



AS OF: 1 JULY 2020

The following procedures will be used during this Fraternal Year to request payment for expenditures. These procedures include distinct processes which include the warrant/voucher process, the check writing process, and the payment process.

In order to avoid being in the **RED** and using our reserve funds the Council will follow the **WARRANT/VOUCHER PAYMENT REQUEST PROCEDURES** below for requesting Payments. The first procedure will be used for all budgeted and unbudgeted requests, while the second process is for administrative payment requests.

TYPES OF REQUESTS:

- a) **Administrative Bills** includes services/goods normally provided by the Council for operations. These are all Budgeted Items. This includes, but not limited to: payments to the State Council or to Supreme, State meeting travel expenses, postage used by the Financial Secretary and Treasurer, the purchasing supplies for dinners/picnic/meetings, newsletter expenses, and Financial Secretary's salary.
- b) **Budgeted and Non-Budgeted Requests**
 - i. **Budgeted monetary requests includes anything included in the current year's budget.** Specifically, they are operating expenses with an O Line number.
 - ii. **Non-Budgeted Requests:** Non-budgeted monetary request includes anything not included on a specific line item in the Budget.

1. WARRANT/VOUCHER PAYMENT REQUEST PROCEDURES

A. PROCEDURES FOR ALL BUDGETED AND NON-BUDGETED WARRANT/VOUCHER PAYMENT REQUESTS

Expenditures requests for **BUDGETED** and **UNBUDGETED REQUESTS** will follow the following procedures.

- a) A **Budgeted monetary request** includes anything included in the current year's budget. Contact the Financial Secretary or the Grand Knight if a copy of the budget is needed.
 - 1. The **Member or Activity Chair must obtain complete the WARRANT/VOUCHER PAYMENT REQUEST FORM (Attachment 1)**. If the item is a **BUDGETED ITEM** the submitter must include the **Budget Line Number on the form**. The member or the Activity Chair will submit the **WARRANT/VOUCHER PAYMENT REQUEST** to the appropriate Committee Chair for approval.
 - 2. The **Approving Committee Director** will send the approved **WARRANT/VOUCHER PAYMENT REQUEST** to the **Grand Knight** and the **Financial Secretary** a minimum of **four (4) days** prior to the **Membership (Business) Meeting** (non-social meeting).



EXPENDITURE REQUEST PROCEDURES



AS OF: 1 JULY 2020

3. If the **applicable Committee Chair** is not available to approve or disapprove the form, **the Deputy Grand Knight, in his role as the Program Director, will be the Approving Authority** for the submitted **WARRANT/VOUCHER PAYMENT REQUEST**.
 4. The **WARRANT/VOUCHER PAYMENT REQUEST** will include the **full mailing address and contact telephone number** of the **intended** recipient, if known.
 5. As this is a Budgeted Request, the **Treasurer or Financial Secretary** will provide a list of **all budgeted requests to the Recorder** for inclusion in the **Minutes**. The **Treasurer** will provide the **request subject and amount of payment** to the **Recorder**.
 6. The **Recorder** will enter the **requested subject and amount of payment into the minutes**.
 7. The **Financial Secretary** will create the appropriate **WARRANT/VOUCHER PAYMENT REQUEST** to request a check be issued for payment of the request. The **approved Warrant/Voucher Payment Request with receipts** will be passed to the **Treasurer for check issuance**.
 8. The **Treasurer** will issue the **check to the member** if he is at the meeting or he will mail the check to the recipient as requested. The **Treasurer** will provide the check number and the appropriate **Warrant/Voucher Number** to the **Financial Secretary** by email after the check is issued.
 9. The **Treasurer** will keep a copy of the **WARRANT/VOUCHER PAYMENT REQUEST until the Audit and for 1 year after the Audit**.
 10. The **Financial Secretary** will enter the **WARRANT/VOUCHER PAYMENT REQUEST** information into Supreme's Member Billing System.
- b) **Non-Budgeted Requests:** Non-budgeted monetary request includes anything not included on a specific line item in the Budget. There are two types of non-Budgeted Requests; those under \$500 and those over \$500. In both cases, **the Committee Chair or requesting Council Member will send an email** containing the **motion and associated paperwork to the Financial Secretary, the Deputy Grand Knight, and the Grand Knight** at least 4 days prior to the meeting indicating that a **non-Budgeted request will be made** at the next membership meeting.
1. **The motion for ANY NON-BUDGET ITEM OVER \$500 will be read in at the Membership Meeting** in the given month (Reading 1) and immediately **Tabled by the Grand Knight**.
 - a. The FS will email the warrant request to the requesting member if it has not been submitted. The requesting member, must complete the form, obtain the Committee Chair's endorsement on the form and ensure it is received by the FS at least 4 days prior to the next meeting.



