

Knights of Columbus Arkansas State Council Treasurer

Charter Constitution Laws Knights of Columbus

Chapter 11 Organization SEC. 11 (C)

State Councils shall elect by ballot from the membership at large a State Deputy, State Secretary, *State Treasurer*, State Advocate, State Warden..

***By-Laws* Arkansas State Council Article V Officers State Treasurer Section 5**

He shall keep a true and accurate account of all monies received. He shall give a surety company bond, the amount of same to be fixed by the State Council and the expense thereof to be charge to the State Council.

He shall deposit monies received from all sources in a solvent bank, in the name of Arkansas State Knights of Columbus, subject to withdrawal on his check only when countersigned by the State Deputy.

He shall be ex-officio a member and treasurer of each and every committee of the State Council whether appointed by the chair or from the floor when such committee is discharge of its duty shall handle any money or monies of the Order, or of the members thereof.

He shall payout monies of the State Council upon Warrant drawn by the State Secretary and countersigned by the State Deputy.

Duties and Responsibilities of the State Treasure

The State Treasure has one of the most difficult and challenging jobs of all State Officers. He is the Steward of the State Council Funds and that is a great responsibility. There are times he must interface with the State Deputy of a daily basis, and know what to tell him if expenditures are adhering to the budget and areas of possible shortcomings.

Another State Treasurer functions involve assisting the, State Deputy and State Secretary, in preparation of the annual budget that will be presented by the State Secretary on behalf of the State Deputy. A review of the fiscal records will help understand where monies are needed and where they were spent during the previous year so that an appropriate plan

for the coming year's expenditures can be prepared. This includes estimating the per capita income to determine that the budget can be funded through the receipt of council per capita assessments. This will serve as a basis to aid the State Deputy decide what per capita rate will be presented for approval by the delegates at the State Convention.

Council Leadership Training: The State Deputy will organize Leadership Training across the state. This training maybe conducted in a central location, district location or local council location.

This training is critical to the State Council and you must be knowledgeable on all aspects of the Council Leadership Training to teach these sessions. They normally take 2-4 hours and you should be organized, prepared, and knowledgeable in every aspect. This training should be complete by the end of August. After the Training sessions prepare an attendance report to the State Deputy and plans to teach any council not represented at the training session.

Your responsibilities also include following up with the District Deputies assigned to you for leadership training to assure all council reports are submitted in time and verify each council has a membership plan and they commitment to a number of new members for the fraternal year. These numbers will include any suspensions that may occur during the fraternal year.

An equally important function involves the routine support of the State Council Team at various State and Council functions throughout the State. As a minimum the Treasurer is expected to attend the annual State Convention, Organizational Meeting and mid-year meetings. The Treasurer should be available to visit the councils he is assigned to train as a representative of the State Council and attend District Deputy Meetings. He promotes "**Unity**" by attending degree exemplifications, new council developments and assembly function.

The State Treasurer job is challenging requiring a great deal of dedication and patience; these experiences and virtues will provide excellent training for future State Deputies.

Always remember that the Treasurer is part of a six-man team, not an individual Officer with one job. You are elected to do the best you can, but not on your own.

HOW TO BE A STATE TREASURER

1. After your election in April get \$300 to \$600 seed money to set up checking accounts for the General Fund, Special Fund, and Pennies from Heaven. If you have a Bank of the Ozarks Bank in your town, consider keeping the ones that are already set up. If not, select a bank based on services-free checks, higher than normal interest, and support for our programs with a Savings Bond or check for the RSVP Program like Petite Jean State Bank.
2. Get signature cards for the State Deputy (SD), State Secretary (SS), and State Treasurer (ST)-do this prior to the Organizational Meeting

