on tkofc.org

Due Dates of all will not change

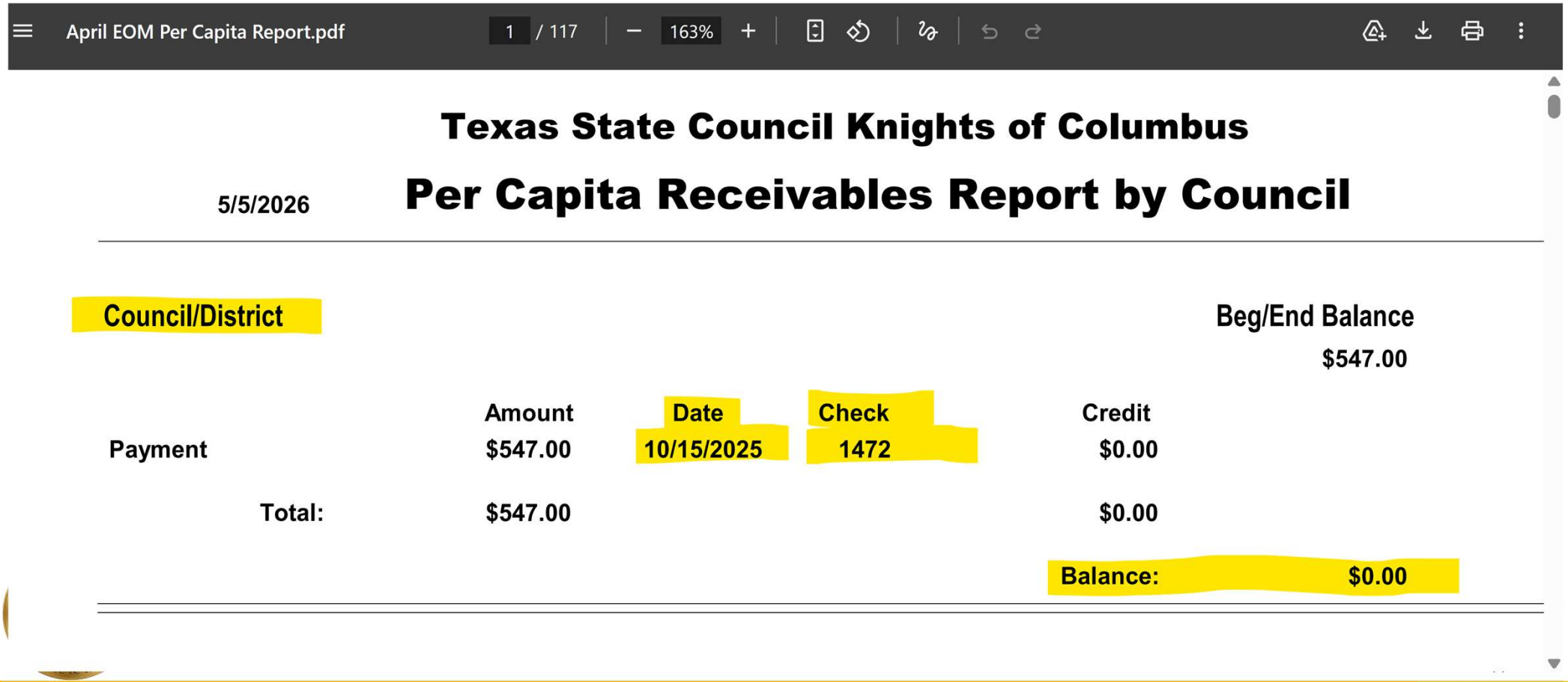
At the State website (www.TKofC.org) proceed to the blue ribbon at the bottom of the home page. Click Council Reports



On this page click the “view report” tab



In the report scroll down to the correct council to obtain amount owed. If a payment has been made the report will show the check number and date



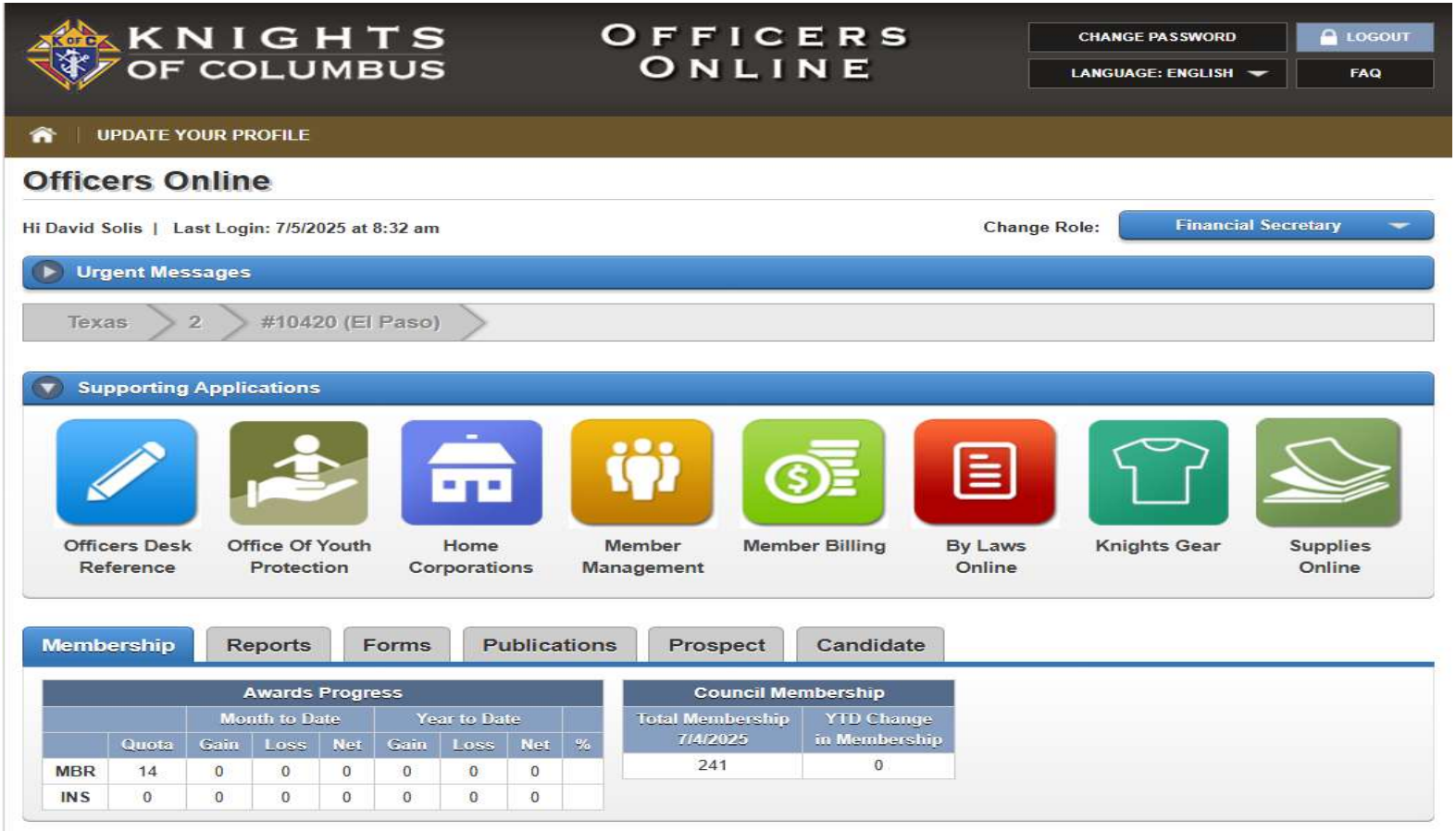
NOTE: *Two different checks*

Pay by Check (avoid the 3% credit card fees**)**

Payable to: Texas State Council
Memo: 2026-2027 State Per Capita
Note: Make sure the Council number is on the check
Mail to: Texas State Council, 1033 La Posada Dr., Suite 100, Austin Texas 78752-3824

Payable to: State Council Charities
Memo: 2026-2027 Charity Goal
Note: Make sure the Council number is on the check
Mail to: State Council Charities, 1033 La Posada Dr., Suite 100, Austin Texas 78752-3824

Officers Online – Landing Page

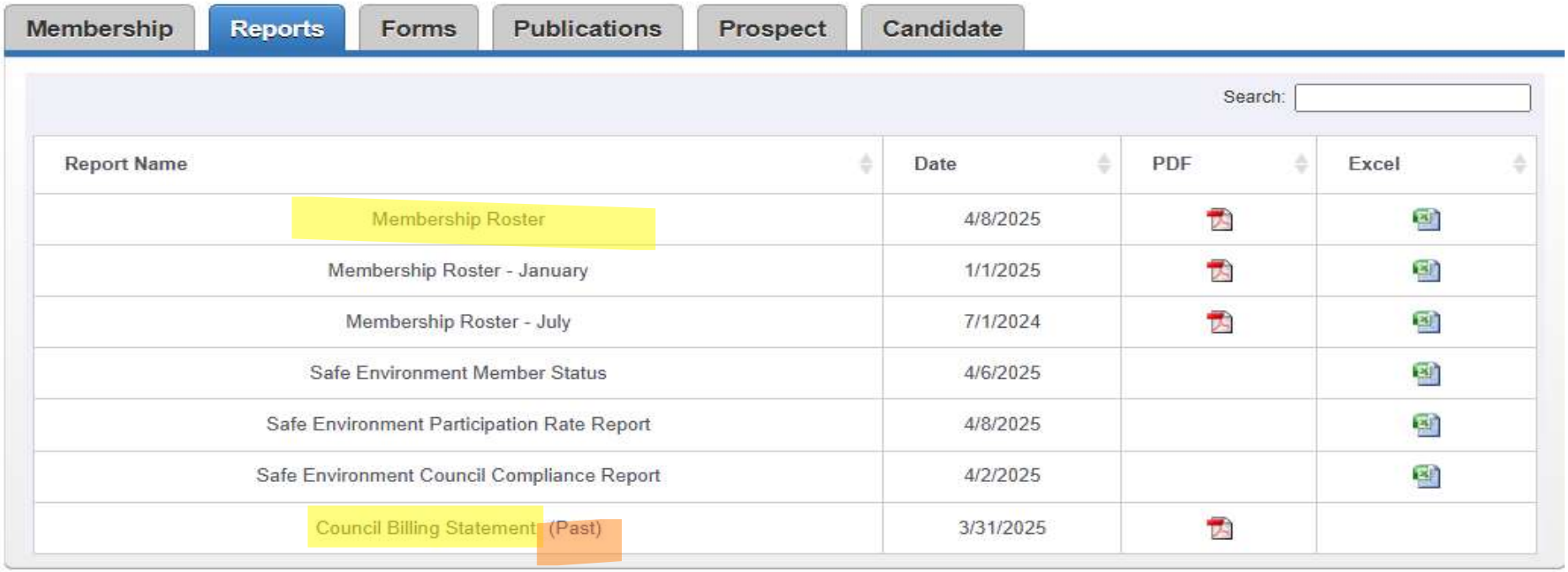


Membership Tab



- Show the progress towards the McGivney Award.
  - Quota
  - Gain – MTD, YTD, %
  - Total Membership

