Financial Secretary Responsibilities Pennsylvania East October 9, 2021



Financial Secretary

Nominated By Council

Appointed by Supreme Knight

Summary of Responsibilities

- Member Records
- Inventory of Supplies
- Review Membership Monthly
- Ensure Reports are submitted
- Receive Funds and Transfer to Treasurer
- Maintain the Council Seal

Calendar

May Form 185

June Columbian Award #SP-7

July Per Capita

Budget

Service Program Personnel Report # 365

Prepare for Audit

August Semi Annual Audit Due

September Ensure Per Capita Paid

November Volunteer Hours

December Billing

Calendar

January Per Capita

Billing

Annual Survey of Fraternal Activity Form #1728

Prepare for Audit

February Semi Annual Council Audit Form # 1295

Billing and Retention

March Ensure per capita is paid

Home Screen



Identification

Home Screen - Applications







Home Screen - Information



The following are the various reports for 139th Annual Meeting of the Supreme Council that is held August 3-4; along with the Proceedings from the 2020 Supreme Council Meeting.

- 1. Annual Report of the Supreme Secretary Book 1
- 2. Annual Report of the Supreme Secretary Book 2
- 3. Annual Report of the Supreme Secretary Book 3
- 4. Annual Report of the Supreme Treasurer
- 5. Annual Report of the Supreme Advocate
- 6. Annual Report of the Medical Director
- 7. Committee Appointments
- 8. Officers and Representatives
- 9. Resolutions
- 10. Proceeding 2020 Supreme Council Meeting
- 11. Report of the Committee on Laws and Resolutions
- 12. Substitute Resolutions and Board Resolutions

Council Officers & Service Program Personnel Changes

For a member to be compliant with the Office of Youth Protection, he must have an email in his Primary Email filed on his General Information screen in Member Management, to be assigned to one of the following positions: Grand Knight, Program Director, Community Director or Family Director.

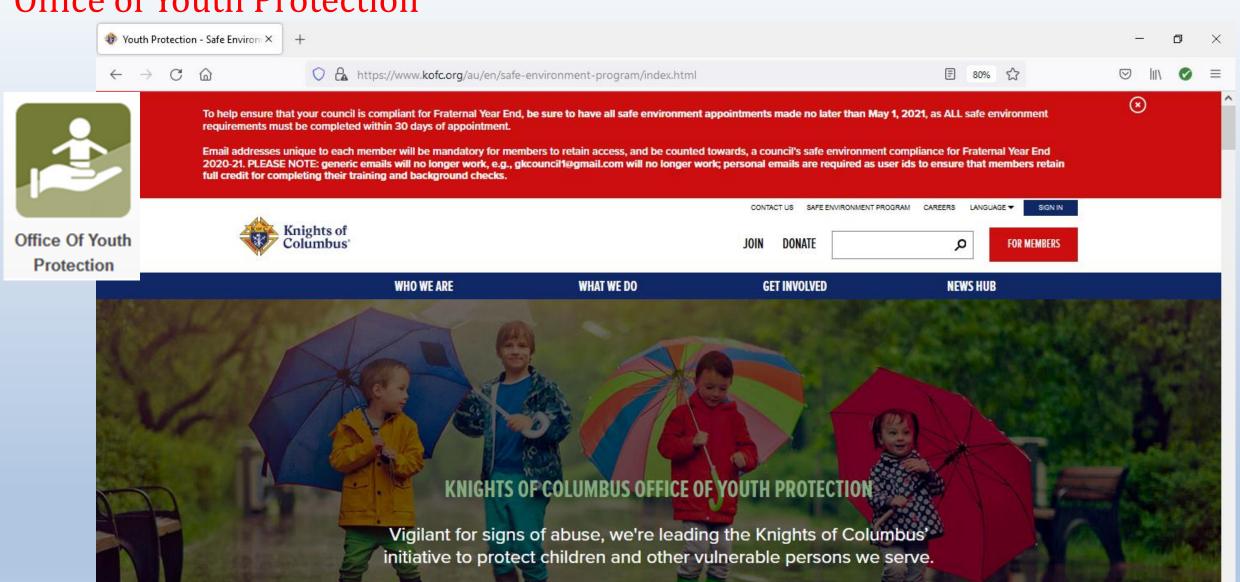
IMPORTANT NOTICE ON IMPORT FEES AND SHIPPING:

