

KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



**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



KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



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

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St. Mother Teresa



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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.



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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

Date	From	To	Proposal Council Number	Trip mileage	Transportation at .68 per mile	Meals	Lodging	Misc.	Total
TOTALS					0.00	0.00	0.00	0.00	0.00

*Receipts are required for all items

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

Approved by _____ (State Deputy)

(Date)

Signature _____
Name _____
Street _____
City _____ State/Prov _____ Zip/Postal Code _____
Membership Number _____ District Number _____

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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.



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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.



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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



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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

CALIFORNIA STATE COUNCIL - KNIGHTS OF COLUMBUS EXPENSE ACCOUNT									
COMMITTEE: _____				PERIOD: _____					
DATE	TRAVEL		PURPOSE	ROUND TRIP MILES	TRANS (S) .28 per MILE	ROOM	MEALS	MISC.	TOTAL
	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.				
Witness & Check No. _____	Date: _____	Amount _____			Signature: _____	Date: _____			
Approved By: _____	Date: _____			Name: _____					
By: _____	Date: _____			Address: _____					
		State Secretary			City: _____	Zip Code: _____			
		State Deputy			Approved by: _____	Date: _____			
		State Office Accounting			Ternese 8/770 RFW				
		Charge to Acct.:							

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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)



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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



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St. Mother Teresa*

KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL



2023-2024 DISTRICT DEPUTY
ORGANIZATIONAL/TRAINING MEETING

QUESTIONS/COMMENTS/CONCERNS



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THANK YOU!
THANK YOU!
THANK YOU!

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