



# *Official Visits*

2025 Leadership

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# Official Visits - Basics

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- 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 council's 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

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# Official Visits – Who?

- DD is responsible for overall execution in his district
- DW should be included to bring additional perspective and experience and serve as a training opportunity for him
- GK must ensure attendance of certain officers – GK DGK FS TR REC
- GK should encourage attendance of other officers – Advocate Trustees



# Official Visits – When?

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- Conducted twice a year with the Council GK and officers
- One visit prior to August 31 and February 28
- DD submits Form 944 to the Supreme by September 15
- Form 944 is now submitted only once a year – online survey
- Official visit timing must be mutually arranged between the DD and GK

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# Official Visits – Why?

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- Provides an EARLY opportunity for DD and GK to discuss how well a council is working in relation to the Supreme Constitution and state expectations
- Identifies areas where adjustments or some training may be necessary
- Facilitates the 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 may provide a response to the Form 944

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# MD Official Visit Checklist – 3 pages

## Maryland KofC Website – Leader Resources

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?			
	Are Letters of Intent to Retain being used under Supreme and State Guidelines?			
	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?			

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?			

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 1/1?			
	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?			



# Elements of MD Checklist

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- Recorder – Is the record book complete, accurate etc. Are the minutes accessible in the absence of the Recorder?
- Financial Secretary –
  - Are duties being performed consistently with the Supreme and council by-laws?
  - Are funds handled consistently with the Supreme and council by-laws and in coordination with the treasurer?
  - Are members' records up to date?
  - Is FS aware of the right to compensation?
  - Is FS dependable, accurate, and timely?

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# Elements of MD Checklist

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- 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 treasurer after approval by GK and FS?
  - Are good records being kept?

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# Elements of MD Checklist

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- 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, engagement 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 guidance?
  - Does he attend required State and District meetings?

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# Form 944

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- Use forms on [www.KofC.org](http://www.KofC.org)
- Go to Members section then
  - DD section – Resources Forms
- Forms for each new year are posted on-line just before July 1

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# Official Visits - Who gets what?

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- Maryland State Checklist – it belongs to the DD. Do with it as you like and save a copy for reference for the next visit. You may provide a copy to the council GK. Submission to state officers isn't required
- Form 944 (due September 15) –
  - 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
  - Submit 944 form on-line to Supreme and by email to [reports@kofc-md.org](mailto:reports@kofc-md.org), and any other people designated by state officers



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# Questions?