We have opened Knights Gear Canada to serve our Canadian Councils! We strongly recommend that you place all Canadian orders with KnightsGear.CA to avoid US brokerage fees, taxes and duties that are due upon delivery. KnightsGear.com is a US company and the total price paid on the website is in USD and does not include any shipping or taxes import fees. Should you choose to order from KnightsGear.com in the US please note that ALL SALES ARE FINAL and no refunds will be given even for abandoned or refused items. If there are items you are interested in purchasing from KnightsGear Canada that are with not on the site – please email and we will work to get you what you need.

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Office of Youth Protection

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SUSPECT ABUSE?

STATE REPORTING

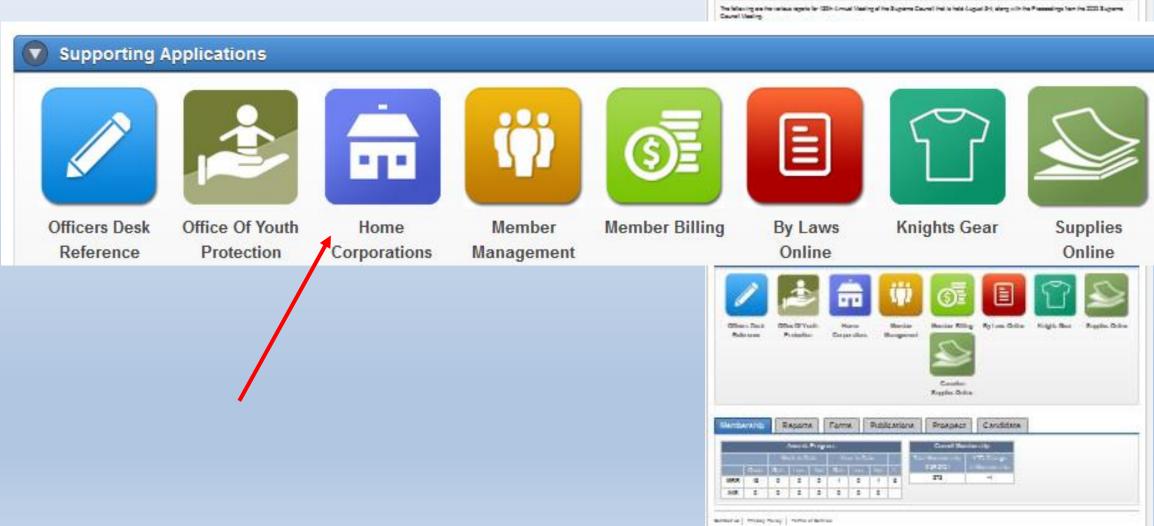
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Home Screen - Applications



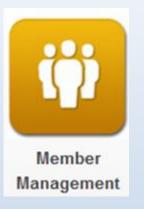
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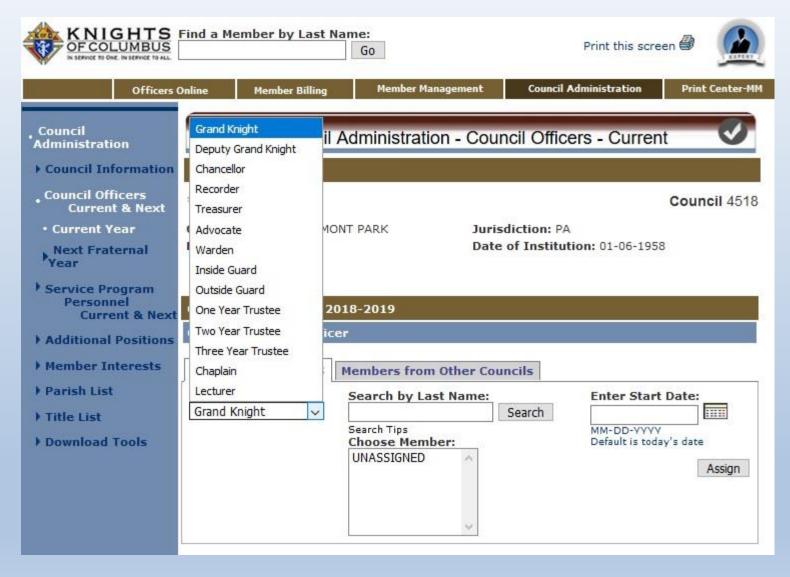
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U Section

