

Filling out the District Deputy Semiannual Report on Council Status (Form #944 A & B)

Knowing the health and status of the councils of the Order is vital for the state deputies and the Supreme Council office. No one knows the councils better than the district deputies. That is why DDs are required to file the Council Status Form #944 twice year for each council in his district. Form #944 B, covering the period from Jan. 1 to June 30, is to be filed with the state deputy and the Supreme Council Office on June 30. Form #944 A – covering the period from July 1 to Dec. 31, is to be filed with the state deputy and the Supreme Council Office on Dec. 31. Following are some “do’s” and “don’ts” for filling out the forms. Note: Both forms may found at kofc.org/forms (State and District), filled out and printed out. The Supreme Office and the state deputy should each get a copy and the DD is to keep a copy for his files.

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Do: At the top of the form make sure the state/province, the district number, the council number and location and the date of the report are reported.

Council Deadline

1. Do: Be sure that your councils have filed for 2013-14 fraternal year (and you have copies of) Election of Officers (#185) due July 1, the Service Program Personnel Report (#365 due Aug. 1), Semiannual Council Audit (#1295) and the Annual Survey of Fraternal Activity (#1728) due Jan. 31. Boxes one through 4 in Council Deadline section should all be checked. (If they are not, then “officers knowledgeable of” and are “performing their duties” in the next section, Organization, should be checked “no.”)
2. Do: Be sure your councils have paid their Supreme Council Per Capita assessments (billed Jan. 1, due April 10). If not, remind them failure to pay deadline results in suspension of the council and that suspended councils may not be seated at the State Convention or Supreme Convention.
3. Do: Remind councils that they are required to file IRS Form 990 (Return of Organization Exempt from Income Tax) due the fifteenth day of the fifth month following the council’s reporting period (for most USA councils this will be May 15).

Organization

1. Do: Check “Yes” or “No” (check only one box).
2. Do: Check or “No” (check only one box).
3. Do: Check “Yes” or “No” (check only one box) if councils attended district meeting(s) held between Jan. 1 and June 30 (if no district meetings were held; then do not check box and mark -0- in the space provided for number of meetings held and attach explanation. DDs are required to hold at least two district meetings each fraternal year.)
4. Do: DDs are required to inspect the books and financial records of each of their councils for the period between Jan. 1 and June 30 and the period between July 1 and Dec. 31. If the inspection has been done, check “Yes” for number 4. (If inspection was not conducted, check “No” and attach explanation explaining why it was not done. Note: You cannot certify the financial records unless you inspect them.)

Membership

1. Do: Check “Yes” or “No” (check only one box).
2. Do: Check “Yes” or “No” (check only one box).
3. Do: Check “Yes” or “No” (check only one box).
4. Do: Check “Yes” or “No” (check only one box).

Insurance Promotion

1. Check "Yes" or "No" (check only one box).
2. Check "Yes" or "No" (check only one box).
3. Check "Yes" or "No" (check only one box).
4. Check "Yes" or "No" (check only one box).
5. Check "Yes" or "No" (check only one box).

Service Program

1. Check "Yes" or "No" (check only one box).
 - a. If "Yes," check program status (only one box) Excellent, Good, Fair
 - b. If "No," do not check a box
2. Does the Council Have a Columbian Squires Circle?
 - a. If "Yes," check program status (only one box) Excellent, Good, Fair
 - b. If "No," do not check a status box
3. Is the council interested in starting a Columbian Squires circle?
4. If "Yes," provide name and address of council contact (write legibly)
5. Will this council earn Star Council "Likely" or "Unlikely" (check only one)

New Council Development

1. Number of parishes served by this council (fill in blank)
2. Is there Round Table in each parish the council serves (if the council serves more than one parish) Check "Yes" or "No"
3. Could a new council be started in this area? "Yes" or "No"
 - a. If "yes" identify location of possible new council (fill in the blank)

Overall Status

1. Provide your opinion on council status (strengths, weaknesses, etc.) in space provided. Write legibly – if you need more space, use the reverse side of the form or attach a separate sheet.
2. DD recommendations to council. List your suggestions for council. Write legibly – if you need more space, use the reverse side of the form or attach a separate sheet.

Sign form as directed and send to address shown. Send a copy to the state deputy and make a copy for your files.

Note: File the forms for each council in your district. If the council is inactive, write "inactive council" across the front of the form, sign it and mail it.