Reports Tab


Membership
Reports
Forms
Publications
Prospect
Candidate
Search:
Report Name
Date
PDF
Excel
Membership Roster
4/8/2025
Membership Roster - January
1/1/2025
Membership Roster - July
7/1/2024
Safe Environment Member Status
4/6/2025
Safe Environment Participation Rate Report
4/8/2025
Safe Environment Council Compliance Report
4/2/2025
Council Billing Statement (Past)
3/31/2025

Roster / Billing Statement

KNIGHTS OF COLUMBUS COUNCIL STATEMENT-SUMMARY AND PAYMENT COUPON

DATE	ST	COUNCIL	LOCATION		QUOTA	GAIN	LOSS	NET	ATTAINED
01/01/26	TX	10420	EL PASO	MEMBERSHIP	14	11	0	11	78.50 %
				INSURANCE	0	1	0	1	0.00

DAVID SOLIS
11920 PASEO REAL CIR
EL PASO TX 79936-3704

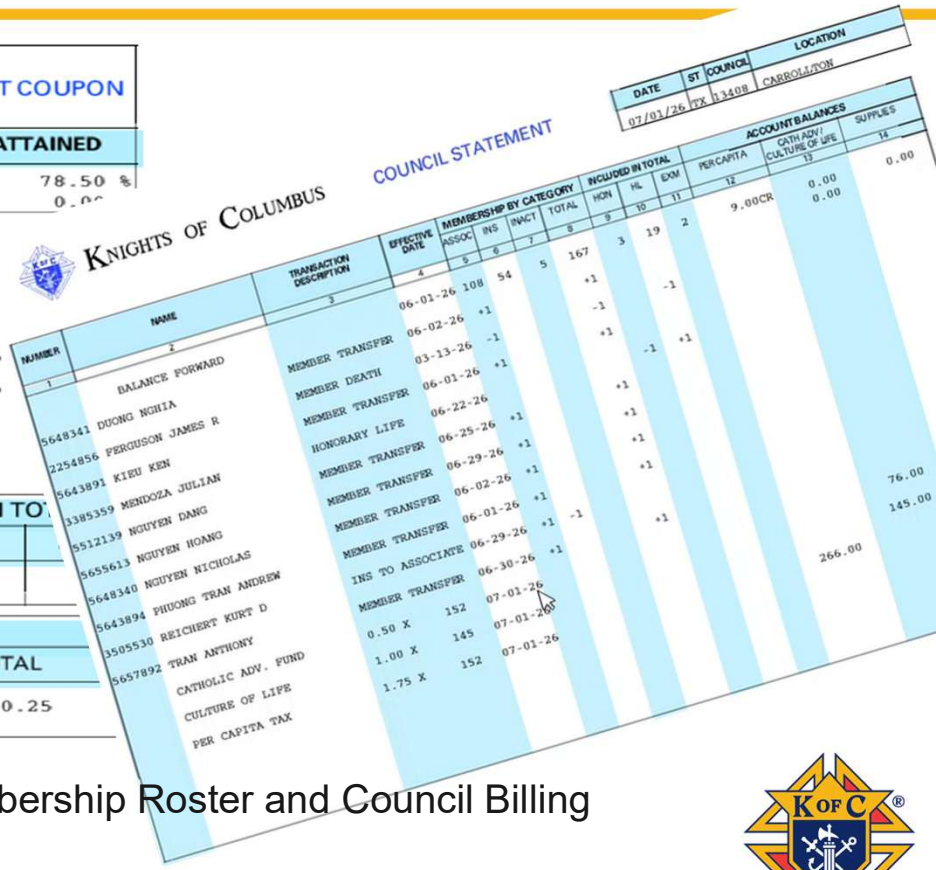
IF YOU HAVE ANY QUESTIONS RE
YOUR COUNCIL STATEMENT PLEAS

FOR MEMBERSHIP: (800) 380-9995
FOR BILLING (800) 380-9995

COUNCIL STATUS: IN GOOD STANDING

SUMMARY MEMBER INFORMATION	DATE	MEMBERSHIP BY CATEGORY ASSOC	INS	INACT	TOTAL	INCLUDED IN TOT HON	HL
MEMBERSHIP TOTALS	01/01/26	177	79	0	256	7	29

SUMMARY FINANCIAL INFORMATION	DATE	ACCOUNTS PER CAPITA	CATHOLIC ADV/ CULTURE OF LIFE	SUPPLIES	TOTAL
AMOUNTS DUE	01/01/26	349.75	102.50 198.00	0.00	650.25



Officers Online provides access to your council's Membership Roster and Council Billing Statement from the Reports Tab.

Forms Tab


Membership
Reports
Forms
Publications
Prospect
Candidate
Search:
Form Name
Form Number
Due Date
Print
Online
Annual Survey of Fraternal Activity 1728 1/31
Application for Appointment as Financial Secretary 101 As Needed
Brother Barnabas 279 6/30
Catholic Citizenship Essay Contest - Entry Form 4208 As Needed
Columbian Award Application SP-7 6/30
Columbian Squires Officers & Chairmen 468 8/1
Evaluation of Financial Secretary 1938 As Needed
Family of the Year 10680 As Needed
Father Prior 4371 As Needed
Food For Families Report Form 10057 6/30
Fraternal Benefit Seminar Form 11077 As Needed
Fraternal Programs Report Form 10784 As Needed

Prospect Tab

- Online members “assigned” as prospects to councils will appear in the council’s Prospect Tab in Officers Online.
- This tab is only seen by the GK and FS.
- Allows for the acceptance or rejection of the online member.
- Use to “transfer” the online member into the council after the CUF or to “reject” the online member.

Prospect Tab

Membership | Reports | Forms | Publications | **Prospect** | Candidate

Assigned

Search:

Council #	Assigned Date	Name	Member #	Entry Date	Ceremonial Date	Action
10420	02/22/2025	Joaquin Vasquez	5516751	02/21/2025	MM/DD/YYYY	Transfer Reject
10420	08/06/2024	Mr Aubrey Hayes	5465889	08/04/202[illegible]	MM/DD/YYYY	Transfer Reject

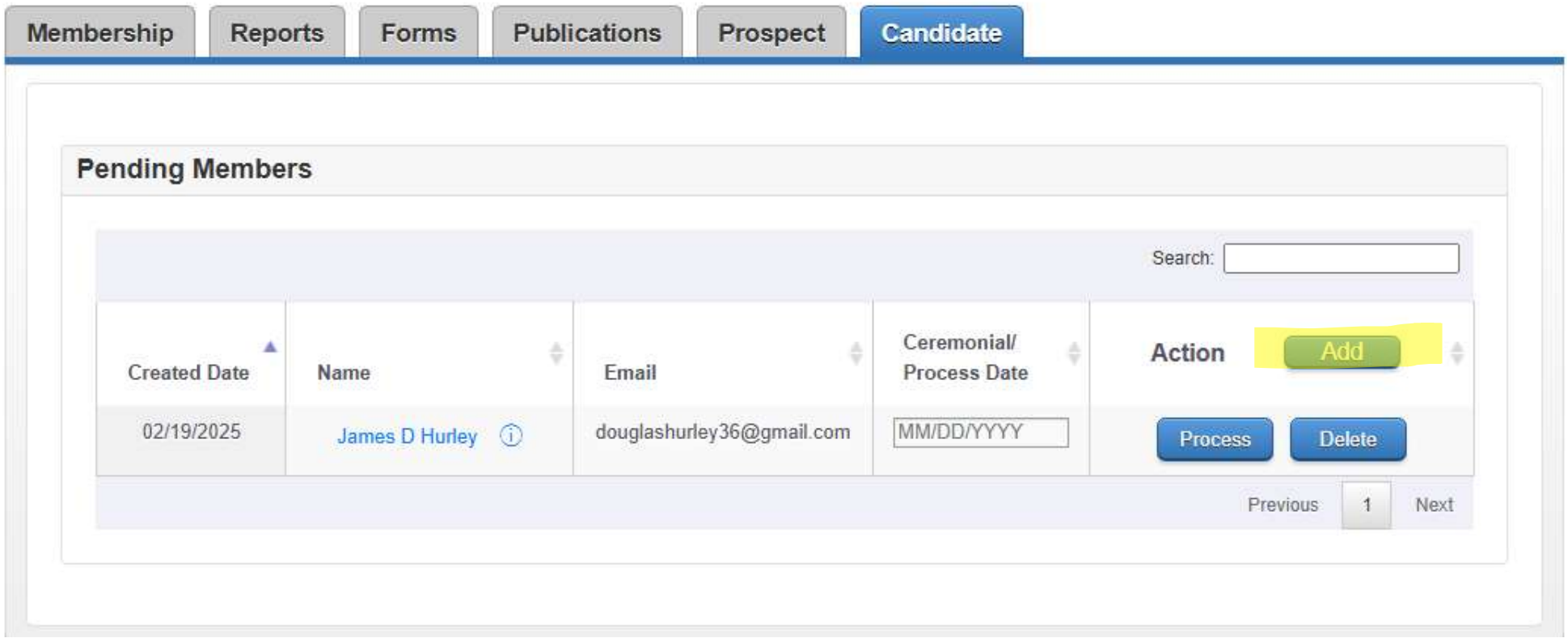
Member Details

Name			Mr
Title	–	Initial	
First Name		Suffix	
Last Name			
Current Address			
Street Address		City	
State/Province	–	Zip/Postal Code	
Country			
Contact Information			
Cell Phone		Email Address	
Preferred Language	ENGLISH		
Current Council Information			
Current Council		Age	
	–	Years of Service	0