Form 185



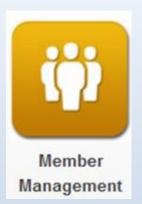


PENNSYLVANIA STATE COUNCIL BE NOT AFRAID



Video

Print Center



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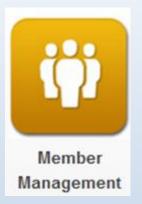
Officers -- 2021 - 2022

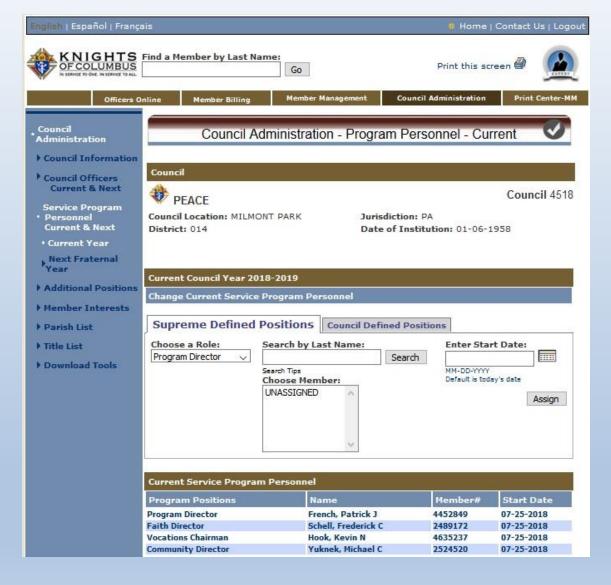
Page 1 of 2 November 01, 2021

Consideration of the process of the control of the process of the

Officer Positions	Name	Address	Telephone #'s	Email
Grand Knight	Joseph A Chiaravalloti	148 Woodstream Road Upper Chichester, PA 19061	(610) 322-0369 (R) 610-322-0369 (C)	joechevy1@comcast.net
Financial Secretary	Francis J O Hara	524 Lindsay St Ridley Park, PA 19078-3608	610-733-1812 (C)	COAL@delcopa.us
Deputy Grand Knight	Neal L Pizzano	901 Parkview Drive Unit A-104 King of Prussia, PA 19406	443-838-5139 (C)	npizzano@hotmail.com
Chancellor	Everett L Castor	143 Hirst Ave Lansdowne, PA 19050-2522	610-259-1541 (R) 215-284-4590 (C)	ECASTOR@LIVE.COM
Recorder	Gerald M De Martini	529 Folsom Ave Folsom, PA 19033-1705	610 532 2994 (R)	jerryde0210@yahoo.com
Treasurer	Timothy P Cline	30 Scott Ln Aston, PA 19014-1513	610 459 0569 (R)	clinefam7@hotmail.com
Advocate	John C Tomosky	6930 Waxwing Pl Philadelphia, PA 19142-2514	215 365 8944 (R) 215 292 2417 (C)	johnctomosky@yahoo.com
Warden	Frederick C Schell	517 Perry St Ridley Park, PA 19078-3728	610 804 6414 (R) 336-255-1890 (C)	fredschell14@yahoo.com

