



Maryland State Council Leadership 2021

Official Visits

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Official Visit Basics



- **Supports DD’s responsibility for “the enforcement of laws and rules of the Order in and by said council” (Sec 62 – para 1)**
- **Supports DD’s obligation to “inspect the books” (Sec 62 – para 3) and complete Form 944**
- **Supports councils’ officers ability to be aware of and comply with Supreme by-laws**
- **Conducted twice a year by DD (and DW – highly recommended) with council officers**
- **Intent is to have a learning experience for all and identify and share best practices among councils**



Official Visits – Who?



- **DD is responsible for overall execution in his district**
- **DW should be included to bring additional perspective and experience**
- **GK should propose a date and location for the visit within broad parameters set by the DD**
- **GK must ensure attendance of certain officers**
 - **GK DGK FS Treasurer Recorder**
- **GK should encourage attendance of other officers**
 - **Advocate Trustees Any other officers**



Official Visits – When?



- **One visit best between Sep 1 and Dec 15 and one visit between Mar 1 and Jun 15**
 - **Form 944a is due Dec 31 and Form 944B is due on Jun 30**
- **Up to you and GK – I found that scheduling in coordination with the council's officers' planning meeting works well.**



Official Visits – Why?



- Provides an opportunity for DD and GK to discuss how well a council is working
- Identifies areas where adjustments or some training may be necessary
- Facilitates sharing of good practices within a district
- Gives GK a source of impartial information as a basis to institute change
- Provides DD with information necessary to complete an accurate and meaningful Form 944 that is sent to Supreme and the State Deputy
- Supreme does provide a response to the Form 944



How is the Official Visit Conducted?



- DD/DW use Maryland State Checklist (2021-2022) and Supreme Form 944 a or b as the basis of questions
- Not all questions are applicable for each visit. Feel free to modify – to an extent – to make the questions relevant and meaningful.
- Ask all the questions even if you think you know answer - VERIFY
- Start with the Maryland State Checklist and then move to the Form 944
- Recommendation – Have the DW ask the questions and examine documentation where necessary. DD should evaluate and follow-up as needed.
- Council should have available – recorder's book, check book, treasurer receipts to FS, trustees approval of bills, council by-laws, latest audit.



Form 944 – page 1



DISTRICT DEPUTY SEMIANNUAL REPORT ON COUNCIL STATUS

Due December 31 and June 30

STATE/PROVINCE: _____
DISTRICT NO. : _____
DATE: _____

Council No.: _____ Location: _____ Type of Council: Regular Military College
(city)

COUNCIL DEADLINES

- Election of Officers (Form #185) – July 1 deadline for receipt at Supreme Council office
- Service Program Personnel Report (Form #365) – August 1 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report (Form #1295) – August 15 deadline for receipt at Supreme Council office
- July Per Capita Assessment – October 10 deadline for receipt at Supreme Council office
- Annual Survey of Fraternal Activity (Form #1728) – January 31 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report (Form #1295) – February 15 deadline for receipt at Supreme Council office
- January Per Capita Assessment – April 10 Deadline for receipt at Supreme Council office
- IRS Form 990 (Return of Organization Exempt from Income Tax) – Due the fifteenth day of the fifth month following the close of the council's annual reporting period

ORGANIZATION

- 1. Are council officers performing as expected? YES NO
- 2. Do council officers regularly attend district meetings? (Number of district meetings held _____) YES NO
- 3. Has the District Deputy inspected the council books and financial records? YES NO
- 4. Does the District Deputy certify the records comply with the Order's laws and rules? (if NO attach explanation) YES NO

MEMBERSHIP

- 1. Is the council implementing effective membership recruitment strategies? YES NO
- 2. Does the council utilize an Admissions Committee? YES NO
- 3. Has the council implemented an organized membership retention program? YES NO
- 4. Do the Grand Knight and Financial Secretary reconcile the membership transactions reported by the Supreme Council on the monthly *Grand Knight's Membership and Financial Statement* (Form #1189) and the *Council Billing Statement*? (Form #F056) YES NO

FAITH IN ACTION PROGRAM

- 1. Has the council adopted the *Faith in Action* program model? YES NO
- 2. Has the Grand Knight met with the Pastor to review the programs and offer support to the parish? YES NO
- 3. Is the Star Council Award being used as a goal for success? YES NO
- 4. Do you expect this council to earn the Star Council Award? YES NO

Example
Only –
Use forms
On KofC.org
For Members section
DD section
Resources
Forms





Form 944 – page 2



Example
Only –
Use forms
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Forms

