

KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



**2023-2024
DISTRICT DEPUTY
MID YEAR/TRAINING**

STATE SECRETARY REPORT

**JAMES LARSON
STATE SECRETARY**

January 2024
Visalia Marriott at the Convention Center

*"...together we can do great things."
St. Mother Teresa*



KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



COUNCIL PER CAPITA GUIDANCE

- Council Per Capita is based on the budget approved at the Annual Meeting in May
- Per Capita at \$13.00 per member per approved budget
- Per Capita was calculated based on July 1, 2023 council roster
- Pays for:
 - Council and Member Incentives
 - Attendance at State Council Annual Meeting
 - State Council Awards
 - Training for Council Officers
 - Financial Secretary training
 - District Deputy training

"...together we can do great things."

St. Mother Teresa



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COUNCIL PER CAPITA GUIDANCE

Councils in arrears of State Council per capita are not in good standing with the State Council and will not be given voting delegate status at the State Annual Meeting. Section 157.8 of the Charter and Laws of the order addresses failure to pay the per capita tax legally assessed by a State Council and violation thereof can result in suspension of the Council.

Councils seeking forgiveness of present or past State Council per capita billing must submit a request in writing to the State Secretary explaining the need and attaching the council's recent semi-annual audit report and two months of the most recent bank statements.



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DISTRICT DEPUTY MUST USE THE SUPREME FORM 267DD FOR THE FOLLOWING:

- Attendance at DD Meetings in July and January.
- Attendance at Council meetings within your District.
- New Council Development or Reactivation work – it should be noted on the expense form as NCD or Council Reactivation and NCD's and Council Reactivation should be recorded on a separate form from DD meetings and council meetings.



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SUPREME FORM 267DD INFORMATION AND RULES

- Form 267DD is found on the Supreme Website under DD Forms and on the State Website under Forms.
- It must be filled out, signed, scanned and sent to the State Deputy, and a copy to the State Office.
- Hotel charges for the July and Mid-year DD meeting must be supported by a copy of an itemized hotel bill.
- Round trip mileage is used at the rate of \$.30 per mile for actual mileage traveled.
- For this meeting wife receives an allowance of \$35 per day, total = \$70. Must be recorded as Misc. not meals.

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SUPREME FORM 267DD INFORMATION AND RULES

- Two days have been preauthorized both Friday and Saturday for the July and Mid-year DD meeting.
- Chapter Presidents are also District Deputies and should submit expense reports as such.
- In the performance of duties in installing officers or conferring ceremonials, the DD is permitted to be accompanied by a warden. The expenses of the warden are limited to meals and are reportable on the DD expense report with receipt.
- Once approved by the State Deputy the Form 267DD will be submitted by the State Council to the Supreme Council for reimbursement to the District Deputy.

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SUPREME FORM 267DD INFORMATION AND RULES

- District Wardens attending District Deputy meetings in place of a DD (not in addition to a DD) should use the state exp. form with written pre-approval of State Deputy.
- Expense reports should be submitted monthly – no less often than quarterly.
- Expense reports need to be accurate and legible.
- All receipts need to be attached to your expense report.
- The District Deputy will receive a check directly from the Supreme Council.



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STATE EXPENSE REPORT

CALIFORNIA STATE COUNCIL - KNIGHTS OF COLUMBUS EXPENSE ACCOUNT									
COMMITTEE: _____				PERIOD: _____					
TRAVEL			PURPOSE	ROUND TRIP MILES	TRANG @ .28 per MILE	ROOM	MEALS	MISC.	TOTAL
DATE	FROM	TO							
			TOTAL						
			TOTAL SHEET						

DO NOT WRITE IN THIS SPACE		I hereby certify the foregoing to be a true and correct statement of my expenses.	
Warrant # _____	Check No. _____	Date: _____	Amount: _____
Approved By: _____	Date: _____	Signature: _____	Date: _____
State Secretary	State Deputy	Name: _____	Phone: _____
By: _____	Date: _____	Address: _____	City: _____
State Deputy	State Office Accounting Charge to Acct: _____	City: _____	Zip Code: _____
Register Number: _____	State Office Accounting Charge to Acct: _____	Approved by: _____	Date: _____
<small>Revised 8/7/10 R/W</small>			



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DISTRICT DEPUTYS USE THE STATE EXPENSE REPORT FOR THE FOLLOWING:

- Any travel expenses outside of district - must be preapproved (preferably by e-mail) by the State Deputy.
- Chapter travel - must be preapproved (preferably by e-mail) by the State Deputy and submitted on a State Expense Form at standard state rates.
- Round trip mileage is recorded at the State rate of \$.28 per mile for actual mileage traveled.
- District Wardens attending District Deputy meetings in place of a DD (not in addition to a DD) use the state form with written pre-approval of State Deputy.
- After preapproval from the State Deputy, the State Expense Form must be filled out, signed, scanned with receipts, and sent to State Secretary for final approval and processing.



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STATE COMMITTEEMEN USE THE STATE EXPENSE REPORT FOR THE FOLLOWING:

- Chapter meetings - MUST use **State Expense Form** which is found on the State Council Website.
- Program, Membership, EFF or Operations events/activities preapproved by the Director.
- The State expense form must be filled out, **signed, scanned**, and sent to **Director for approval**, then emailed to State Secretary for final approval and processing.



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STATE COMMITTEEMEN EXPENSE REPORTS INFORMATION AND RULES

- Travel of \$.28 per mile round trip – mileage or actual airfare whichever is less.
- Hotel charges supported by a copy of an itemized bill.
- Meal Allowance (no alcohol)
 - Breakfast – \$8.00
 - Lunch – \$10.00
 - Dinner – \$12.00
 - Exceptions – All Meals at District Deputy Meetings with State Council online order receipt.



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STATE COMMITTEEMEN EXPENSE REPORTS INFORMATION AND RULES

- Expense reports should be submitted monthly – no less often than quarterly
- Expense reports need to be accurate and legible
- All receipts need to be attached to your expense report



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**2023-2024 DISTRICT DEPUTY
MID-YEAR/TRAINING MEETING**

QUESTIONS/COMMENTS/CONCERNS



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THANK YOU!
THANK YOU!
THANK YOU!

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St. Mother Teresa