Form 365





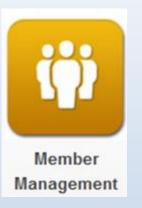




Member Management



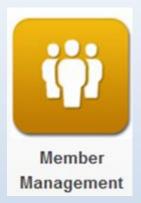
Member Management



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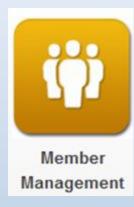
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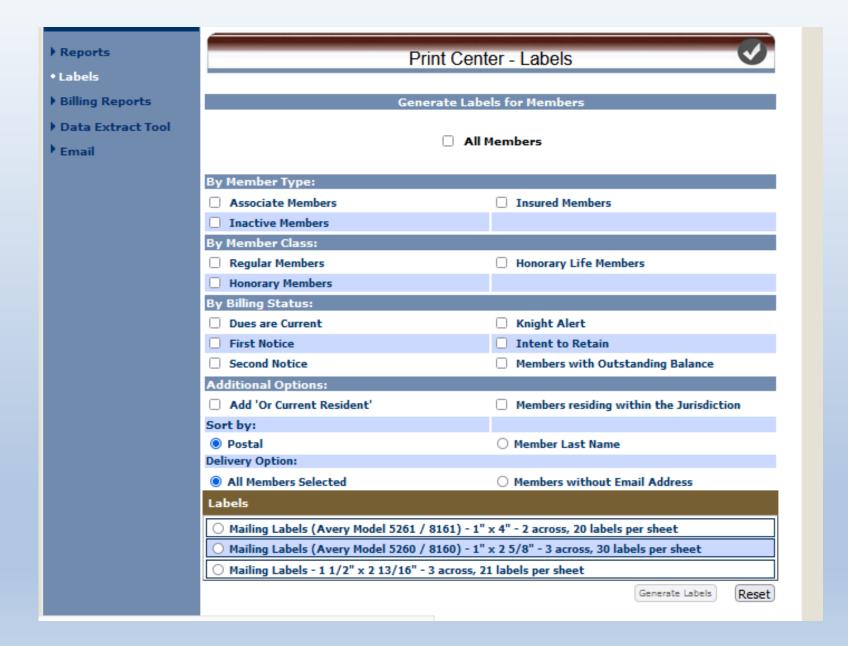




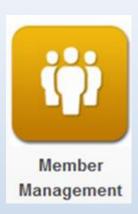


Labels





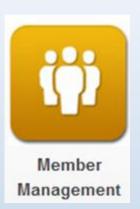
Data extract Tool



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Email Tool



Email Tool	(All Members
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	Associate Members	☐ Insured Members
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	Email by Degree Status:	
	1st Degree Members	3rd Degree Members
	2nd Degree Members	
	Email by Billing Status:	
	Dues are Current	☐ Knight Alert
	First Notice	☐ Intent to Retain
	☐ Second Notice	☐ Members with Outstanding Balance
	Email by Council Officers:	
	All Council Officers	Advocate
	Grand Knight	Lecturer
	Chaplain	Warden
	Deputy Grand Knight	☐ Inside Guard
	☐ Financial Secretary	Outside Guard
	Chancellor	One Year Trustee
	Recorder	☐ Two Year Trustee
	☐ Treasurer	☐ Three Year Trustee
	Email by Program Personnel - Supreme	
	All Program Personnel - Supreme	Family Director
	Program Director	☐ Membership Director
	Faith Director	Recruitment Committee 1
	☐ Vocations Chairman	Recruitment Committee 2
	Community Director	Recruitment Committee 3
	Life Director	Retention Chairman
	Health Service	☐ Insurance Promotion
	Public Relations	
	Email by Program Personnel - Council:	
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PENNSYLVANIA STATE COUNCIL

COLUMBIANISM - THE FOUNDATION OF THE DOMESTIC CHURCH



First Degree Caremonal Instructions: View | Download | Order

Pennsylvants 23 Council

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Council Receipts







Dues

- Assessments
- Classes
- Billing Data
- Collection Tool

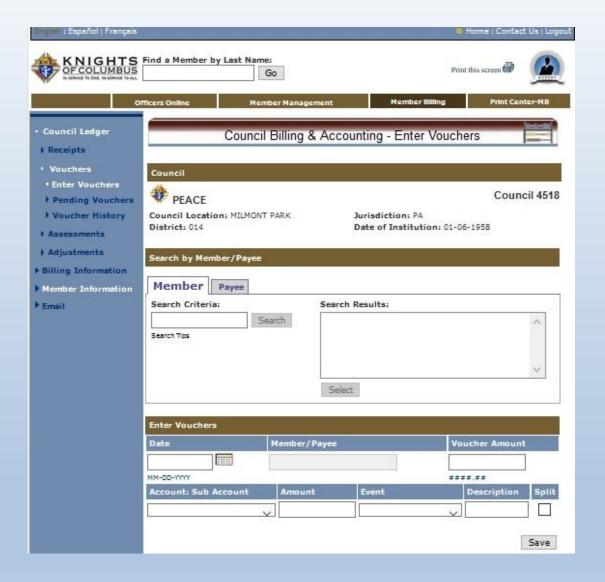
Donations

Income from Activities

Pending

Vouchers







Reports



Receipts
Pending Receipts
Vouchers
Pending Vouchers
Income and Expense Reports

Filter by Date, Batch, etc.



