

Maryland State Checklist (2021 - 2022)

Council: _____

Date: _____

CATEGORY	QUESTION:	ANSWER:	ACTION:	FOLLOW-UP
Recorder	Are ALL meetings recorded into an official record book?			
	Are Records complete?			
	Are Records attached to book?			
	Are meeting minutes sent to members by any means?			
Financial Secretary	Were dues notices mailed by Dec 15? Amount of Dues \$__			
	Was 2nd Notice sent on Jan 15?			
	Were names of delinquent members forwarded to the retention committee by Feb 1?			
	<i>Are Letters of Intent to Retain being used under Supreme and State Guidelines?</i>			
	How many members are in arrears as of _____ How many are < 1 year > 1 year			
	Are membership records reconciled with GK?			
	Are Form 100's sent to insurance Agency immediately after the exemplification?			
	Is the FS using current member management tools?			
	Is FS using member management for finances?			
	Are member records being kept up to date i.e. degrees, address changes, deaths?			
	Are proper financial procedures being followed? i.e. Does FS receive ALL funds?			
	Are receipts used to document funds transfer to the treasurer?			
	Are membership cards being issued properly?			

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	Are disabled members being handled properly?			
	Is additional bonding needed? Is it in place?			
	Is financial information for squires in place? If applicable			
	Is the FS aware he can be compensated (8 - 10 % of dues collected)?			
	Do Financial Secretary's records show funds received?			
	Do Financial Secretary's records show funds disbursed to the treasurer?			
	Does FS attend MOST mtgs?			
	Has IRS form 990 been submitted by 15 th day of 5 th month after close of accounting period?			
Treasurer	Are funds deposited promptly after receiving them from FS?			
	Are the Treasurer's books in order?			
	Does the Treasurer have possession of the council check book MOST of the time?			
	Does the Treasurer have a checkbook that has two signature lines and creates a copy of the check?			
	Are all checks signed by the treasurer and Grand Knight?			
	Does the Treasurer attend MOST meetings?			
Grand Knight	Is the GK managing the Council in accordance with the Supreme and council by-laws?			
	Are the Supreme, State and Chapter assessments paid on time?			

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	Are required meetings held EACH month?			
	Is Report of Officers Chosen up to date (Form 185)?			
	Is Report of Service Personnel up to date (Form 365)?			
	Is Semi-annual Audit completed by Feb 15 & Aug 15?			
	Did the council submit the Fraternal Survey? by 1/31?			
	Did the council submit the Program activity reports to Supreme?			
	Are other Reports submitted and ON TIME?			
	Is the DD copied on ALL Official Correspondence going to the state or Supreme?			
	Is an admissions committee established? Is the Chaplain consulted as needed?			
	Does Council use a Retention Committee other than the FS? Is it effective?			
	Are the council Youth Protection requirements completed			
	Is program structure proper?			
	Does GK attend required state and district meetings?			
	Does GK follow current order of membership meeting?			
By-Laws	When were the council by-laws last approved?			
	Are dues collected in accordance with Council By-Laws?			
	Are ALL CHAIR Officers attending MOST meetings?			