

MMS Annual Report Instructions

To submit your unit's annual report please follow these steps and refer to the screen shot of the member's area below. *Only Grand Knights, Grand Ladies, Financial Secretaries, Navigators and Comptrollers can access these functions.***

1. Log into www.kofpc.org using your user name and password.
2. Click on the **Annual Report** link in the Members Area under *Information Resources*.
3. The Annual Report is displayed on the screen.
4. Enter your name and e-mail address.
5. Using the "drop down arrow" next to the Unit # or Conference Name, click on the Unit/Conference.
6. Click on the Annual Report Division/Type.
7. Using the drop down for the years, select the year of the annual report.
8. Enter the all monetary Collections.
9. Enter the all monetary Disbursements.
10. Enter all Assets.
11. Enter the all Liabilities (Describe each individually).
12. Enter the Federal Tax ID (*if applicable*)
13. Click the "Save" button to display/print the Annual Report.
14. Upon final confirmation, the Annual Report will be automatically submitted to the National Office, because of our efforts to "go green" mailing of Annual Reports that were submitted electronically to the National Office is not required.



Welcome to the Members Area!






[Log-out](#)

[Help Email](#)

[Contact Knights of Peter Claver](#)

Members Area Features...

Events		
	Event Registration register and pay fees for upcoming events (0 avail.)	
		Calendar of Events view upcoming events

Information Resources		
	Documents Library view documents for our members	
		Find Your District view list of state/districts...
		
		KPC Member Financial Security Plan view the FSP...
	Unit Roster edit the unit roster...	
		Annual Report submit annual report info... 