Membership Cards





PENNSYLVANIA STATE COUNCIL

COLUMBIANISM - THE FOUNDATION OF THE DOMESTIC CHURCH



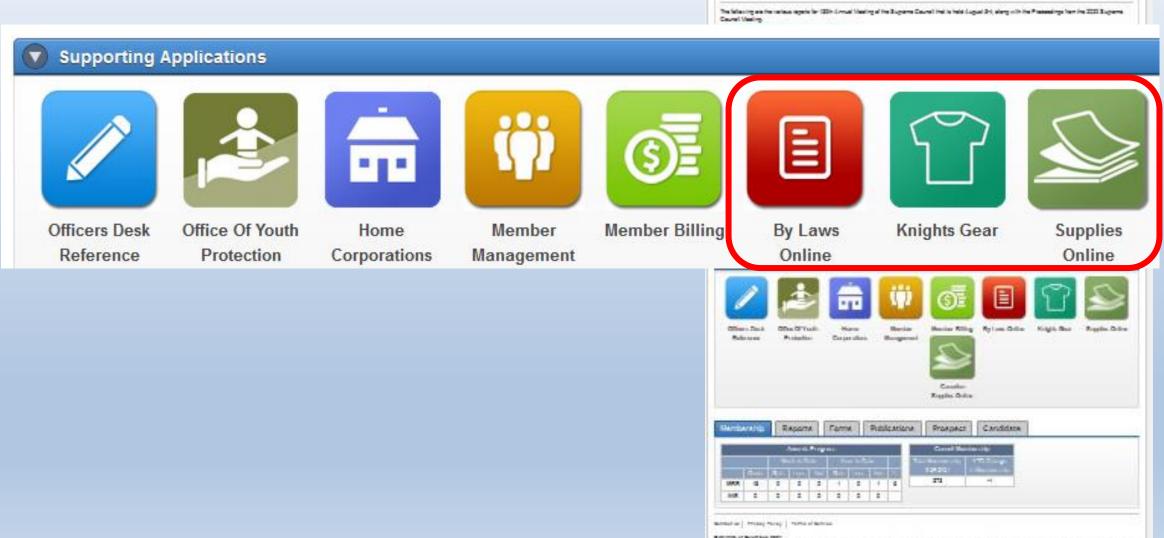
Pennsylvants 20 Council

Home Screen - Applications



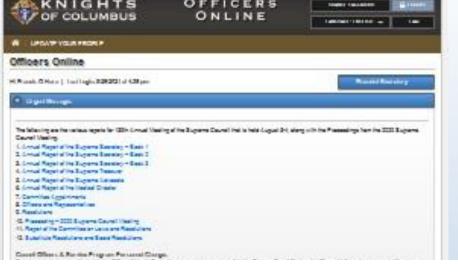
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Membership Roster	8/24/2021		
Membership Roster - January	1/1/2021	₹	•
Membership Roster - July	7/1/2021		
Financial Statement	8/1/2021	5	
Safe Environment Member Status	8/24/2021		
Safe Environment Participation Rate Report	8/24/2021		
Council Billing Statement (Past)	7/30/2021	1	

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Annual Report KofC Round Table	2630	6/30	5		
Annual Survey of Fraternal Activity	1728	1/31	1	<u></u>	
Application for Appointment as Financial Secretary	101	As Needed	7		
Brother Barnabas	279	6/30	5		
Catholic Citizenship Essay Contest - Entry Form	4208	As Needed	73		
Columbian Award Application	SP-7	6/30	1	<u></u>	
Columbian Squires Officers & Chairmen	468	8/1	7		
Evaluation of Financial Secretary	1938	As Needed	5		
Family of the Year	10680	As Needed			
Father Prior	4371	As Needed	7		
Food For Families Report Form	10057	6/30	1		

