



Washington State Council

January 1, 2024

TO: Grand Knights and Financial Secretaries

RE: Next Six Months Letter, January 1, 2024, to June 30, 2024

NEXT SIX MONTHS LETTER

Important dates and information are included below that will prove useful during the next six months of the **FRATERNAL YEAR**. If you need assistance or information, never hesitate to call your District Deputy, State Chairman, or State Officer (in that order). If you have any questions about the information in this letter, please give me a call at 206.617.0600, or send me an e-mail at StateSecretary@kofc-wa.org. This letter can be accessed on the [WSC Website](#) by clicking on *Home* on the blue bar at the top and then select *Next Six Months*. You do not need to be logged in as a member to download the letter.

Important Notes for the Next Six Months

- 1) **STATE PER CAPITA ASSESSMENT BILLING** – The State Council Per Capita assessment will be sent to the Financial Secretary during the month of January. ***The \$11.00 per member assessment is due upon receipt (within 60 days following notification of such levy by the State Secretary) and is payable without council vote. Please note the increase from \$9.00 to \$11.00 per member as passed by a supermajority vote at the 2022 Annual Meeting.***

The per capita assessment will be based on the number of members of the respective councils as of the last day of December of the current year, as shown by the records of the Supreme Secretary. The billing excludes inactive insurance and honorary life members and members who qualify under any of the following two Exemptions: Seminarian or Disability.

Members with a disability may request relief from payment of council dues and Supreme and State Council Per Capita assessments by completing Form 1831 to begin the Disability Exemption. Certification is no longer required every year and no doctor or member signature will be required. For additional information refer to the Washington State Council Bylaws, Article VII Finances, Section 3, and the Application for Per Capita Disability Exemption ([Form #1831](#)).

- 2) **SUPREME PER CAPITA ASSESSMENT BILLING** – The Supreme Council Per Capita assessment of councils will be posted in January. Financial Secretaries are to download the council's monthly statement from the Officer Online Reports. ***The \$3.25 per member assessment (\$1.75 for Per Capita, \$0.50 for Catholic Advertising and \$1.00 for Culture of Life) is due upon receipt and is payable without council vote.*** Excluded members from this assessment are honorary life, **inactive insurance members**, and exempted members for Per Capita and Catholic Advertising; and honorary, honorary life, inactive insurance members and exempted members for Culture of Life.
- 3) **PENNIES FOR HEAVEN GOAL** – The Council “Pennies for Heaven Fund” goal is published during the month of January. The “Pennies for Heaven Fund” was established years ago, to help support our Seminarians and was designed around *A Penny A Day, A Prayer A Day for vocations*. This goal is voluntary. Each council is encouraged to donate at least \$3.65 per member to this fund to help support our seminarians and religious vocations. Please realize that amount does not truly represent what it takes



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to fund a seminarian through his studies to Ordination. Since 2018, because of your generous support, we have been able to provide \$492,800 to the Bishops of WA State and several thousand to Bishop White Seminary in 2020 and 2021. We helped retire the debt of Bishop White Seminary in 2017.

Councils donated \$50,561.43 last fiscal year (January 2023 Billing). This amount is \$681.81 more than the previous year. Earnings from the Pennies for Heaven Fund investments are added to the council donations to make up the total annual grant amounts. Much more is needed. Please consider raising additional funds for this most worthy purpose this year.

- 4) ***WSC NECROLOGY AND PRAYER REQUEST NOTIFICATIONS are due immediately*** – State Chaplain, Rev. Kenneth St. Hilaire, celebrates monthly Masses for deceased and ill brothers and family members of Knights in Washington State. In addition, a get-well card (in the case of an illness) or a card of condolence (in the case of a death) is sent to the member or next of kin by the Necrology Chairman. The State Secretary forwards submitted information to the State Bulletin Editor for publication in the monthly state bulletin; to the General Agent, to assist families with Insurance and Survivor Benefits; and to the State Necrology Chairman who publishes the WSC Necrology program for the Annual Necrology Mass celebrated at the State Convention in honor of deceased members and family.

