



How to Conduct an Audit

July 26, 2021

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Utah State Council

UTAH KNIGHTS OF COLUMBUS





Agenda

- Council/Assembly Audit
- Where do we start
- Who should do the audit
- How do we do it
- How to file the Audit
- Recap
- Questions and Answers





Council / Assembly Forms

www.kofc.org/forms

- Council "Semiannual Council Audit"
 - [Form 1295-1](#), for period ending June 30.
 - [Form 1295-2](#) for period ending December 31.
- Assembly "Annual Assembly Audit Report"
 - [Form 1315](#) for the year ending June 30.





Where do we start

1. For both need a copy of your member management for last 6 months and fraternal year for schedule A
2. For Councils get January and June 2021 bank statements
3. For Assemblies get July 2020 and June 2021 bank statements





Who should do the Audit

1. Who?
 - Council: Grand Knight and Trustees with the Financial Secretary (FS) & Treasurer.
 - Assembly: Faithful Navigator and Trustees with the Faithful Comptroller & Purser.
2. Minimum FS and Treasurer since these have the books being audited and a Trustee.
3. If you are prepared, the audit should only take 30-45 minutes.





How do we do it

1. Schedule A, member management. If you are using member management/member billing this requirement is complete.
2. For those not using member management, we will review. I do recommend using it.





Schedule A

We will go step by step through each form.

- Council 1295-1
 - [Sample-1295-Page1.pdf](#)
- Assembly 1315
 - [Sample-1315-Page1.pdf](#)





Schedule B

We will go step by step through each form.

- Council 1295-1
 - [Sample-1295-Page2.pdf](#)
- Assembly 1315
 - [Sample-1315-Page2.pdf](#)





Schedule C

We will go step by step through each form.

- Council 1295-1
 - [Sample-1295-Page3.pdf](#)
- Assembly 1315
 - [Sample-1315-Page3.pdf](#)





How to file

- **Council Audits** by Aug 15 & Feb 15:
- Supreme
 - Council.accounts@kofc.org
- State Deputy
 - Utah.State.Deputy.Forms@gmail.com
- District Deputy
 - Varies, visit www.UtahKnights.org/directory/#districts
- File a copy for the council





How to file

- **Assembly** Audit by August 1:
- Supreme Master (Dennis Stoddard)
 - Dennis.Stoddard@kofc.org
- Vice Supreme Master (Richard Espinosa)
 - coachespi@yahoo.com
- Utah District Master (Dick Hall)
 - UtahDistMaster@gmail.com
- File a copy for the assembly





Recap

- Council/Assembly Audit
- Where do we start
- Who should do the audit
- How do we do it
- How to file the audit





QUESTIONS?

Visit www.UtahKnights.org/training
for links to related resources.





Next Webinar

Tips for New Grand Knights

August 23, 2021

7:00 PM MST

www.UtahKnights.org/training

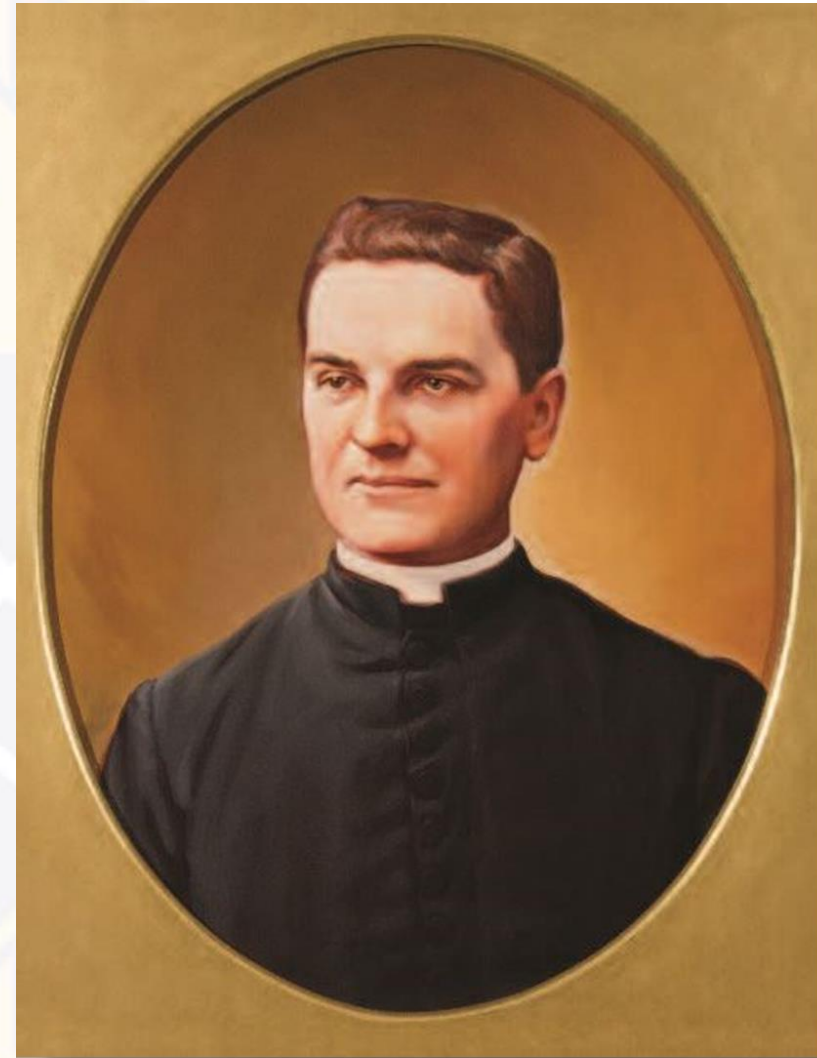
(has the registration link)