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Reports

Forms

Publications

Assembly Leaders Resources

Beatification Resources

Ceremonials Resources

Faith in action: Program Resources

Fraternal Leader Advisory

Fraternal Operations Resources

Inviting Men to Join

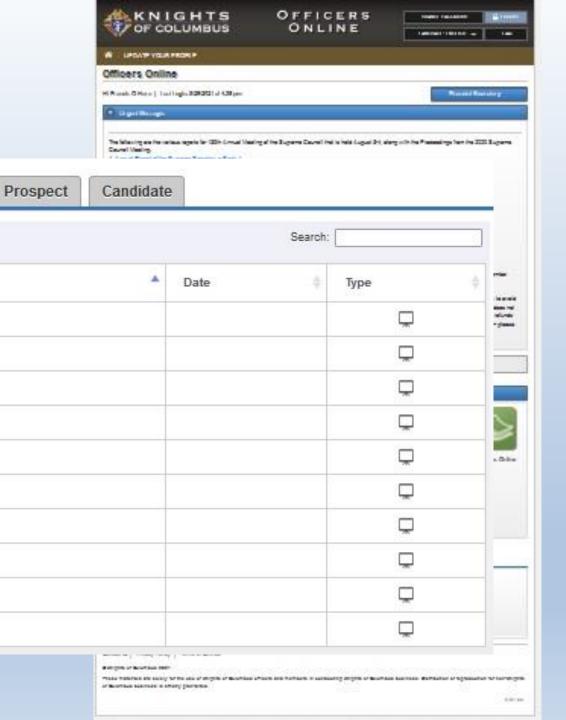
Knightline

Leadership Handbooks

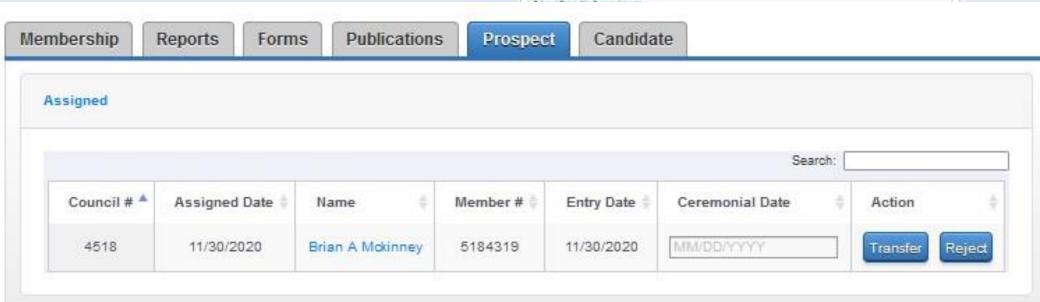
Training & Webinars

Membership

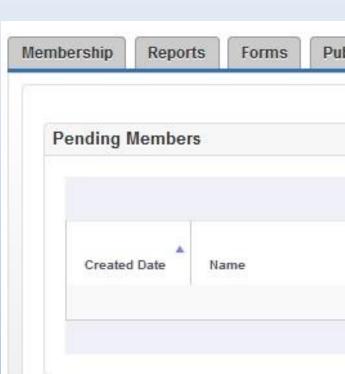
Publication Name

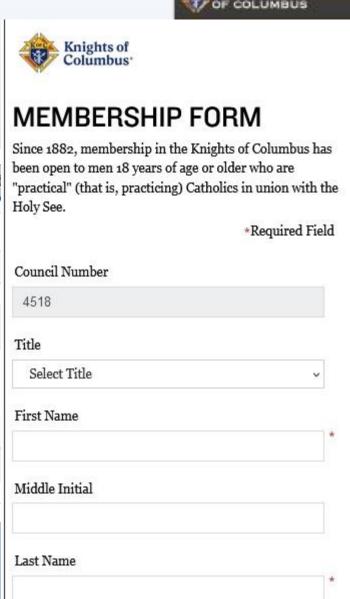












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Resources

kofcpennsylvania.org

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