3. Get signatures on paper from the SD, SS, & ST at the Org Mtg so you can get rubber stamps made-saves lots of time and effort.
4. Set up Excel Spread sheets with at least 300 (General & Special Funds) entries (200 for Pennies From Heaven)-DEBIT-CREDIT-INTEREST-TOTAL
5. Set up an Excel Spread sheet for the Budget (at least 100 entries)-broken down by function code-Headers are Actual, Budgeted, & % spent-Add-Subtract-%-Total. Do this for the General & Special Funds.
6. Set up an Excel Spread sheet by Council & Membership total with headers-Per Capita, Special Olympics, March for Life, Pennies from Heaven, & Persons with Disabilities.
7. Set up a 12 Month up date sheet for the CD's we own. Update each month. Our CD's are at Petite Jean State Bank in Morrilton.
8. Review the latest Resolutions and make a short synopsis of them-used to pay the organizations we support. You will write checks for these checks during the Organizational Meeting so need to coordinate a time with the SD for presentation to the Bishop.
9. You can add to the Christopher Fund in June & December-\$5.00 per new member. Supreme will match your contribution. The way you know how much you can add is to take the current total dollars in the Fund and divide it by \$5.00. That will tell you how many members we are matching. Take that Number and subtract it from the June/December current total of state membership and that will give you the NEW additions you can add to the fund. What ever # of members you have on the books on 30 May & 31 Dec divide that # by \$5.00 to find the total. Subtract that # from the last 6 months total and pay the difference.
10. After you take office at the start of the new Fraternal Year: you will get a bill for those who are Bonded (\$300,000) they are the SD, SS, ST & Fund Raising Director-Be prepared to do the paperwork between your election and the Org Meeting.
11. Get a CPA. One audit a year. One at the end of the Fraternal Year, and a 990 Tax Return for the IRS. After the Audit is complete have 6 copies of The Audit report take it with you to the State Convention for the Audit Committee. At the end of the Org Mtg schedule an audit with your CPA. He will need:
 - Bank statements
 - Check stubs
 - Your Excel spread sheets for the Fraternal Year
 - A copy of the CD numbers & totals
 - The budget balance sheet (General Fund) by Account & Code + corresponding Voucher
 - The Christopher Fund balance
 - A copy of last years audit if he did not do it the year prior + 990 Report
 - Vouchers & deposit slips for ALL accounts
 - Your voucher books
 - Any other documentation that would help an audit
 - State Council Budget Minutes
 - Proposed budget for the next fraternal year

POC's at Banks-Accounts-CD's, Supreme-Christopher Fund, CPA who did last years audit

12. Send the SS an update of monthly interest earned from each account. Set up Voucher Books (3 ringed note books) for the GF, SF, & PFH. The SS approves who and what we pay and he does this with a Voucher system. Make sure that your Excel spreadsheets have a place for the Voucher # and make an entry of the Voucher # in the memo portion of your check book. Turn the pay authorizations out to the recipients ASAP.
13. Fill out & pay for the Liability Insurance we get each year for things like the Persons with Disabilities Drive (PDD).
14. At least each Qtr, total up the balances for special programs we have like Special Olympics (SO), March for Life (MFL), Pennies From Heaven (PFH) & Persons with Disabilities (PDD).
15. During the PDD-October every year, SO, MFL, S, PFH & Per Capita collection times-Feb to Apr, make deposits at least twice a week, record the monies ASAP, turn the money around in 2 days time back to the Councils GK for their charities during the PDD or the PFH Programs. Stay on top of the money trail.
16. There are two reports you need to be prepared to give at the Organizational Meeting & Mid-Year meeting. Balance in each account + CD's and Money Market account & the interest rate for each. List the money spent in the General Fund, Special Fund, and Pennies From Heaven and the percent of money left in the Budgeted money in the General Fund & Special Fund accounts.
17. Do an Excel Spread sheet for mileage for attendees to the meetings. That's the State officers, Directors & Insurance Agent. District Deputies get paid by Supreme.
18. In the Special Fund-fence the March for Life and the Special Olympics money and add it to the previous years money so that there is a running total for each. You collect about \$1,300 a year for March For Life and spend as little as \$200 and as much as \$1,200 a year. In the Special Olympics money you collect about \$2,000 and spend anywhere from \$1,500 to \$1,900 a year. Keep track of the Special Olympic money for an end of year report that the State Special Olympic Director has to report to Supreme.
19. The State now has a 501 3 c status called the Arkansas State Council Knights of Columbus-Charities Inc. The sole purpose of this Money Market account is to provide Scholarships, Grants and loans for individuals in formal Vocations programs. A money market account has been set-up at Petite Jean State Bank in Morrilton.
20. Works with the Ceremonial Chairman to get dates of Degree Work and who the Degree Teams are for each event. Pay them ASAP after the work.
21. Be Proactive! Don't wait for the SS to send you a Voucher to pay bills you know need to get paid: especially the Pennies From Heaven money. Get the money to the folks and make the paperwork match afterwards.
22. Live within your means. Try to stay on track with the budget. Remember, in the General Fund things may look good, but you have to pay \$9,000 for Convention and in the Special Fund you have to save \$8-9,000 for ARC and \$2-3,000 for Special Olympics and up to \$1,500 for March For Life.

23. Remember to include a return address on the letters.

This is not meant to be a comprehensive description and you will need to amend it for your successor at the conclusion of your term as State Treasurer.

Transfer the State Council's laptop computer, issued to you when you assumed office, and all computer files to your successor at the conclusion of your term. In addition furnish the incoming State Treasurer with an updated copy of your duties and responsibilities.

The time required to perform these responsibilities is 10—15 hours per week when the State Council conducts its Person with Disabilities Drive, posting of local council per-capita, Special Olympics, March for Life. In addition 20 hours is required preparing for the audit. The balance of the year requires 2- 3 hours weekly for normal routines.

Always remember that the Treasurer is part of a six-man team, not an individual Officer with one job. You are elected to do the best you can, but not on your own.