

**Knights of Columbus
Fourth Degree**

Calvert Province



Faithful Comptrollers

Service to God, Country, and the Order

FORWARD

Fourth Degree Charge for Faithful Comptrollers

You have been honored by your brothers of this Assembly, who by their vote in selecting you as the Faithful Comptroller; have paid tribute to your honesty, integrity and ability to control the finances of the Assembly and the financial standing of each member.

At times yours may be a burdensome task, and at the same time, a task that in your devotion to the Order and the Fourth Degree can be made a work of great pleasure and interest. Upon the faithful performance of your duties will depend in a large measure the success of the Assembly.

If you fail, then necessarily the progress of the Assembly will lag, and ultimate failure will be the result. Therefore we exhort you to be faithful to your trust. Then even higher and more exalted honors in the Order will await you.

Copies of the **“FAITHFUL COMPTROLLER HANDBOOK”** and **“LAWS AND RULES GOVERNING THE FOURTH DEGREE OF THE KNIGHTS OF COLUMBUS”** are a must to function properly in your office. If you do not have copies, request them from the Supreme Office.

Be advised that this handbook provides some simple guides for the Faithful Comptroller. Each Comptroller should ensure that they have a copy of the Faithful Comptroller’s Handbook that can be secured from Supreme. References made here reflect back to that book.

PART VIII – FAITHFUL COMPTROLLER’ S HANDBOOK

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THE FAITHFUL COMPTROLLER

ADHERENCE TO SUPREME COUNCIL RULES

Adherence to Supreme Council requirements in accounting for monies and the recording of membership additions and changes are very important aspects of the Faithful Comptroller's duties.

The Supreme Council office has developed simple, effective accounting systems for assembly use, ones that provide "checks and balances" in accounting for assembly funds. The burden of accounting, while the primary responsibility of the Faithful Comptroller, also involves the master, Faithful Navigator, trustees and faithful purser. The master, Faithful Navigator and trustees are obligated to make certain that all assembly records are maintained properly, that monies are accounted for and that all members are recorded properly on Supreme and assembly rolls. The Faithful Comptroller who "cuts corners" in his record keeping makes it more difficult for those officers to make routine examination of assembly books and conduct audits.

Likewise, the reporting of membership additions and changes to the Supreme Council office on other than the proper, designated forms often results in incomplete information being recorded and delays in processing in New Haven.

Section 24. Duties of Assembly Officers - Faithful Comptroller (With Additions*)

(Laws and Rules Governing the Fourth Degree of the Knights of Columbus)

The **Faithful Comptroller** shall:

(A) *Maintain Records.*

Maintain a record of all applications received, those elected and initiated. Keep a roll of the members, their age, occupation and residence with the date of their initiation in the Fourth Degree. **If using FSPC, the Faithful Comptroller can store member records, print reports, print billing statements and reports.*

(B) *Collect and Receive Moneys.*

Collect and receive all moneys due the assembly and all funds obtained from any source and transfer the same to the Faithful Purser and obtain a receipt from the officer. **Pay over to the purser all monies received at meetings or between meetings for fines, dues, contributions, initiation fees or from other sources—such monies to be accompanied by two copies of the Funds Transfer Report (Output/Reports, Labels, Letters/Treasurer) if using FSPC.* The purser shall forthwith give a written receipt to the comptroller, specifying the funds to which the same shall be credited. That receipt is to be given to the Faithful Navigator by the Faithful Comptroller before the next succeeding meeting. *If an assembly utilizes FSPC software, the faithful purser will acknowledge receipt by signing one copy of the Funds Transfer Report and returning it to the Faithful Comptroller for his records.*

***NOTE –** **The Faithful Comptroller should not keep or write checks for an assembly. The keeping of assembly monies in a financial institution, in the name of the assembly, and the writing of checks is the work of the Faithful Purser. The positions of Faithful Comptroller and Faithful Purser should NOT be held by one individual. (Vice Supreme Master)*

***BONDING --** Faithful Comptroller and Faithful Purser [Faithful Comptroller Handbook (page A-2)] Upon receipt of the Report of Officers (#186) at the Supreme Council office, the Faithful Comptroller and the faithful purser are automatically bonded in the amount of \$5000.00. Additional bonding is available at a cost of \$7.00 per thousand. Requests for additional bonding must be made in writing and addressed to the office of the Deputy Supreme Knight. Failure to submit the Annual Assembly Audit Report (#1315) for two consecutive periods results in forfeiture of the Faithful Comptroller and faithful purser's bonding.

(C) *Standard System of Accounting.*

Keep account of the charges and receipts of each member in accordance with

the standard accounting system provided by the Supreme Council. *Be the accountant of his assembly, keeping said accounts so that they will show the complete and accurate financial standing of the assembly and its members at all times by utilizing such books and records as are required by the Laws and Rules and furnished by the Supreme Council at the expense of the assembly. *If using FSPC, the Faithful Comptroller shall keep such records as maintained by FSPC on any magnetic storage media including disk drives, diskettes, CD-Rom., tape backups or other media. This media is furnished by the assembly at its expense.*

(D) *Make Available Records and Accounts.*

Make available to the Faithful Navigator and Board of Trustees at least once a year, all membership records and financial accounts for the purpose of preparing the official audit. *The accounts kept by the Faithful Comptroller and the faithful purser shall be made available for inspection at any time on reasonable request by the Faithful Navigator, board of trustees, master, vice supreme master or Supreme Master.