AS OF: 1 JULY 2020

- e. **At the next meeting, the Treasurer and Financial Secretary will ensure the Warrant/Voucher Payment Request is signed by the Grand Knight.**

B. PROCEDURES FOR ADMINISTRATIVE BUDGETED ITEMS

Administrative Bills includes services/goods normally provided by the Council for operations.

These are all Budgeted Items. This includes, but not limited to: payments to the State Council or to Supreme, State meeting travel expenses, postage used by the Financial Secretary and Treasurer, the purchasing supplies for dinners/picnic/meetings, newsletter expenses, and Financial Secretary's salary.

- a) The **Warrant/Voucher Payment Request** for administrative bills will be completed by the **Financial Secretary** and approved by the respective Committee Director, if needed.
- b) **Financial Secretary prepares the Warrant** and gives it the **Treasurer to write the check** for the approved amount. The Financial Secretary and the Grand Knight sign the Warrant/Voucher Payment Request.
- c) **Treasurer gives a list of all administrative bill Warrant/Voucher Payment Requests to the Recorder** for announcement during the **Bills and Communications portion** of the meeting and makes them part of the minutes.
- d) **Treasurer and Grand Knight sign check** and issues the Check to the individual/agency.

Meeting Warrant Process:

When the Warrants are processed by the Financial Secretary, the following actions will occur by the Sunday prior to the meeting.

1. The Financial Secretary will transmit all Warrants and receipts to the Treasurer for payment.
2. The Treasurer will annotate the check number for each voucher entry and will return a signed copy of the voucher receipt to the Financial Secretary for his record. (This becomes the Warrants for the Audit)
3. The Financial Secretary will transmit a copy of Attachment 2 and the voucher receipt to the Recorder for inclusion in the minutes.
4. The Financial Secretary will transmit a copy of Attachment 2 to the Grand Knight and Program Director for reading and motions the night of the meeting.

WARRANT/VOUCHER PAYMENT REQUEST – KNIGHTS OF CLUMBUS COUNCIL 8600

Date: _____

Amount: _____

Check Payable To: _____

Requested By: _____

Committee Chair Approval: _____

Approved at Meeting (Date): _____

ATTACH RECEIPTS TO THIS REQUEST

Item: _____

Budgeted Item: **YES** or **NO**

If Budgeted Indicate Budget Line Number on the Appropriate Category Line below.

Payment for:

Budget Category	Line No	Budget Category	Line No	Budget Category	Line No
Council Operations		Community		Life	
General		Faith		Family	

MAILING ADDRESS:

NAME: _____

STREET ADDRESS LINE 1: _____

STREET ADDRESS LINE 2: _____

CITY STATE ZIP CODE: _____

MEMO NOTE: _____

BUDGETED COUNCIL BUSINESS

Warrant #	Item	Amount	Notes
7929	Scholarship Postage	\$7.75	Motion Needed. Budgeted item. Make check to Kurt Meinsen. Mail to Kurt. This is for Kurt to mail scholarship applications to Bill Baker.
7931	Assembly Dues Pass Through	\$24.31	Motion Needed. Budgeted item. Pass through of Assembly Due to Assembly 3596
7932	Supreme Supplies	\$106.00	Motion Needed. Budgeted item. Make Check to Supreme Mail to Supreme, envelope provided

OLD BUSINESS

NONE

NEW BUSINESS

7933	Ultrasound RV Donation (Pass Through)	\$200.00	Motion must be made, `unbudgeted request. Support State Secretary request to support ABC Women's Ultrasound and Pregnancy Resource Center Ultrasound RV request. This was a donation by members specifically for this request. Brian Ripple State Secretary 2547 Sprucewood Road Roanoke, VA 24015 Make Check out to Stater pf Virginia Council – Ultrasound RV on Memo Line
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