INSURANCE PROMOTION

1. Is a Field Agent assigned to this council? YES NO
2. Is the council conducting an effective insurance promotion program? YES NO
3. Does the Financial Secretary provide copies of the *Membership Document* (Form #100) to the Field Agent? YES NO
4. Does the Field Agent participate in council functions? YES NO
5. Do you expect this council to meet its insurance requirements? YES NO

COUNCIL DEVELOPMENT

1. What is the number of parishes served by this council? _____
2. Is there a Round Table serving each parish? (If council serves more than one parish) YES NO
3. Could a new council be developed in this area? If yes, identify the site: _____ YES NO

OVERALL STATUS (Outline council strengths, weaknesses, achievements, etc. Attach additional page if needed.)

District Deputy recommendations to council leadership (Attach additional page if needed.)

Signed: _____

Print Name: _____

Email: _____

Email completed report to: FraternalMission@KofC.Org
Send copy to State Deputy and retain a copy for your files



Maryland Official Visit Checklist 2021-2022 page 1



Example
Only –
Use forms
On State
Website
Tab – Council
Resources
DD Official
Visit Checklist

| 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? | | | |



Maryland Official Visit Checklist 2021-2022 page 2



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| CATEGORY | QUESTION: | ANSWER: | ACTION: | FOLLOW-UP |
|---------------------|---|---------|---------|-----------|
| | 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 meetings? | | | |
| | Has IRS form 990 been submitted? | | | |
| Treasurer | Are funds deposited promptly after he receives them from the FS? | | | |
| | Are the Treasurers books in order? | | | |
| | Does the Treasurer have possession of the council check book MOST of the time? | | | |
| | Does the Treasurer sign all checks and countersigned by GK? | | | |
| | Does the Treasurer have a checkbook that has two signature lines and creates a copy of the check? | | | |
| | 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 State and Supreme assessments paid on time? | | | |



Maryland Official Visit Checklist 2021-2022 page 3



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| CATEGORY | QUESTION: | ANSWER: | ACTION: | FOLLOW-UP |
|----------------|--|---------|---------|-----------|
| | 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? | | | |
| | Does the Council use an try to advance members to full knighthood (as needed)? | | | |
| | 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? | | | |



Elements of MD Checklist



- Recorder – Is the record book complete, accurate etc. Are the minutes securely attached to the “Green Book”
- Financial Secretary –
 - Are duties being performed consistent with Supreme and council by-laws?
 - Are funds handled consistent with Supreme and council by-laws and in coordination with the treasurer?
 - Are members records up to date?
 - Is FS aware of right to compensation?
 - Is FS dependable, accurate, timely?



Elements of MD Checklist



- Treasurer –
 - Are duties being performed and fund handled consistent with Supreme and council by-laws?
 - Is Treasurer dependable, accurate and timely?
 - Are checks sign by GK and treasurer?
 - Are good records being kept?



Elements of MD Checklist



- Grand Knight –
 - Is he enforcing Supreme and council by-laws?
 - Is the council in good standing?
 - Are reports submitted on time and provided to DD?
 - Are recruitment, retention and advancement (when needed) on track?
 - Have necessary committees been established and leaders appointed?
 - Are Council programs aligned with Faith in Action?
 - Does he conduct a council meeting consistent with Supreme by-laws?
 - Does he attend required State and District meetings?



Elements of Form 944



- Council and District Data
 - Use 944A for July thru December and 944B for January thru June
- Council Deadlines – Not all data are applicable for both submissions
 - Ask Council GK or FS to send you confirmation of IRS Form 990
- Organization –
 - Are officers performing as expected? Comment should be included
 - Does the DD certify records comply etc.. Comment should be included
- Membership
 - Retention program etc. Be sure FS is NOT retention chairman
- Faith in Action Program
- Insurance Promotion
- Council Development
- Overall Status – Definitely include insightful comments on back. This is your canvas, paint a picture.



Who Gets What?



- Maryland State Checklist – it's yours. Do with it as you like and save a copy for reference for the next visit.
- Form 944 –
 - Recommend you send a copy of your proposed report with all comments to the GK within 3 days of completing the official visit
 - Ask the GK to review and provide any comments or counterpoints to you within a few days
 - You may consider these comments prior to making your report final
 - If the report has a significant deficiency that can be corrected and verified prior to the 944 due date, you MAY offer to relook that area and modify the report before submitting it – your call
 - Send 944 form by email to
 - fraternalservices@kofc.org and Infpro@comcast.net and vgrauso@yahoo.com, assigned state officer, regional advisor and district warden