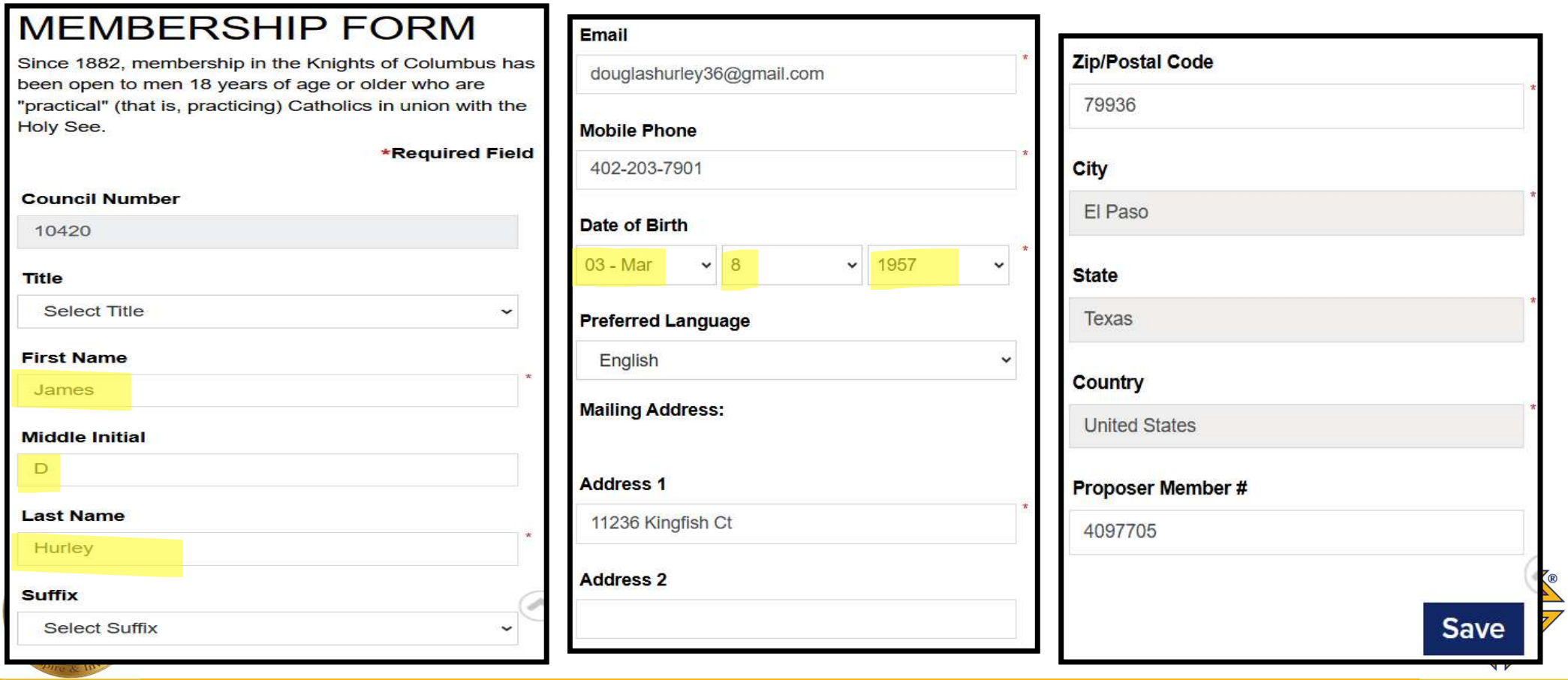
Candidate Tab

- Allows the GK and FS to provide the membership information for new, reactivated and transferring members directly to the Supreme Council online.
- Online Form 100.
- Use to “process” the candidate into the council after the CUF or to “delete” the candidate.
- Use to “transfer” the member into the council.
- Processing time is 2 – 3 days.

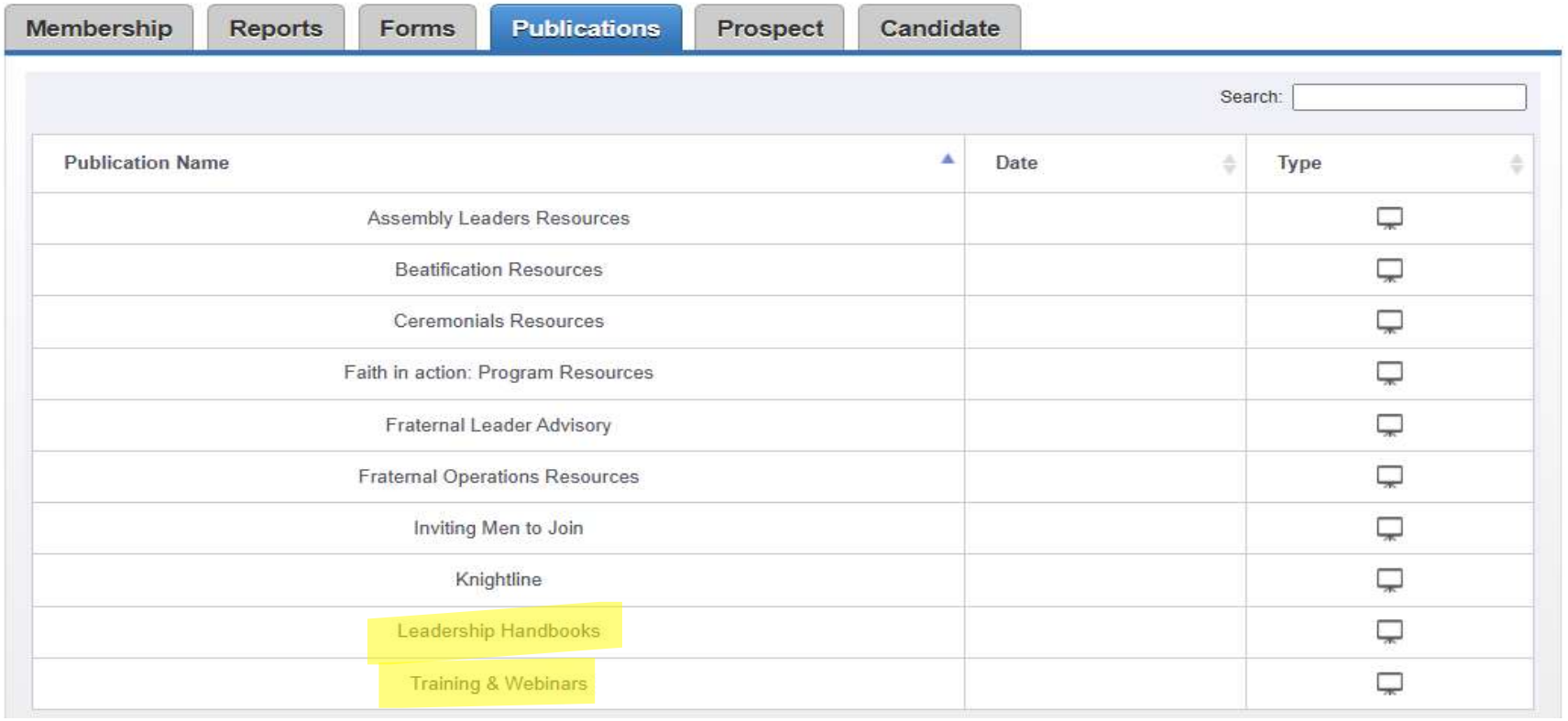
Candidate Tab



Candidate Tab (add button) E-Form 100



Publications Tab



Leadership Resources

Fraternal Planner 2025-2026

This Fraternal Planner offers a suggested schedule for popular program events and includes key guidelines for activities.

Download

Fraternal Excellence Guide

The Fraternal Excellence Guide is filled with practical information for all council and district officers.

Download

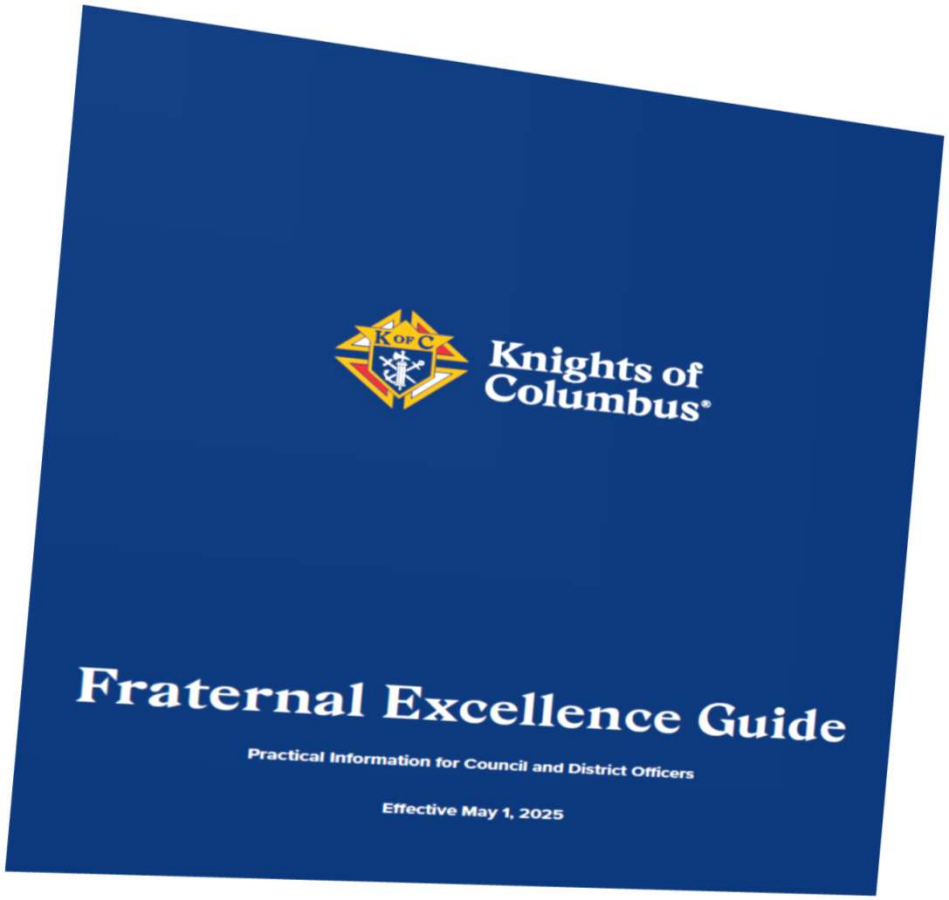
Protocol, Meetings, and Ceremonials

The grand knight and faithful navigator must conduct their meetings in accordance with the Charter, Constitution and Laws of the Knights of Columbus, supplemented by your council's or assembly's by-laws and according to parliamentary procedure.

