

January to June (VERY BUSY)

Councils are required to complete the following during the period of January 1 – June 30:

1. Pay Supreme Per-Capita posted on January 1 in the Reports section of Officers Online viewable by the FS and GK. Supreme Suspends if not paid on or before April 10. Suspension is removed once the payment is processed by Supreme
2. Submit the 1728 Annual Survey of Fraternal Activity on or before January 31
Submitted by the GK or FS via:
 - a. Preferably through Officers Online
 - b. Fraternalmission@kofc.org
 - c. **Always send a copy to Forms@kofcnc.org**
3. Submit all resolutions to the State Advocate on or before February 1 via email to stateadvocate@kofcnc.org
4. Submit the 1295 B (Audit for the period of July 1 – December 31) Due on or before February 15 to the emails listed below:
 - a. Council.Accounts@kofc.org
 - b. Forms@kofcnc.org
 - c. The DD and RDD of the Council @kofcnc.org
5. Pay State Per-Capita sent via email on February 15 to the Current GK, FS and a copy to the DD and RDD ASAP.
6. Submit the list of names for Credentials for the State Convention on or before April 1 via the Online form or by paper.
 - a. Need help contact the credentials chairman at credentials@kofcnc.org
7. Complete the 990 for Councils that file on the Calendar Year on or before May 15.
 - a. Issues, please reach out to the FPT Admin or Trainer
 - b. Extensions are expected for EZ/ PDF filers
 - c. Revocations and assistance with reinstatement is handled by the Supreme Advocates office keep the State Council informed.
 - i. Supreme Advocate paralegal Tax.ein@kofc.org
 - ii. Copy the statedeputy@kofcnc.org
 - iii. Copy the stateadvocate@kofcnc.org
 - iv. Copy the FPT@kofcnc.org
8. Submit the SP-7 Columbian Award Application on or before June 30 Submitted by the GK or FS via:
 - a. Preferably through Officers Online
 - b. Fraternalmission@kofc.org
 - c. **Always send a copy to Forms@kofcnc.org**
9. Submit the RSVP and Food For Families forms on or before June 30 to be reimbursed by Supreme.
 - a. Fraternalmission@kofc.org
 - b. **Always send a copy to Forms@kofcnc.org**

10. Submit the 185 and 365 to supreme on or before July 1; Officers Online is offline June 30th or overloaded.
 - a. Done through Officers Online as the Grand Knight or Financial Secretary
 - b. Paper forms should only be used for NEW COUNCILS or COUNCIL REACTIVATION and are submitted to Supreme by the GK, FS, or DD via email:
 - i. Membership@kofc.org
 - ii. Forms@kofcnc.org
 - iii. DD/ RDD of the Council @kofcnc.org

July to December (NOT AS BUSY)

1. Pay Supreme Per-Capita posted on July 1 in the Reports section of Officers Online viewable by the FS and GK. Supreme Suspend if not paid on or before October 10. Suspension is removed once the payment is processed by Supreme
2. Submit the 1295 A (Audit for period from January to June) on or before August 15 to the emails listed below:
 - a. Council.Accounts@kofc.org
 - b. Forms@kofcnc.org
 - c. The DD and RDD of the Council @kofcnc.org
3. Pay State Per-Capita sent via email on August 15 to the Current GK, FS and a copy to the DD and RDD before the ASAP.
4. Pay State Insurance sent via email on September 1 to the Current GK, FS and a copy to the DD and RDD ASAP.
 - a. If you have a council that has insurance a copy of the policy details must be sent to the State Advocate before August 1
5. Complete the 990 for Councils that file on the Fraternal Year on or before November 15.
 - a. Issues, please reach out to the FPT Admin or Trainer
 - b. Extensions are expected for EZ/ PDF filers
 - c. Revocations and assistance with reinstatement is handled by the Supreme Advocates office keep the State Council informed.
 - i. Supreme Advocate paralegal Tax.ein@kofc.org
 - ii. Copy the statedeputy@kofcnc.org
 - iii. Copy the stateadvocate@kofcnc.org
 - iv. Copy the FPT@kofcnc.org