



For additional resources, consult:

Grand Knight's Guide (#5085)  
Financial Secretary's Guide (#5089)  
Knights of Columbus Leadership  
Resources (#5093)  
Charter, Constitution and Laws (#30)  
Your Council's By-Laws

# FINANCIAL SECRETARY

## Fast Facts



Knights of Columbus  
Supreme Council  
One Columbus Plaza  
New Haven, Connecticut 06510

(203) 752-4000  
[kofc.org](http://kofc.org)



## **GENERAL INFORMATION**

- Must be a member of the Third Degree. This shall not apply to the first officers of a new council.
- Must be at least 21 years of age.
- May not be engaged in the sale of life or health insurance for another organization.
- Shall not hold another elected position within your council.
- In the instance of college councils, the financial secretary must be a member of the faculty or staff of the school, or a permanent resident of the local community.
- Will hold a three year term subject to evaluation at the end of the term.
- May not have a criminal record.

## **ACCOUNTING**

- Upon appointment shall be bonded for \$5000.00. Additional bonding may be obtained at a cost of \$7.00 per thousand.
- Shall receive compensation from Supreme Council at \$.40 per each insurance certificate registered with your council. Shall receive compensation from your council with amount to be determined by your council.
- Shall collect and receive all monies.
- Pay over monies to treasurer received at or between meetings.
- Shall adhere to Supreme Council rules in accounting for monies and recording membership additions and changes.

- Draws orders on treasurer. Such orders shall be signed by financial secretary and countersigned by the grand knight.
- Keep an account of indebtedness of each member.
- Use the Member Management/Member Billing applications to keep a record of financial and business transactions of your council.
- File the proper IRS Form 990 for the council (U.S. only).

## **MEMBERSHIP**

- Shall process membership bills using the Member Billing application.
- Keep roll of members.
- Cause members to subscribe to By-laws.
- Notify Supreme Secretary of elections.
- Notify Supreme Secretary of membership transactions using the Member Management application or a Membership Document (#100).
- Shall keep the seal of your council.
- Perform other acts required by the laws of his council and the Order and the rules of the Board of Directors.
- Comply with all confidentiality and data management requirements of Supreme Council.

The information provided in this flyer is not meant to fully describe the duties and responsibilities of the Financial Secretary. For additional resources, consult Knights of Columbus Leadership Resources (#5093) booklet.