Download

For All Officers

- Charter, Constitution Laws of the Knights of Columbus
- Fraternal Leader Advisory - Monthly Issues Archive
- Safe Environment Training
- Officers Online Infographic
- Public Relations And Publicity Guide



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@slwmco.com
Fraternal Mission		fraternalmission@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		columbia@kofc.org
Council Accounts		council.accounts@kofc.org
Financial Secretary Appointments		financial.secretary@kofc.org
Membership Growth		councilgrowth@kofc.org
Membership Records		membership@kofc.org
Member Management/Member Billing		expertfs@kofc.org
Scholarships		scholarships@kofc.org
For general inquiries, email		info@kofc.org

Forms and Reports

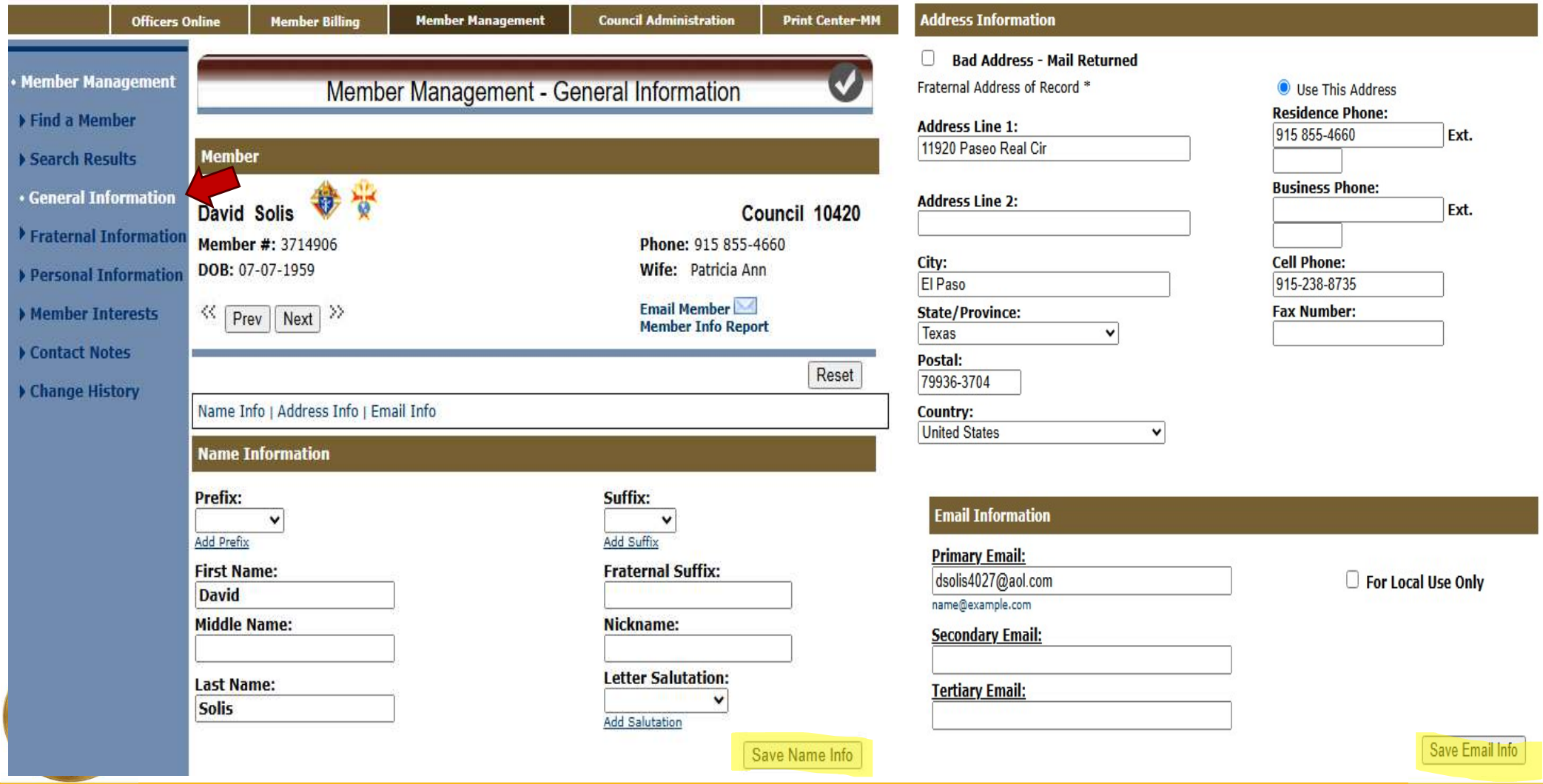
Due Date	Form/Report
June 30	*Report of Chosen Officers for the Term* OR the Officers Screen on Member Management
	*Service Program Personnel Report** OR the Service Personnel Screen on Member Management
	Council Evangelization and Faith Formation Director Report
August 15	*Semiannual Council Audit*
September 15	*District Deputy Report*
January 31	*Annual Survey of Fraternal Activity**
February 15	*Semiannual Council Audit*
June 30	*Columbian Award Application**
Immediately	*Membership Document*
As Required	Entries for the *State Council Service Program Awards Contest* and Family of the Year Contest to your state council
Monthly	*Family of the Month*

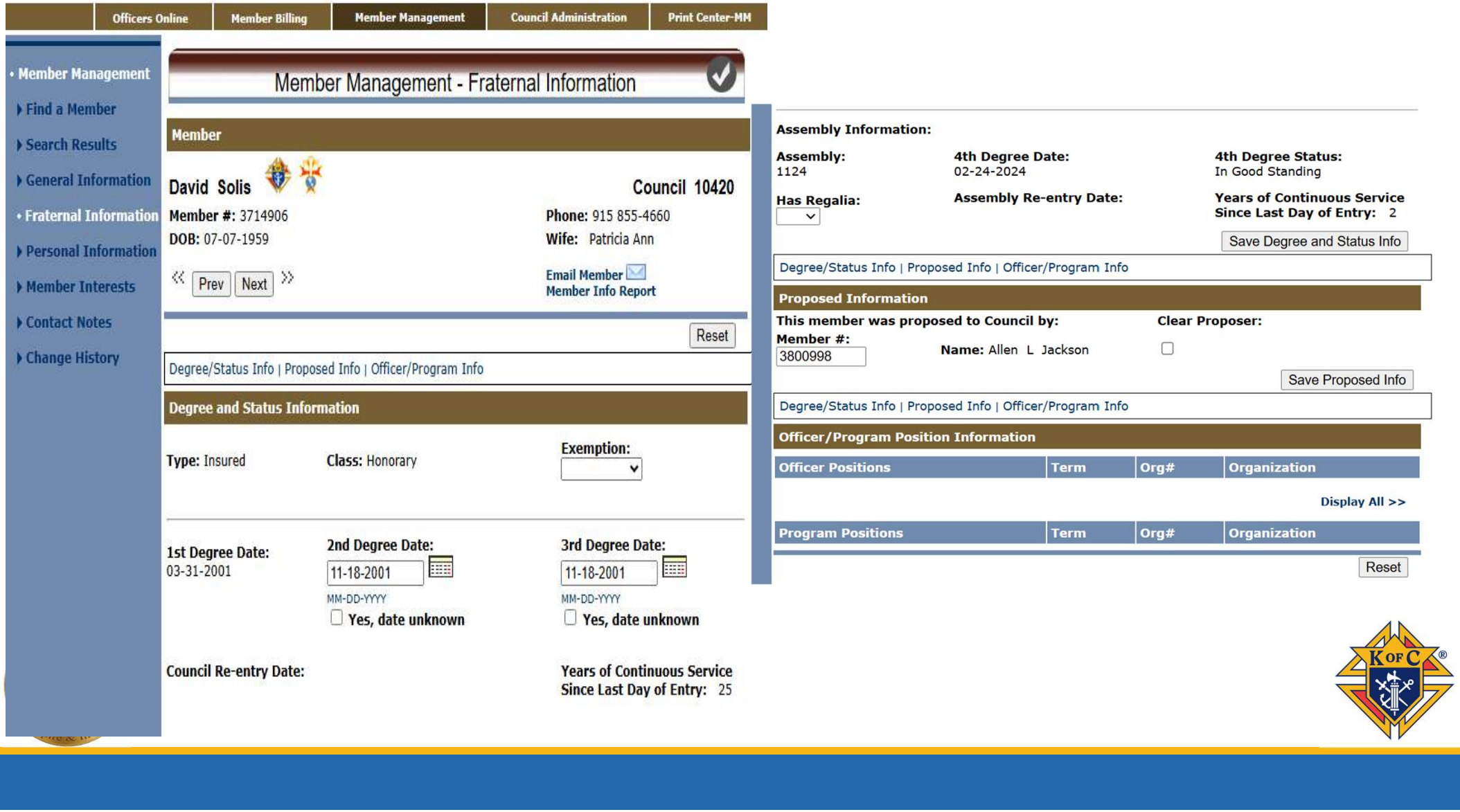
* Indicates Star Council Award Requirement