(E) *Draw Order on Faithful Purser.*

Draw all orders on the Faithful Purser when so ordered by the assembly, the Board of Trustees or the Faithful Navigator for payment of all claims of demands against his assembly which orders shall he signed by him and countersigned by the Faithful Navigator using the Warrant Voucher (#157-4). See page A-9 in FC Handbook. **FSPC users., the Orders on Treasurer Report (Output/Reports, Labels, Letters/Treasurer) must be produced in duplicate and signed by both the Faithful Comptroller and Faithful Navigator. Upon receipt, the purser will sign one copy and return it to the Faithful Comptroller for his records.*

(F) *Issue Membership Card.*

Issue to each member not indebted to the assembly a Fourth Degree Membership Card duly signed and attested but such card shall be issued only if the member produces a Third Degree Membership Card showing his good standing in his Council. A membership card should be issued to Honorary Members of the order. To maintain membership, the payment or nonpayment of dues is not the only criteria. By issuing a membership card to Honorary Members shows that he is in good standing in all areas.

(G) *Provide Master and Financial Secretary with Names of Candidates.*

Notify the District Master of the names of all candidates from his assembly awaiting initiation and give written notice to the Financial Secretary of the council to which such member belongs that the member has been accepted as a Fourth Degree member of the assembly.

Processing a New Member using a Form 4

- (1) All sections filled in
- (2) All signatures are there
- (3) All dates are correct
- (4) Collect initiation fees
- (5) Notify Master as above
- (6) Take Fourth Degree
- (7) Receive Current Traveling Card

(H) *Provide Supreme Secretary and Financial Secretary with Names of Members Suspended, Died, etc.*

Notify promptly the Supreme Secretary; Master and Financial Secretary of the council concerned of the death, transfer, withdrawal, suspension, expulsion, reinstatement, readmission or transfer of members on the forms provided by the Supreme Assembly.

(I) *Notify Supreme Secretary of Elections.*

Notify the Supreme Secretary, Vice Supreme Master and Master of the names of all assembly officers selected using Report of Officers (#186) *or FSPC-generated equivalent*. On line form reports can be found at kofc.org.

(J) *Custodial of Seal.*

Be the custodial of the seal of the assembly and affix same to all proper papers.

(K) *Other Duties.*

Perform all other acts required by the laws of the Fourth Degree, the Order and the rules of the Board of Directors.

MEMBERSHIP RECORDS

DISTRIBUTION OF FORM 4

New member transactions. . . Completed Form 4's are to be distributed as follows: The Faithful Comptroller sends the Supreme Secretary Copy and the Master Copy to the master of the district. (The master subsequently signs and forwards the original copy to the Supreme Council office and retains the second copy for his records.) The third copy of the form is to be sent to the financial secretary of the council in which the applicant holds membership. The fourth copy should be retained for assembly records.

All other transactions. . . The top copy is sent to the Supreme Council office, the second copy to the master of the district, third copy to the financial secretary of the council, and the fourth copy is retained for assembly records.

MEMBERSHIP CARDS

Faithful Comptrollers are required to issue Fourth Degree Membership Cards to those who have qualified by paying assembly dues and other charges in advance for one year. A completed membership card (illustration — page D-7) requires entries as follows:

- Name of Sir Knight
- Membership number
- Assembly number
- City and state/province
- Dues paid to date: **must be December 31**
- Signatures of Faithful Navigator and Faithful Comptroller

The completed card should be affixed with the assembly seal and given or sent to the member within a few days of dues payment.

For assemblies using FSPC, Membership Cards are available in packages of 200 for sheet fed printers (#2723). See Faithful Comptroller Handbook page A-7 for additional information regarding the printing procedure.

The Faithful Comptroller should take special precautions to safeguard blank membership cards so that none are readily available to an unscrupulous person who could issue them to those unqualified, thus permitting illegal entry of an ineligible person into assembly meetings or degrees.

TRANSFER

A member in possession of a current Knights of Columbus Fourth Degree Membership Card may transfer to the assembly of his choice by making application on a Form 4 (page D-10). The receiving assembly accepts the application for transfer under the elective procedures. Please note that a transfer is initiated only by the receiving assembly. Members cannot be transferred out of an assembly. It is suggested that the Faithful Comptroller of the receiving assembly estimate any arrearages the applicant may owe his former assembly and collect that amount (if any) in addition to the required advance dues. For additional information see “Faithful Comptroller Handbook” (page D-4).

SUSPENSION OR WITHDRAWAL FROM COUNCIL MEMBERSHIP

One of the requirements for eligibility in the Fourth Degree is membership in good standing in the Third Degree. Therefore, the suspension or withdrawal of a member from his council shall automatically terminate his membership in the Fourth Degree following termination from council records. Of course, submission of a Form 4 for suspension or a letter of resignation from the Fourth Degree will result in a member’s immediate removal from assembly rolls.

WITHDRAWAL

The withdrawal transaction cannot be reported using the Form 4 Membership Document. Rather, a personal signed communication from the member requesting withdrawal (resignation) is required to be sent to the assembly/council and forwarded on to the Supreme Council office. In good standing financially is not a consideration. A member can resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal. Withdrawal is not an option for a convicted felon, non-practical Catholic, or one who has been suspended or expelled under Section 162 of the Order’s Laws. Those members who apply for and are granted a withdrawal do not maintain continuous membership. If the withdrawal is requested only in the Fourth Degree, the Fourth Degree record will reflect a break in service. Withdrawals from the council result in a break in service in both council and assembly.