



# 2023-2024 DISTRICT DEPUTY ORGANIZATIONAL/TRAINING

### STATE SECRETARY REPORT

# JAMES LARSON STATE SECRETARY

July 2023
Visalia Marriott at the Convention Center



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

St. Mother Teresa





#### **COUNCIL PER CAPITA GUIDANCE**

- Council Per Capita based on the budget approved at the Annual Meeting in May
- Per Capita at \$13.00 per member per approved budget
- Per Capita will be 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."





#### **COUNCIL PER CAPITA GUIDANCE**

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.



# KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



### **DISTRICT DEPUTY EXPENSE REPORTS**

- 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
- Must use Form 267DD which is found on the Supreme Website under DD Forms
- It must be filled out, signed, scanned and sent to the State Deputy, and a copy to the State Office

\*Receipts are required for all items

Thereby certify the foregoing to be a true and correct statement of expenses incurred by me.

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**Knights of Columbus** 

"...together we can do great thir







#### **DISTRICT DEPUTY EXPENSE REPORTS**

Once approved by the State Deputy the District Deputy Expense Reports submitted on Supreme Form 267DD will then be submitted by the State Council to the Supreme Council for reimbursement to the District Deputy. The State Council will not be reimbursing in lieu of the Supreme Council this year. The District Deputy will receive a check directly from the Supreme Council.







#### DISTRICT DEPUTY EXPENSE REPORTS

- Round trip mileage at the rate of \$.30 per mile for actual mileage traveled
- Hotel charges for the July and Mid-year DD meeting must be supported by a copy of an itemized bill
- Expenses incurred by District Deputies in New Council Development or Reactivation work will also be reimbursed – it should be noted on the expense form as NCD or Council Reactivation
- Any travel expenses outside of district must be preapproved (preferably by e-mail) by the State Deputy
- During an installation or conferring ceremony expenses of the warden are limited to meals and are reportable on the district deputy expense account.

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





### **DISTRICT DEPUTY EXPENSE REPORTS**

- For this meeting wife's allowance of \$35 per day when provided with a copy of an additional banquet ticket
- Two days have been preauthorized both Friday and Saturday
- Reimbursement for Chapter travel must be preapproved (preferably by e-mail) by the State Deputy and submitted on a State Expense Form at standard state rates
- state.deputy@californiaknights.org and state.office@californiaknights.org

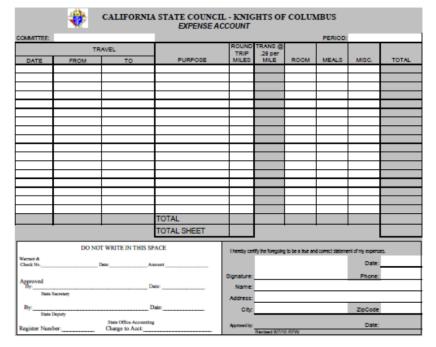


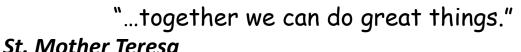
# KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



#### STATE COMMITTEEMEN EXPENSE REPORTS

- Must use State Expense
   Form which is found on the State Council Website
- It must be filled out, signed, scanned, and sent to Director for approval then to State Secretary for final approval and processing











#### STATE COMMITTEEMEN EXPENSE REPORTS

- 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 \$6.00
  - Lunch \$8.00
  - Dinner \$10.00
  - Exceptions lunch & banquet at DD meetings (with receipts)







#### STATE COMMITTEEMEN EXPENSE REPORTS

- 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
- Chapter Presidents are also District Deputies and should submit expense reports as such







2023-2024 DISTRICT DEPUTY ORGANIZATIONAL/TRAINING MEETING

# QUESTIONS/COMMENTS/CONCERNS







# THANK YOU! THANK YOU! THANK YOU!

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