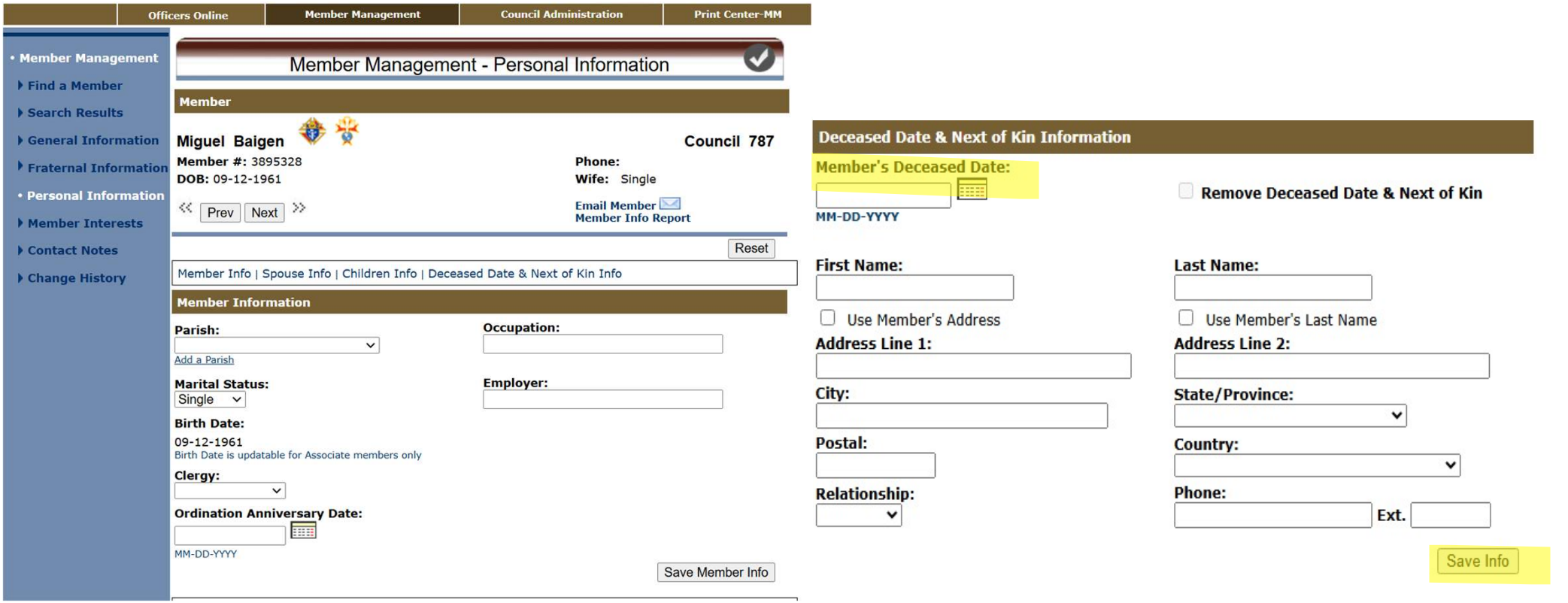
Member Management

- Use to view and change personal member information.
- Use to view, change and submit Report of Officers (185) and Report of Service Personnel (365).
- Generate, view and print various council reports.




Officers Online
Member Billing
Member Management
Council Administration
Print Center-MM
• Member Management
Find a Member
Search Results
• General Information
Fraternal Information
Personal Information
Member Interests
Contact Notes
Change History
Member Management - General Information
Member
David Solis
Council 10420
Member #: 3714906
DOB: 07-07-1959
Phone: 915 855-4660
Wife: Patricia Ann
Prev
Next
Email Member
Member Info Report
Reset
Name Info | Address Info | Email Info
Name Information
Prefix:
Add Prefix
Suffix:
Add Suffix
First Name:
David
Middle Name:
Last Name:
Solis
Fraternal Suffix:
Nickname:
Letter Salutation:
Add Salutation
Save Name Info
Address Information
Bad Address - Mail Returned
Fraternal Address of Record *
Use This Address
Address Line 1:
11920 Paseo Real Cir
Address Line 2:
City:
El Paso
State/Province:
Texas
Postal:
79936-3704
Country:
United States
Residence Phone:
915 855-4660
Ext.
Business Phone:
Ext.
Cell Phone:
915-238-8735
Fax Number:
Email Information
Primary Email:
dsolis4027@aol.com
name@example.com
For Local Use Only
Secondary Email:
Tertiary Email:
Save Email Info


Officers Online
Member Billing
Member Management
Council Administration
Print Center-MM
• Member Management
Find a Member
Search Results
General Information
• Fraternal Information
Personal Information
Member Interests
Contact Notes
Change History
Member Management - Fraternal Information
Member
David Solis
Council 10420
Member #: 3714906
Phone: 915 855-4660
DOB: 07-07-1959
Wife: Patricia Ann
Prev
Next
Email Member
Member Info Report
Reset
Degree/Status Info | Proposed Info | Officer/Program Info
Degree and Status Information
Type: Insured
Class: Honorary
Exemption:
1st Degree Date:
03-31-2001
2nd Degree Date:
11-18-2001
MM-DD-YYYY
Yes, date unknown
3rd Degree Date:
11-18-2001
MM-DD-YYYY
Yes, date unknown
Council Re-entry Date:
Years of Continuous Service
Since Last Day of Entry: 25
Assembly Information:
Assembly:
1124
4th Degree Date:
02-24-2024
4th Degree Status:
In Good Standing
Has Regalia:
Assembly Re-entry Date:
Years of Continuous Service
Since Last Day of Entry: 2
Save Degree and Status Info
Degree/Status Info | Proposed Info | Officer/Program Info
Proposed Information
This member was proposed to Council by:
Clear Proposer:
Member #:
3800998
Name: Allen L Jackson
Save Proposed Info
Degree/Status Info | Proposed Info | Officer/Program Info
Officer/Program Position Information
Officer Positions
Term
Org#
Organization
Display All >>
Program Positions
Term
Org#
Organization
Reset


Officers Online
Member Management
Council Administration
Print Center-MM
Member Management
Find a Member
Search Results
General Information
Fraternal Information
Personal Information
Member Interests
Contact Notes
Change History
Member Management - Personal Information
Member
Miguel Baigen
Council 787
Member #: 3895328
DOB: 09-12-1961
Phone:
Wife: Single
Prev
Next
Email Member
Member Info Report
Reset
Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info
Member Information
Parish:
Add a Parish
Occupation:
Marital Status:
Single
Employer:
Birth Date:
09-12-1961
Birth Date is updatable for Associate members only
Clergy:
Ordination Anniversary Date:
MM-DD-YYYY
Save Member Info
Deceased Date & Next of Kin Information
Member's Deceased Date:
MM-DD-YYYY
Remove Deceased Date & Next of Kin
First Name:
Last Name:
Use Member's Address
Use Member's Last Name
Address Line 1:
Address Line 2:
City:
State/Province:
Postal:
Country:
Relationship:
Phone:
Ext.
Save Info

Member Billing

- Allows users to manage financial transactions.
- Create dues billing assessments.
- Create, edit and archive receipts and vouchers.
- Maintain a list of accounts for the council ledger.



Member Billing - Dues

- Generate a dues assessment for all billable members.
- Generate dues First and Second notices; send via email or mail.
- Use the Dues Collection Tool to record members' payments.
- Print Membership cards.



Dues Billing

- Refer to AMI Guidebook (11231).
- Appendix B – Interim Member Billing Procedures(AMI)
- Use Member Billing Application of Officers Online.

1st Notice
15 days before billing period
Dec. 15


KNIGHTS OF COLUMBUS
ST STEPHEN DEACON AND MARTYR CO 10420
EL PASO, TX

Statement Date: 12-15-2022 Amount Enclosed: _____ Make Checks Payable to:
Member #: 5259139 Balance Due: 30.00 K of C 10420
Billing Period: 01-01-2023 - 12-31-2023

Alfred Acosta
11837 Priscilla Cir
El Paso, TX 79936-6743

Send Payment to Financial Secretary:
David Solis
11920 Paseo Real Circle
El Paso, TX 79936-3704

2nd Notice
30 days later
Jan. 15


KNIGHTS OF COLUMBUS
ST STEPHEN DEACON AND MARTYR CO 10420
EL PASO, TX

"SECOND NOTICE"

Statement Date: 01-15-2023 Amount Enclosed: _____ Make Checks Payable to:
Member #: 4654421 Balance Due: 30.00 K of C 10420
Billing Period: 01-01-2023 - 12-31-2023

Miguel Allen
862 Round Oak
El Paso, TX 79928

Send Payment to Financial Secretary:
David Solis
11920 Paseo Real Circle
El Paso, TX 79936-3704