Prayer for the Canonization of Blessed Michael McGivney

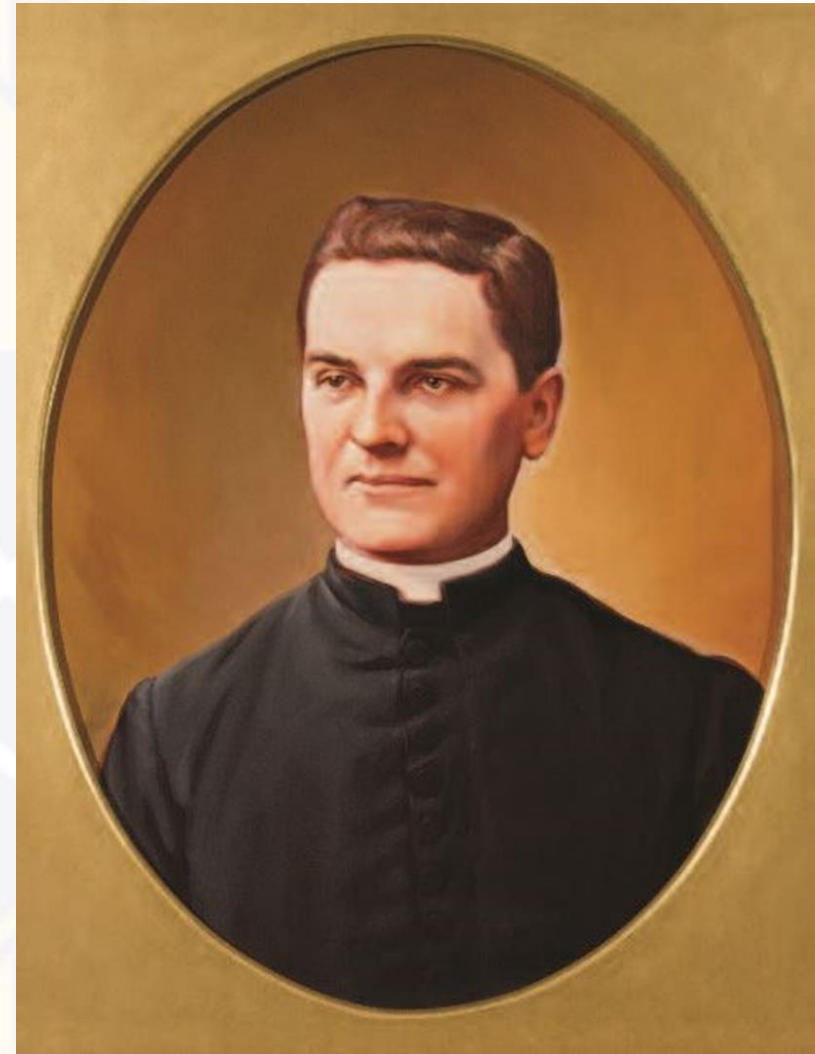
GOD, OUR FATHER, PROTECTOR OF THE POOR AND DEFENDER OF THE WIDOW AND ORPHAN, YOU CALLED YOUR PRIEST, BLESSED MICHAEL MCGIVNEY, TO BE AN APOSTLE OF CHRISTIAN FAMILY LIFE AND TO LEAD THE YOUNG TO THE GENEROUS SERVICE OF THEIR NEIGHBOR. THROUGH THE EXAMPLE OF HIS LIFE AND VIRTUE MAY WE FOLLOW YOUR SON, JESUS CHRIST, MORE CLOSELY, FULFILLING HIS COMMANDMENT OF CHARITY AND BUILDING UP HIS BODY WHICH IS THE CHURCH.





