



Knights of Columbus Financial Policy on Donations St. James Knights of Columbus – Council 6780



1. All requests are to be submitted in written form by the last day of the month. The attached form is to be presented to the Finance Committee. All requests and their final disposition are to be kept by the financial secretary and filed by fiscal year finalized. Please note that previous approved requests do not guarantee the approval of new and/or repeat requests.
2. All requests will be reviewed by the finance committee and recommendations based upon:
 - Knights of Columbus Council Mission
 - Availability of money during that fiscal year
 - Allocation of proceeds from a specific fundraiser and its mission objectives
 - Annual pre-approved objectives such as state and national dues.
3. All submissions will be reviewed during the next scheduled Finance Committee meeting with recommendations submitted to the Officers by their next scheduled meeting. The Finance Committee and Officers have the ability to process requests electronically. Grand Knight will be present for all scheduled meetings and a time limit will be set for electronic responses.
4. All requests up to and including \$250.00 are to be submitted in writing to the finance committee meeting with recommendations to the officers and approved or denied at the next officer meeting. All decisions are reported at the next council meeting during the Grand Knight report.
5. All requests from \$250.01 up to and including \$500 will be presented in writing and in person by the requestor at the next finance committee meeting. Finance committee will present recommendations to the officers and the request will be approved or denied at the next officer meeting. If denied, the request is completed and reported at the next council meeting. If approved, the requestor will be required to present at the next council meeting to general membership. The request is then brought up during the meeting for discussion and a final vote. Majority rules by members present. If the requestor is unable to attend the council meeting the request will be tabled until the next scheduled meeting. If the requestor is not present at the next meeting the request becomes nullified.
6. All requests over \$500 will be presented in writing and in person by the requestor at the next finance committee meeting. Finance committee will present recommendations to the officers and the request will be approved or denied at the next officer meeting. If denied, the request is completed and reported at the next council meeting. If approved, the requestor will be required to be present at the next council meeting to present to general membership. Two weeks before the meeting a general e-mail will be sent to those members for which e-mail addresses are known, summarizing the issue. The request is then brought up during the meeting for discussion only. If the requestor is unable to attend the council meeting it will be tabled until the next scheduled meeting. If the requestor is not present at the next meeting the request becomes nullified.

At the second meeting following the request, there will be a final discussion and the request will be decided by a written ballot. Majority rules by members present. Two weeks before the meeting a general e-mail to all members summarizing the issue and request will be sent out.
7. The process described above is not to be circumvented. It purposely allows for a well thought out decision process. This policy is to be reviewed annually and any change approved by majority Council vote.



Request Form for Monetary Donations
St. James Knights of Columbus – Council 6780



Knights of Columbus Financial Secretary Log # _____

Date Request Discussed at next Officer/Council Meeting: _____

Submittal Date: _____

Organization or Person's Name to make the check out to should the request be approved:

Contact Name and Phone Number: _____

Contact Address: _____

Contact E-mail Address: _____

Amount of Request and date needed: _____

Description of Request: (Attach additional pages as needed): _____

Goals and Objectives for the funds and of the organization as a whole: _____

Other information: _____

Contact Trey Katzer at treykatzer@gmail.com or 816-415-4672. Form can also be mailed to the church at 309 S. Stewart. On the envelope please put Attn: Knights of Columbus/Trey Katzer