Report to
Engagement Committee
Feb. 15


ST STEPHEN DEACON AND MARTYR CO
10420
EL PASO, TX

KNIGHTS OF COLUMBUS

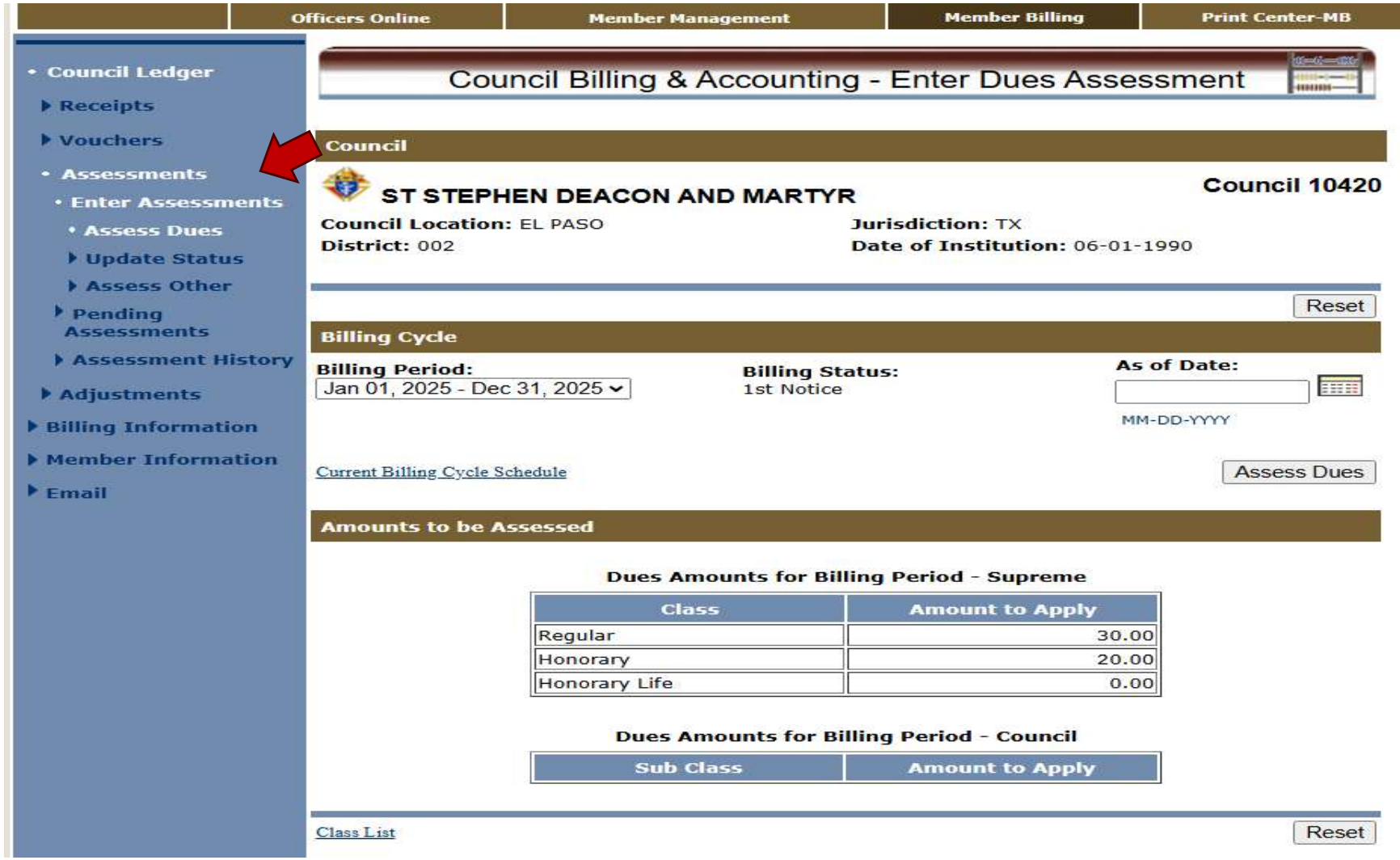
Page 1 of 1
May 19, 2023

Retention Committee Report

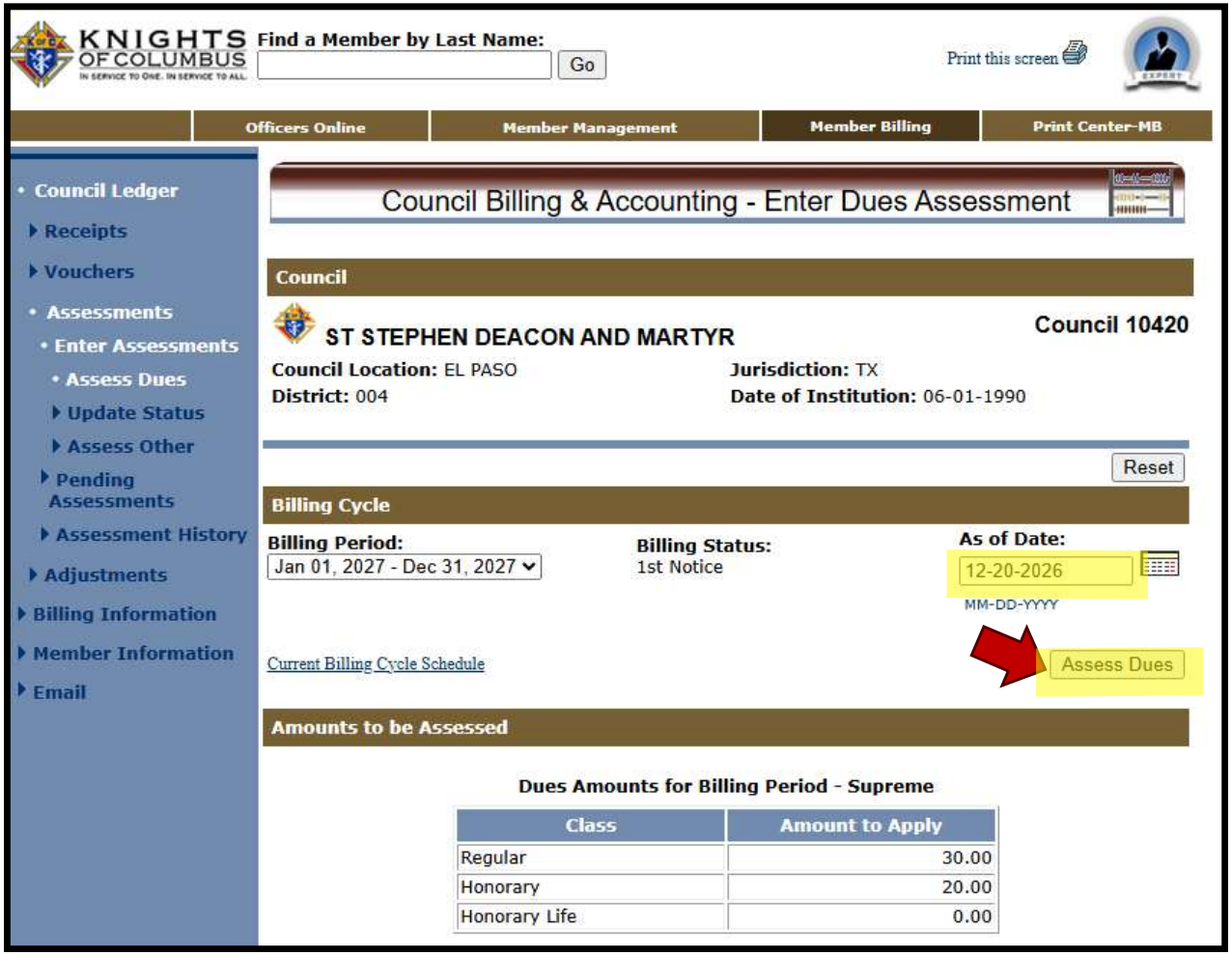
Members in Danger of Being Suspended

Member Information		Contact Notes
Merrill , Mark R 465 Hollywood Dr Horizon City, TX 79928-6583	Amount Due: 30.00 Status: Second Notice	Date: __/__/__
Res Phone: Cell Phone: 915-603-6067	Email: MARKMERILL@YAHOO.COM Proposer: Proposer Tel #:	

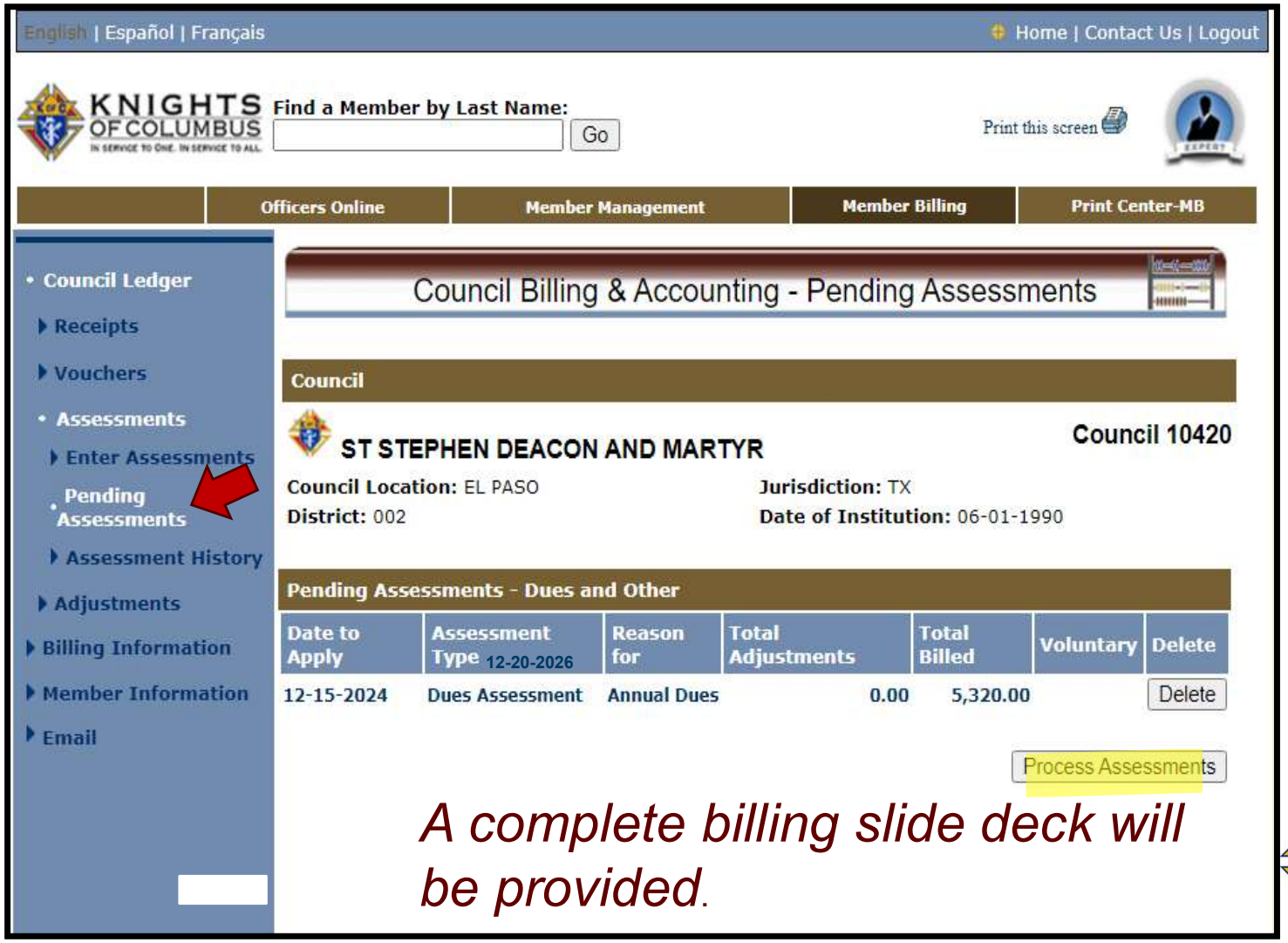
A PowerPoint on Dues will be provided


Officers Online
Member Management
Member Billing
Print Center-MB
Council Ledger
Receipts
Vouchers
Assessments
Enter Assessments
Assess Dues
Update Status
Assess Other
Pending Assessments
Assessment History
Adjustments
Billing Information
Member Information
Email
Council Billing & Accounting - Enter Dues Assessment
Council
ST STEPHEN DEACON AND MARTYR
Council 10420
Council Location: EL PASO
Jurisdiction: TX
District: 002
Date of Institution: 06-01-1990
Reset
Billing Cycle
Billing Period:
Jan 01, 2025 - Dec 31, 2025
Billing Status:
1st Notice
As of Date:
MM-DD-YYYY
Current Billing Cycle Schedule
Assess Dues
Amounts to be Assessed
Dues Amounts for Billing Period - Supreme
Class
Amount to Apply
Regular
30.00
Honorary
20.00
Honorary Life
0.00
Dues Amounts for Billing Period - Council
Sub Class
Amount to Apply
Class List
Reset

- Choose
  - Billing Period
  - As of Date
  - Verify Dues Amounts
- Click on “Assess Dues”



Click
"Pending Assessments" for the results of the assessment.



A complete billing slide deck will be provided.

Affiliate Member Initiative (AMI)

- Some members are unable to remain active in their councils.
- AMI allows members to be removed from their council rosters.
- Members that have not responded to council engagement efforts for 18 months.
- Supreme and State Councils engage Affiliate members.
- Council leaders can devote more time to active members.
- Councils can devote time to volunteer service and charitable causes.