Prayer for the Canonization of Blessed Michael McGivney

LET THE INSPIRATION OF YOUR SERVANT PROMPT US TO GREATER CONFIDENCE IN YOUR LOVE SO THAT WE MAY CONTINUE HIS WORK OF CARING FOR THE NEEDY AND THE OUTCAST. WE HUMBLY ASK THAT YOU GLORIFY BLESSED MICHAEL MCGIVNEY ON EARTH ACCORDING TO THE DESIGN OF YOUR HOLY WILL. THROUGH HIS INTERCESSION, GRANT THE FAVOR I NOW PRESENT (HERE MAKE YOUR REQUEST). THROUGH CHRIST OUR LORD. AMEN.

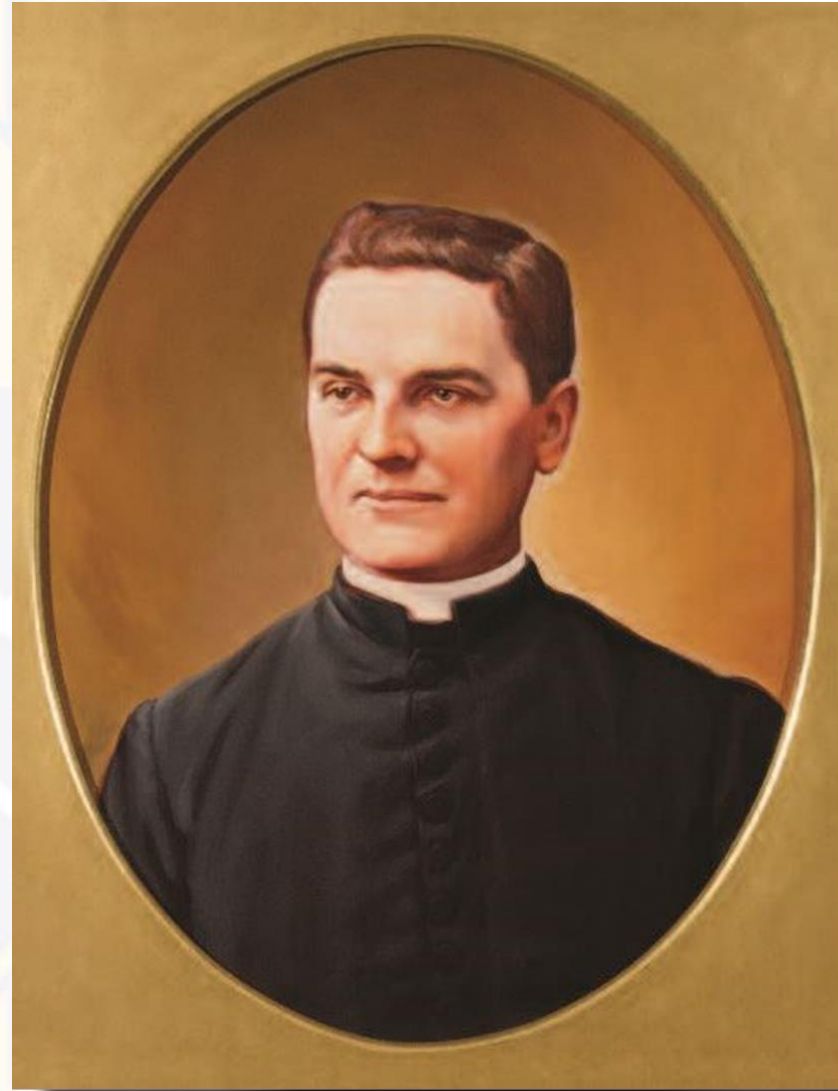




**FATHER MCGIVNEY,
PRAY FOR US.**

VIVAT JESUS!

WWW.KOFC.ORG/BEATIFICATION



UTAH KNIGHTS OF COLUMBUS

