November 25, 2023

James Davisson

Financial and Procedure Training Administrator

**End of Year:**

It’s that time of the year for Councils to prepare for the Second Half of the year. Congratulations you have made it this far, but the second half is just upon us. I have provided a checklist of items that will need to be completed in the next 3 months:

1. Check the council billing statements available only on Officers Online. Pay the Per Capita immediately to avoid suspension.
2. Have Resolutions voted on, prepared, and submitted to the State Advocate by February 1, 2024. No submissions will be accepted after this date.
3. Vote on delegates on or before March 30, 2024, and submit them via the electronic form. A paper form will also be provided and only used if you are unable to submit electronically. It is still requested you send via email to [credentials@kofcnc.org](mailto:credentials@kofcnc.org). This form must be submitted on April 1, 2024, and if mailed must be in by April 5, 2024.
4. Prepare the audit and submit no later than February 15, 2024. Also, submit the 990 using the IRS site for 990N. If you submit the EZ/ PDF submit the ways you have in the past.
5. See you at the Convention.

**Google Drive Access:**

Finally, the new Google Drive is up and running. Your access will be granted by your RDD, DD, or one of the managers of the drive. Please reach out to the Financial and Procedure Training Admin with questions about access at [FPT@kofcnc.org](mailto:FPT@kofcnc.org).

Resources link: <https://drive.google.com/drive/folders/1v4VBRPm5UUh6WQNdKtXgxJtNSa7tocIh?usp=sharing>

Fraternal Mission training link:

<https://www.kofc.org/en/for-members/resources/fraternal-training/regional-training-director-page.html>

**How to Access Council Billing Statements:**

Supreme stopped sending billing statements to Financial Secretaries in 2021 to reduce the cost of postage. This means you must be proactive and download the statements. The only mailings sent by Supreme are for Honorary Life and Honorary membership cards. Also, at the beginning of the Fraternal Year in July Fraternal Planners are sent to the Financial Secretary on file.

Video:

<https://drive.google.com/file/d/11WZxUv5oDVkeGPOf4-oc-LQDCrPheDz0/view?usp=drive_link>

If you have any questions about this, please contact my team for assistance.

Vivat Jesus,

James Davisson