Two online forms are used for notifying the State Secretary of deaths and prayer requests. Financial Secretaries or Grand Knights must fill out the **WSC Necrology Notification form** and the **WSC Prayer Request form** found on the WSC Website. The electronic forms were created to ensure submissions contain the required information and to maximize efficiency in the process. Email notices will not be accepted as in the past. Keep in mind, the WSC Necrology Notification form does **NOT** take the place of notifying Supreme of member deaths through Member Management. **To access the forms, log on to WSC Website, hover or click on Members Only on the blue bar at top and click on the respective form under the Forms column.**

Information on Survivor's Assistance and a Survivor's Assistance Checklist can be found in the [WSC Grand Knight Handbook](#) (Part III, p. 52-56) posted on the WSC Website. Information may not be completely accurate as the last update was in 2010. If you would like to help us update the WSC GK Handbook, please contact StateSecretary@kofc-wa.org.

- 5) ***STATE DIRECTORY CHANGE is due immediately*** – Before the beginning of the fraternal year and again at any time there is a change in either name or any of the contact information for the Grand Knight, Financial Secretary, or Chaplain councils should inform the State Administration and Finance Chairman, Kevin Fraley with a new Report of Officers from the Member Management Print Center. Email the report to kofcstatetrainer@gmail.com. The Washington State Directory can only be updated or changed in this way.

Please review the meeting information (dates and places) in the directory and make sure it is correct and that it exactly matches the official meeting information in Member Management Council Administration. Any updates or changes in meeting information should be sent in email to the A&F Chairman.

The online directory is not available on the WSC Website. Please refer to the hard copies distributed earlier in the year.



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- 6) **ANNUAL SURVEY OF FRATERNAL ACTIVITY (Form 1728) is due January 31, 2024** - The Annual Survey of Fraternal Activity is the most important form you can file to preserve our tax-exempt status. The data saves our Supreme Council millions of dollars in tax exempt funds, and it is through the tax-exempt status of Supreme that the State and local Councils are also tax exempt thus saving State and local Councils many more millions of dollars in taxes and tax preparation fees. Complete the online form or download PDF ([Form #1728](#)), complete and forward to fraternal mission.

This is the responsibility of the Financial Secretary, and it requires his best good-faith estimate of the total volunteer hours (for the Knights, the Church, and the greater community all combined) of all members and their families. Send a copy to the A & F Chairman and your District Deputy.

- 7) **COUNCIL SEMIANNUAL AUDITS (Form 1295) are due August 15 and February 15** – Council Audits are due every six-month period (July-December and January-June). Every council requires a council audit. This should be done as soon as possible following the end of each six-month period with a deadline 45 days later (8/15 & 2/15). **Next audit is due February 15, 2024.** Download PDF([Form #1295](#)), complete and forward to council accounts.

Audit reports are the responsibility of the Grand Knight. Send a copy to the A & F Chairman and your District Deputy.

- 8) **COLUMBIAN AWARD APPLICATION (Form SP-7) is due (BEFORE) June 30, 2024** – For a council to earn the Star Council Award, a completed Form SP-7 must be submitted to Supreme Fraternal Mission before June 30, 2024. Besides earning the Columbian Award, other qualifying factors for a council to achieve the Star Council Award include earning the Father McGivney (Membership) and Founder’s (Insurance) Awards. Additionally, the council must submit both the *Annual Survey of Fraternal Activity* (Form #1728) and the *Service Program Personnel Report*. Councils must also be fully compliant with applicable safe environment requirements. Complete the online form or download PDF ([Form #SP-7](#)), complete and forward to fraternal mission.

This report is required of all councils and is the responsibility of the Grand Knight and Program Director. Send a copy to the A & F Chairman, State Program Director, and your District Deputy.

- 9) **REPORT OF ELECTION OF OFFICERS is due (BEFORE) June 30, 2024** – Your Financial Secretary must enter the 2024-2025 council officers into **Member Management Council Administration** immediately after the election in May 2024. Be sure to make the entries as “Next Year Officers” and not as “Current Officers” (unless you are past the 6/30 deadline and the newly elected have become “Current Year”). This must be immediately followed by the generation in Member Management Print Center of Report #2 (Report of Next Year Officers) (use Report #1 if past 6/30), which you then send to the State Administration and Finance Chairman (A&F Chairman), Kevin Fraley. These actions replace the use of the old form 185, **which, although still available, should NOT be used.** These actions also eliminate the need for use of the old state directory change form as the report will be forwarded to the A&F Chairman, so please discontinue use of the “change form”. The Grand Knight should ensure that the Financial Secretary has taken care of this as required.



