

Forms Reporting Guide

Use this email for State Deputy for all reports: kcedp915@gmail.com

Insert District Deputy's email so he is copied.

When mailing reports, send to:

Ed Pancrazio or fax to 641-856-2349

Iowa State Council

915 S 17th St

Centerville IA 52544-2701

Mail or email State Deputy copy to Ed Pancrazio. Please do not send to the State Deputy.

Reports are due as follows. Date listed is "drop dead" date from Supreme. It is never too early to submit a report, the sooner the better.

| | | <u>Supreme Fax</u> | <u>Supreme Email</u> |
|--|-------------|--------------------|--|
| Form 100 (new members, transfer, member death) | | 203-752-4113 | membership@kofc.org |
| Form 185 Officers Elected | July 1 | 203-752-4113 | addresschange@kofc.org |
| Form 365 Program Personnel | August 1 | 203-752-4108 | fraternalservices@kofc.org |
| Form 1295 Audit (6/30) | August 15 | 203-752-4003 | council.accounts@kofc.org |
| Form 2408 DD Ceremonials Report | October 1 | 203-752-4113 | ceremonials@kofc.org |
| Form 2629 Round Table Coord. | September 1 | 203-752-4108 | councilgrowth@kofc.org |
| Form 1728 Fraternal Survey | January 31 | 203-752-4108 | fraternalservices@kofc.org |
| Form 4584 Partnership Profile | January 31 | 203-752-4108 | fraternalservices@kofc.org |
| Form 1295 Audit (12/31) | February 15 | 203-752-4103 | council.accounts@kofc.org |
| Form SP-7 Columbian Award | June 30 | 203-752-4108 | fraternalservices@kofc.org |
| Form 2630 Annual Report RT | June 30 | 203-752-4108 | councilgrowth@kofc.org |

Form 450 / 450C is due immediately following a degree. Send copies to: Ceremonials Department at ceremonials@kofc.org, John Beckman at johnbeckman@aol.com, State Reports at kcedp915@gmail.com and the District Deputy.

IRS Form 990N (or 990) is due 4.5 months after closing of the Council or Assembly fiscal year. A June 30th closing, filing due no later than November 15. December 31 closing, filing due by May 15.

Note: Member Management does not allow for copies to be emailed. Forms should be printed and scanned to email or send in regular mail. It is important for the State to receive the Officers Elected Report in order to publish the State Directory.

State Forms

| | | | |
|------------|-------------------------|---------------------------------|--|
| Form 1993A | Family of the Month | Monthly by the 15 th | fotm@iowakofc.org |
| IA 22 | Knight of the Month | Monthly by the 15 th | kotm@iowakofc.org |
| IA 03 | Deceased Members | February 15 | kcedp915@gmail.com |
| IA 31 | CPID Tootsie Roll Order | March 15 | Submit per instructions |
| IA 28 | CPID Council Report | December 31 | Submit per instructions |

Surge with Service Program of the Year Awards are located on the Forms page of the State website: www.iowakofc.org: Church, Community, Council, Culture of Life, Family and Youth.

Also on the same page are the forms for State Awards of the Year: Diocesan Chaplain, Deacon, Knight, Family, Youth and Grand Knight. All councils are encouraged to submit nominations for each category and Service Program.

Due dates are contingent on the Annual State Convention. Check the website for details.

If you have questions filling out forms, contact Ed Pancrazio 641-895-1364 or email as noted above.

The submission of forms is an important function of the Council Officers. Reporting our activities is necessary for the Knights of Columbus to maintain records, maintain our tax status with the IRS, and to receive recognition for our good works.

The following instructions are for members not using Member Management. All forms with the exception of Audit Form 1295, Officers Report 185 and Program Personnel 365 can be submitted online. (Note: Supreme does not support Google Chrome users.)

Go to Supreme website www.kofc.org, under 'Activities' on right side, click "For Officers". Next scroll down to 'Forms', then click on Council. All forms are listed and noted if online submission is an option. All forms can be filled out and printed for submission.

Please use kcedp915@gmail.com for the State Deputy address.

Contact Ed Pancrazio at 641-895-1364 or the above email for help/questions.

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