A complete slide deck will be made available in January just before the AMI guideline start. The important note here is to adhere to the AMI billing standards mentioned earlier.

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. He may use the Data Extract Tool in Member Management or manually create an Excel spreadsheet. Either way, it must contain 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. He saves the file as "Council XXXX Tentative Affiliate List.xlsx."

Major Reports

Report Name	Report #	As Of	File Date
Officers Chosen for Term	185		June 30
Service Program Personnel Report	365		June 30
Annual Council Audit	1295	~~June 30~~	Aug 15
Columbian Award Application	SP-7	June 30	June 30
Annual Survey of Fraternal Activity	1728	Dec 31	Jan 31
Fraternal Programs Report Form	10784	as needed	

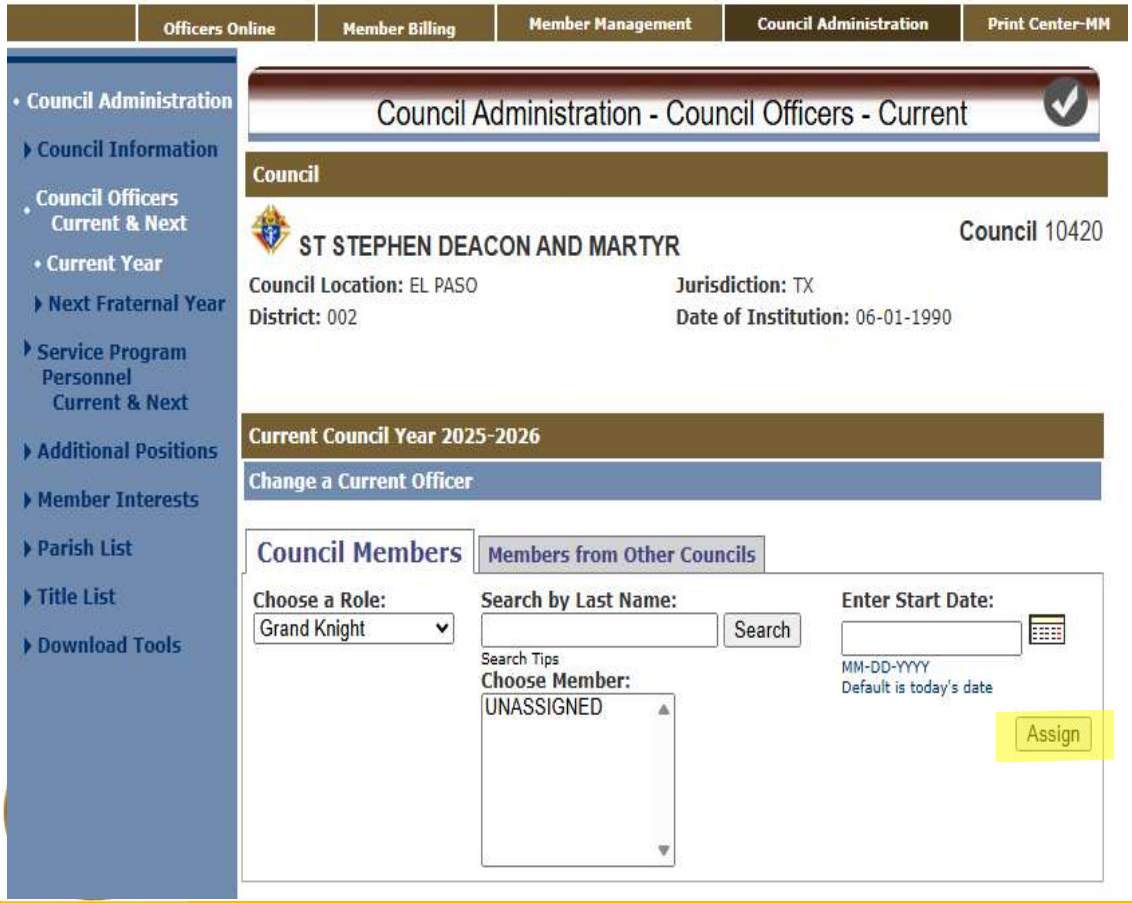
Report of Officers – *Form 185*

- Official report listing all elected council officers for the new fraternal year.
- Due date is June 30 each year, after council elections.
- Submitted by Financial Secretary or Grand Knight.
  **Member Management in Officers Online.*
- Used by Supreme to update official council records.
- Used to grant access to the Supreme Officers Online.
- It triggers communication channels – Supreme and State.





Council Administration - Report of Officers, *Form 185*



Current Officers

Officer Positions	Name	Member#	Start Date
Grand Knight	Torres, Juan R	5008005	07-01-2025
Financial Secretary	Solis, David	3714906	07-01-2015
Deputy Grand Knight	Ryan, Al V	4690100	07-01-2025
Chancellor	Chavez, Jesus Luis	5000962	07-01-2025
Recorder	Fitzpatrick, Thomas Ignatius	5335257	07-01-2025
Treasurer	Bransford, Richard H	3012403	07-01-2025
Advocate	Muniz, Danny L	3801006	07-01-2025
Warden	Konrardy, Gregory P	4346372	07-01-2025
Inside Guard	Akinola, Edward	5421611	07-01-2025
Outside Guard	Euzarraga Jr, Pedro P	5079164	07-01-2025
One Year Trustee	Chavez, David	5259314	07-01-2025
Two Year Trustee	Diaz Jr, Hilario	5039586	07-01-2025
Three Year Trustee	Gomez, Eduardo	4955567	07-01-2025
Appointed Officers	**Name**	**Member#**	**Start Date**
Chaplain	Hernandez Jr, Francisco R	4456975	07-01-2025
Lecturer	Muniz, Danny L	3801006	07-01-2025

Report of Officers – *Form 185*

ST STEPHEN DEACON AND MARTYR CO 10420
EL PASO, TX

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

Officers -- 2024 - 2025

Officer Positions	Name	Address	Telephone #'s	Email
Grand Knight	Juan R Torres	12004 Meadow Gate Dr El Paso, TX 79936-5575	915-856-3290 (R) 915-355-9146 (C)	1TOWERS@SBCGLOBAL.NET
Financial Secretary	David Solis	11920 Paseo Real Cir El Paso, TX 79936-3704	915 855-4660 (R) 915-238-8735 (C)	dsolis4027@aol.com
Deputy Grand Knight	Al V Ryan	12657 Tierra Coral Ct El Paso, TX 79938-4827	915-621-6247 (B) 915-525-7852 (C)	ALFRED_RYAN@SBCGLOBAL.NET
Chancellor	Jose R Valenzuela	1638 Phil Gibbs Dr El Paso, TX 79936-5720	915-274-6209 (R) 915-591-2965 (B) 915-274-6209 (C)	JVALEN4933@AOL.COM
Recorder	Mr Thomas Ignatius Fitzpatrick	1806 Frank Sinatra Pl El Paso, TX 79936	706-267-5687 (C)	FITZFAMAUG@GMAIL.COM
Treasurer	Richard H Bransford	11601 Lyle Ln El Paso, TX 79936-4010	(915) 855-7673 (R) (915) 400-8670 (C)	rhb5472@hotmail.com
Advocate	Danny L Muniz	8653 La Gente Way El Paso, TX 79907	972-623-8889 (C)	mdad5585@gmail.com
Warden	Gregory P Konrardy	2417 Tierra Murcia St El Paso, TX 79938-2386	915-857-1152 (R) 915-494-6785 (C)	gregkonrardy@yahoo.com
Inside Guard	Edward Akinola	1735 Sammy Davis Pl El Paso, TX 79936-4913	915-856-1569 (C)	EDAKINOLA@HOTMAIL.COM
Outside Guard	Pedro P Euzarraga Jr	1717 Challenger Ln El Paso, TX 79936-5045	915-549-1103 (C)	peuzarraga@hotmail.com
One Year Trustee	Julian Ronquillo	1474 Gene Torres Dr El Paso, TX 79936-6749	830-309-2877 (R) 830-309-2877 (C)	RONQ01@ATT.NET
Two Year Trustee	David Chavez	1680 Robert Wynn St El Paso, TX 79936-4717	915-525-3595 (C)	DAVMARG516@GMAIL.COM
Three Year Trustee	Hilario Diaz Jr	1427 Sun Meadow Ln El Paso, TX 79936-6520	915-525-4823 (R) 915-525-4823 (C)	diazhilario235@yahoo.com