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- 10) **REPORT OF PROGRAM PERSONNEL is due (BEFORE) June 30, 2024** – This is done in the same manner as the report of officers, that is by direct entry into **Member Management Council Administration** as “Next Year” and then sending Member Management Print Center Report #4 (Report of Next Year Program Personnel) to the A&F Chairman. These two actions replace the use of the old form 365, **which although still available should NOT be used**. These positions (at the very least including Program Director, Community Director, Family Director, Membership Director, and Retention Chairman) should be determined and assigned by the incoming Grand Knight as soon after the election as possible and must be before the start of the new Fraternal Year on July 1 (**deadline is June 30**). If for some reason it is not done by June 30 then enter as “Current Year” and use Report #3.
- 11) **INFORMATION ON THE WASHINGTON STATE COUNCIL ANNUAL MEETING (STATE CONVENTION): May 17 - 19, 2024, at the Red Lion and Yakima Convention Center, Yakima, WA**
- a. **ELECTION OF CONVENTION DELEGATES – Certificates of Election** for the delegates and alternates to the State Convention will be sent to the Financial Secretaries in February 2024. The State Convention will be held May 17 - 19, 2024. All councils should hold the election of convention delegates as soon as possible after the council receives the certificates and promptly return them to the State Secretary. ***NOTE that credentials forms are no longer required by the bylaws and will not be sent to the councils, but Certificates of Election are required with council seal!***
- b. **RESOLUTIONS** – The State Secretary must receive resolutions for consideration at the 2024 State Convention by March 15, 2024. All resolutions will be reprinted and forwarded to the councils for review by April 15, 2024. For additional information refer to the Washington State Council Bylaws, Article III, Meetings, Section 1E. Detailed instructions on how to write a resolution can be found in the WSC Grand Knight’s Handbook on the WSC Website by clicking on *State Family* on the blue bar at the top, then click *Grand Knight* under Officer Resources, then click the [Grand Knight Handbook](#) link. Information can be found in Part II, Section 3, pp II-16 to II-19. You do not have to be logged in to access the WSC Grand Knight’s Handbook.
- All submissions must be in WORD.DOC format. NO PDF’s or other formats will be accepted.**
- c. **CONVENTION PROCEEDINGS** – A summary of each council's annual activities will be submitted electronically **in WORD.DOC format**. Summary completion is the responsibility of the Grand Knights, District Deputies, and State Chairmen. Each Grand Knight should begin drafting early an outline of what their council has done since the last State Convention. The council report is due to the District Deputy by April 1, 2024, **in WORD.DOC format**. Each council’s report should be no longer than **one page in WORD.DOC format**. Guidelines and information are found in the WSC Grand Knight’s Handbook on the WSC Website by clicking on *State Family* on the blue bar at the top, then click *Grand Knight* under Officer Resources, then click the [Grand Knight Handbook](#) link. Information can be found in *Part II, Section 3, pp II-15 to II-16*.

District Deputies will finalize and consolidate their district’s report to **WORD.DOC format** prior to submitting it to the State Secretary. The District Deputy should include a short report about district activities, **in WORD.DOC format**. The deadline for report submission by District Deputies to the State Secretary is April 10, 2024.



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State Directors, State Chairmen and others as directed are responsible for submitting their reports to the State Secretary by April 10, 2024, **in WORD.DOC format.**

- d. **MEMORIAL MASS** – In March, the State Secretary will provide councils with the names of all deceased members and family members that have been received during the year. The councils will verify the accuracy of the list and return it to the State Secretary by April 1, 2024. All deceased members of a council since the last State Convention will be included. After council verification, the necrology will be published and distributed at the Memorial Mass in May.
- e. **ANNUAL MEETING (STATE CONVENTION) BIDS** – The Washington State Council Bylaws approved in May 2022 require that State Officers establish the place of the Annual Meeting (State Convention) at least one year in advance.

Guidelines and information for hosting the State Convention are found in the WSC Grand Knight’s Handbook on the WSC Website by clicking on *State Family* on the blue bar at the top, then click *Grand Knight* under Officer Resources, then click the *Grand Knight Handbook* link. Information can be found in *Part II, Section 3, pp II-14 to II-14.5.*

Councils desiring to host the Annual Meeting may do so by notifying the State Secretary, in writing, well in advance of the Annual Meeting. The notice must be on council letterhead signed by the Grand Knight and the Financial Secretary and have the Council Seal affixed.

