

iakofcreports@gmail.com

Fax 641-856-2349

The above is the new email address and fax number for reports.

When doing reports on-line put the above email address in the line for the State Deputy at the bottom of the page. Next line put in District Deputy email address. THIS IS THE PREFERRED METHOD.

For paper submitted reports mail to each of the following:

Knights of Columbus Supreme, One Columbus Plaza, New Haven, CT 06510

Ed Pancrazio, 915 S 17th St., Centerville, IA 52544

District Deputy

FAXING:

Fax to the above number and Ed will forward to Supreme.

Council Officers Form 185	July 1 st
Program Personnel Form 365	August 1 st
Audit Form 1295	August 15 th
Fraternal Survey Form 1728	January 31 st
Partnership Profile Form 4584 (easy form)	January 31 st
Audit Form 1295	February 15 th
Columbian Form SP-7	June 30 th

If you have questions on filling out forms contact your District Deputy or Kevin McKinney, State Forms Chairman, 7-10pm 712-732-3725 or kofc@iw.net

Suggestion: Make your Deputy Grand Knight your forms chairman and have them be sure reports are getting submitted. This gives them some insight into things when they take over.

SEE BACK OF THIS PAGE, IMPORTANT INFO!!!!!!!!!!!!

REPORTS UPDATE

New information for online reports. You can no longer submit the Officers 185 or Program Personnel 365 directly online. The FS or GK must submit this with the Member Management section and will require one of the officers to have password assigned to them by Supreme. If you do your forms this way, when done go to print center tab, click on the form and will open up as a pdf file. Print out a copy for yourself, save file to your computer, then you can email this form to iakofcreports@gmail.com and your DD email address. HOWEVER, You can fill this out on-line, then save the file to your computer, suggested name would be 185-09-10 (council #). Now just copy and paste this file into an email to iakofcreports@gmail.com and your DD email address. Print out a copy for your records and copy for Supreme, then mail Supreme copy. We are looking into making forms easier to submit on the State web site but still working on that option, will let all know when available. All other forms can be submitted online except the Audit which requires paper copies to be mailed to the addresses listed on the other side.

Officers Report #185. We need this info immediately after your election so that we can get our State Directory printed and sent out. This helps Supreme mail info to the correct officers.

Partnership profile #4584 is probably the easiest form to fill out. Just need some info and submit. If you don't directly participate in Special Olympics, just check NO and submit. PLEASE be sure to put iakofcreports@gmail.com in the address line for the State Deputy, and your DD below. The State also receives money for every report submitted, helps State funds.

Fraternal Survey #1728 is a vital form. Why you ask? This information is submitted to the IRS yearly to be sure Knights of Columbus keeps our tax exempt status. Please be sure you submit this info. If you need tips or hints on filling out this form please check the state web site www.iakofc.org, click on programs, then under Dave Bellendier picture click on [Financial Secretary Chairman: Steve Vonnahme](#). He has some forms there to use. If you have questions on using these, contact Steve in the State Directory. Other FS forms are there also.

Audit #1295 Nobody is trying to snoop into your council funds, it is a safety net for the FS and officers to be sure funds are being spent in the proper area's and stability. Please submit.

If you have questions about forms or need help, check with your DD or call Kevin McKinney, info on back side of this page. If you submit everything by paper and want mailing labels for Supreme and State let Kevin know and he will send set to you.

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