



**Due By: FEBRUARY 15**

COUNCIL NO. \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

**SCHEDULE A – MEMBERSHIP**

ADDITIONS	INS.			ASSO.			TOT.			DEDUCTIONS	INS.			ASSO.			TOT.		
Total members start of period										Suspensions									
Initiations										Deaths									
Transfers from other councils										Withdrawals									
Transfers—assoc. to insurance										Transfers—assoc. to insurance									
Transfers—ins. to associate										Transfers—ins. to associate									
Re-entries										Tranfers to other councils									
Total for period										Total deductions									
Minus total deductions																			
Number members end of period																			

Do not include inactive insurance members in this section. See *Financial Secretary Handbook*, Council Audit, Schedule A.

**SCHEDULE A – ALTERNATIVE**

Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

**SCHEDULE B – CASH TRANSACTIONS**

FINANCIAL SECRETARY		TREASURER	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received—dues, initiations	\$ _____	Received from financial secretary	\$ _____
Cash received from other sources:		Transfers from sav./invest. accts.	\$ _____
(Explain kind and amount)		Interest earned on investments	\$ _____
_____ \$ _____		Total receipts	\$ _____
_____ \$ _____		<u>Disbursements</u>	
_____ \$ _____		Per capita: Supreme Council	\$ _____
Total cash received	\$ _____	state council	\$ _____
Paid to treasurer	\$ _____	General council expenses	\$ _____
Cash on hand at end of period	\$ _____	Transfers to sav./invest. accts.	\$ _____
		Miscellaneous	\$ _____
		Total disbursements	\$ _____
		Net balance on hand	\$ _____

**SCHEDULE C – ASSETS AND LIABILITIES**

ASSETS		LIABILITIES	
Cash:		Due Supreme Council:	
Undeposited funds	\$ _____	Per capita	\$ _____
Bank — General acct.	\$ _____	Supplies	\$ _____
— Special acct.	\$ _____	Catholic advertising	\$ _____
— Savings/investment accts.	\$ _____	Other	\$ _____
Due from _____ members	\$ _____	Due state council	\$ _____
Total current assets	\$ _____	Advance payments by _____ members	\$ _____
Less: current liabilities	\$ _____	Misc. liabilities	\$ _____
Net current assets	\$ _____		\$ _____
Investments:			\$ _____
*Real estate (if applicable)	\$ _____		\$ _____
*Furniture	\$ _____		\$ _____
*Stocks & bonds	\$ _____	Total current liabilities	\$ _____
Total investments	\$ _____		
Less: Investment liabilities	\$ _____	Signed this _____ day of _____ 20 _____	
Net investment assets	\$ _____	_____ Grand Knight	
Total assets	\$ _____	_____ Trustee	
		_____ Trustee	
		_____ Trustee	

\*Use reverse side to describe. Please complete all items. Insert "None" where no figures are to be shown.