12) **LONG RANGE MEETING SCHEDULE** – The following is a listing of important State Council and Supreme Council meetings:

<i>Summer DD, FS & Directors Only, Leadership Meeting</i>	2024 – June 21 – 23	<i>Gonzaga University, Spokane</i>
	2025	<ul style="list-style-type: none"> • <i>Hemmingson Conference Center</i> <i>Options under consideration (TBD)</i>
<i>Regional Council Leadership Meetings, GK, FS, Directors, Chairmen</i>	2024 – August thru October	<i>Options under consideration (TBD)</i>
	2025 – August thru October	<i>Options under consideration (TBD)</i>
<i>Winter DD Mid-Year Meeting</i>	2024 – December 6 – 8	<i>Palisades Retreat Center, Federal Way, WA</i>
	2025	TBD
<i>WA. State Conventions</i>	2024 – May 17 – 19	<i>Red Lion/Yakima Convention Ctr, Yakima, WA</i>
	2025 – May 9 – 11 (I)	<i>St. Martin’s University, Lacey, WA</i>
	2026 – May	<i>Options under consideration (TBD)</i>
<i>Supreme Conventions</i> <i>(Convenes the first Tuesday in August)</i>	2024 – August 6 – 8	<i>Quebec City, Canada</i>
	<i>(TBD) = To Be Determined; (I) = Tentative</i>	



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13) **PLANNING ASSISTANCE** – The Knights of Columbus [Fraternal](#) Planner 2023-2024 provides a twelve-month checklist of all reports and dates when they are due. You can also find checklists and other tools with key dates, reminders and reports to be submitted. *The WSC Grand Knight Handbook is another resource, however, the handbook requires extensive revision because of the many changes in Membership, Programs and Ceremonials that the Supreme Council implemented in the last several years. Much of the WSC-specific information is still valid but seek clarification by contacting the State Secretary.*

14) **ADMINISTRATION AND FINANCE** – Please remember that work on 2024 billing and retention begins in October 2023 with corrections and updates to member information and member balances followed on November 1st by preparation of the annual billing packet to be mailed out December 15th. Wise Financial Secretaries get all or most of this work done before Thanksgiving to make December less hectic. Below are some additional dates for your consideration:

January 14 (or 30 days following the first billing notice) - 2nd billing notice and Retention Committee Report given to GK. GK makes assignments to members of Retention Committee for personal contact with nonpayers.

January 25-31 (or 10 days following contact assignments) - Written reports of personal contact due back to GK & FS.

February 15 - FS gives final list of nonpayers to GK. GK and Trustees consider and decide on each case individually..

Feb. 15-March 31 - Final list for transfer to affiliate membership given by GK to DD.

April 30 - Final deadline for DD to submit list of transfers to affiliate membership to Affiliate Office of the Supreme Membership Department.

Any questions or problems with administrative matters should be referred to any of the Administration and Finance Trainers. Contact the State A&F Chairman or the State Secretary for trainers' contact information.

15) **ADMINISTRATIVE CHANGES** – Ensure all council members are aware of the following changes.

- Form 450 has been eliminated and there is no longer a need to report degree ceremonials to the Supreme or State Councils.
- Form 100 has also been discontinued and all its previous functions are now accomplished using electronic means through Officers Online.
- There will be no suspension for nonpayment of dues.
- There is a new Form 1831 for disability exemptions from dues and no doctor or member signature will be required. Form 1831 will not require an annual renewal.
- Signatures are no longer required on membership cards and are valid when issued.
- The Round Table form 1629 is the only form required to submit for a Round Table to exist. The Round Table Annual Report form 1630 has been discontinued.
- Councils must file their program award applications with the State Council by April 1, 2024. The State Council must file the International Program Award applications to Supreme by April 30, 2024.**



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Never hesitate to call the District Deputy, a State Chairman, or a State Officer for assistance. We are all here to help you be successful. If you have any questions or need advice, I'll be happy to help you.

Vivat Jesus!

Fraternally,

Tom Williams

Thomas C. Williams
State Secretary
Washington State Council
Knights of Columbus
Email: StateSecretary@kofc-wa.org