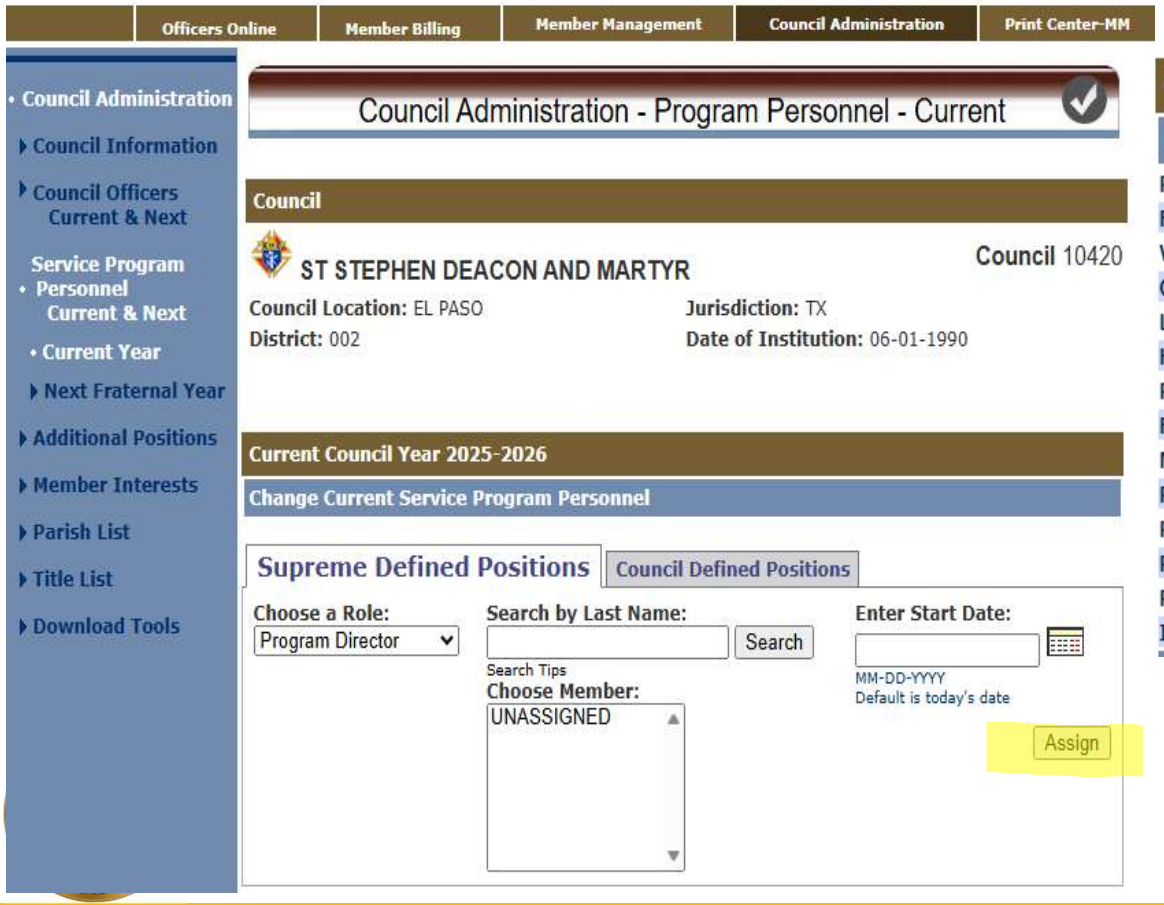


Report of Service Program Personnel - *Form 365*

- Official report that identifies the council's program directors and committee chairs.
- Due date is June 30 each year.
- Supreme uses this information to assign Safe Environment training.
- Used for compliance tracking and state directories.
- Program, Community, Family Directors.
- Membership Director, Retention Chairman.

**Use Member Management in Officers Online.*

Council Administration – Report of Service Personnel, *Form 365*



Current Service Program Personnel

Program Positions	Name	Member#	Start Date
Program Director	Ryan, Al V	4690100	07-01-2025
Faith Director	Armijo, Hector A	3207357	07-01-2025
Vocations Chairman	Hernandez Jr, Francisco R	4456975	07-01-2025
Community Director	Rodriguez, Jose	3410927	07-01-2025
Life Director	Muniz, Danny L	3801006	07-01-2025
Health Service	Segapeli, Joseph H	4048019	07-01-2025
Public Relations	Chavez, Jesus Luis	5000962	07-01-2025
Family Director	Ramirez, David A	3897830	07-01-2025
Membership Director	Aragon, Leonardo	4673364	07-01-2025
Recruitment Committee 1	Torres, Juan R	5008005	07-01-2025
Recruitment Committee 2	Chavez, David	5259314	07-01-2025
Recruitment Committee 3	UNASSIGNED		
Retention Chairman	Payan Sr, Robert	4832324	07-01-2025
Insurance Promotion	UNASSIGNED		

Service Program Personnel – *Form 365*

ST STEPHEN DEACON AND MARTYR CO 10420
EL PASO, TX

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

Service Program Personnel -- 2024 - 2025

Program Positions	Name	Address	Telephone #'s	Email
Program Director	Al V Ryan	12657 Tierra Coral Ct El Paso, TX 79938-4827	915-621-6247 (B) 915-525-7852 (C)	ALFRED_RYAN@SBCGLOBAL.NET
Faith Director	Hector A Armijo	11545 Town Lake Ln El Paso, TX 79936-3976	915-240-0678 (C)	HECTORARMIJO@AOL.COM
Vocations Chairman	Jorge Mendez	2408 Tierra Platino Pl El Paso, TX 79938-2380	915-857-7568 (R) 915-471-6097 (C)	MAVMENDEZ1971@GMAIL.COM
Community Director	Gilbert F De La Rosa	1531 Bert Green Dr El Paso, TX 79936-6016	915-549-1300 (B) 915-549-1300 (C)	GILBERTDEL@AOL.COM
Life Director	Danny L Muniz	8653 La Gente Way El Paso, TX 79907	972-623-8889 (C)	mdad5585@gmail.com
Health Service	Joseph H Segapeli	31 Via Placita El Paso, TX 79927-5025	915-433-4234 (C)	joesegapeli1@icloud.com
Public Relations	Jesus Luis Chavez	1800 Hugh Royer Pl El Paso, TX 79936-4106	915-500-9678 (R) 915-490-9092 (B) 915-500-9678 (C)	JLCHAVEZ3@MSN.COM
Family Director	David A Ramirez	11908 Pueblo Sereno Way El Paso, TX 79936-5034	915-857-0172 (R) 915-443-4638 (C)	askdavida@icloud.com
Membership Director	Antonio Arriaga Jr	1454 Francesca Dr El Paso, TX 79936-6710	915 861-8503 (R) 915-861-8503 (C)	ant14541960@gmail.com
Recruitment Committee 1	Juan R Torres	12004 Meadow Gate Dr El Paso, TX 79936-5575	915-856-3290 (R) 915-355-9146 (C)	1TOWERS@SBCGLOBAL.NET
Recruitment Committee 2	David Chavez	1680 Robert Wynn St El Paso, TX 79936-4717	915-525-3595 (C)	DAVMARG516@GMAIL.COM
Recruitment Committee 3	Leonardo Aragon	1696 Dale Douglas Dr El Paso, TX 79936-4636	915-855-9705 (R) 915-594-6933 (B) 915-929-4388 (C)	LALOARAGON@ATT.NET
Retention Chairman	Robert Payan Sr	11470 Jim Ferriell Dr El Paso, TX 79936-5623	915-504-5022 (C)	RPAYAN77@YAHOO.COM

Annual Council Audit – *Form 1295A*

- Submitted each fraternal year on August 15 (July 1-June 30).
- Ensures financial transactions are properly handled.
- Confirms all monies are accounted for and in safekeeping.
- Necessary to keep the $5,000 bond active for FS & Treasurer.

Annual Council Audit Worksheet

Use the worksheet to prepare the information to complete and submit the Annual Council Audit Report in Officers Online or www.korc.org/forms

*** Do not send this worksheet to the Supreme Council ***

Council # _____ Jurisdiction _____ For Period Ending June 30, _____

Do you have a Council Account with the Knights of Columbus Charitable Fund? ☐ Yes ☐ No

IRS Employer Identification Number (EIN) _____

Every US Council should have their own unique EIN # (Email Tax.EIN@KofC.org with questions)

Did your council submit the IRS Form 990 tax filing this year? ☐ Yes ☐ No

Every US council must file a Form 990 annually

Council Balance Sheet

Current Assets		**Liabilities**	
Undeposited Money	$_____	Unpaid Bills	$_____
Savings Account	$_____	Uncashed Checks	$_____
Checking Account	$_____	Unpaid Credit Card Balance	$_____
Money Market Accounts	$_____	Loans/Debt Repayment	$_____
Electronic Payments Undeposited Square, Paypal, Venmo, etc.	$_____	Other	$_____
		Other	$_____
Credit Card Balance	$_____	Other	$_____
Other	$_____	Other	$_____
Other	$_____	**Total**	**$**_____
Total	**$**_____		

Please clarify "Other" Current Assets, if used.

_____

Please clarify "Other" Liabilities, if used.

_____

Other Assets

Investments		**Property (>$5K)**	
Mutual Funds	$_____	Real Estate	$_____
CDs & Bonds	$_____	Vehicles (inc. Trailers)	$_____
Other	$_____	Large Equipment	$_____
Other	$_____	Other	$_____
Total	**$**_____	Other	$_____
		Other	$_____
		Total	**$**_____

Please clarify "Other" Investments, if used.

_____

Please clarify "Other" Property, if used.

_____

Statement of Cash Flows

Cash on Hand - Beginning of period _____

Incoming Cash Flows		**Outgoing Cash Flows**	
Event Revenues	$_____	State and Supreme Per Capita Assessments	$_____
Dues	$_____	Donations Out Excluding Donations from KCCF Council Account	$_____
Incoming Donations	$_____	Supplies	$_____
Investment Income	$_____	Program Expenses	$_____
Interest Earned	$_____	Event Expenses	$_____
Other	$_____	Council Insurance Premiums	$_____
Other	$_____	Other	$_____
Other	$_____	Other	$_____
Total	**$**_____	**Total**	**$**_____

Please clarify "Other" Income, if used.

_____

Please clarify "Other" Expenses, if used.

_____

Cash on Hand - End of period _____

Knights of Columbus Charitable Fund Council Account

Balance of your Council Account as of beginning of period _____

Total Contributions to your Council Account (July 1 through June 30) _____

Total Grants from your Council Account (July 1 through June 30) _____

Additional Information

Comments _____

Audit reviewed by *(check any that apply)* ☐ Grand Knight ☐ Trustee 1 ☐ Trustee 2 ☐ Trustee 3 ☐ Treasurer ☐ Financial Secretary

Email Addresses for Distribution

Trustee 1 _____ Treasurer _____

Trustee 2 _____ Financial Secretary _____

Trustee 3 _____ District Deputy _____

Submitted by Grand Knight

First Name _____ Last Name _____

Email Address _____

I certify that the information contained in this audit is true and accurate to the best of my knowledge.

_____

Use the worksheet to prepare the information to complete and submit the Annual Council Audit Report in Officers Online or www.korc.org/forms

*** Do not send this worksheet to the Supreme Council ***

WORKSHEET ONLY

Annual Survey of Fraternal Activity – *Form 1728*

- Directly supports the Order's IRS compliance and documents the charitable impact of every council.
- Only major report that runs on the calendar year (Jan. – Dec.), due Jan. 31.
- Fraternal Program Activities – hours donated by members and funds raised and distributed.
- Fraternal Commitment Activities – aid to members in need.

Section I. Fraternal Program Activities

Faith Activities (where applicable)	Charitable Disbursements	Hours of Service
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		

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		

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		

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		
TOTAL		

Fraternal Programs Report – *Form 10784*

- Used to report Faith in Action program activities to Supreme.
- Documents council's charitable impact for the fraternal year.
- Provides information requested to complete forms SP-7 and 1728.
- Ensures that Supreme has accurate records of council's service work.
- Your GK should be the lead concerning the activities surrounding this report, the SP-7, and the 1728

An online only report and should be submitted as the programs are completed. Pls don't wait till June 30th to complete.

Canonization Prayer for Blessed Michael McGivney

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 (*here make your request*).

Through Christ our Lord. Amen.