

**ALBERTA MACKENZIE PROVINCIAL CATHOLIC
WOMENS' LEAGUE**

TREASURER'S WORKSHOP

MAY 28, 2010

Roles and Responsibilities of Treasurer

- is a signing officer (with the president) for disbursement of funds (mainly writing cheques); a third signing officer may also be appointed
- attends all meetings of the executive and all general council meetings
- collects money coming into the council (put in bank account, special fund, etc.)
- issues cheques with the necessary signatures (you give to members, you or secretary send to outside organizations)
- ensures that cheques going to other levels are made payable to “The Catholic Women’s League of Canada” (Calgary Diocesan CWL Council, Alberta-Mackenzie Provincial CWL Council, CWL Provincial Convention 2009, etc.)
- maintains a listing of regular subscriptions or donations given by the council
- is responsible for per capita fees; issues a cheque (covering the diocesan, provincial, and national portions) to send to National Office (work with Organization Chairperson) (more on this later)
- keeps the financial records of the council (must be “open”—available to any of your members; no secrets here)
- presents a monthly financial statement to the council (may be a synopsis or detailed) (more later)
- prepares an annual report of the council’s financial activities (always synopsis)
- arranges for the council books to be reviewed at the end of the fiscal year (December 31st); the reviewer is appointed by the council
- prepares a budget for the year, taking into account projected revenues and expenses, i.e., per capita fees, charitable donations, development and operating costs
- complete the annual report required by your Diocesan Council
- ensures that registration fees from conventions go to the treasurer of the council in convention

Treasurer's Tools

Receipt book

--write a receipt every time someone gives you money (membership, donations, special projects—Mary gave you \$ from the bake sale)

--get a receipt for every expense—could have a special claim form or scribbled info on top of store receipt—if a member doesn't have a real receipt for some reason that seems reasonable, have her write out details on a piece of paper and put it in with your other saved receipts because the reviewer will need that at the end of the year when she checks your books

--numbered

Cheque book

--timeliness

--numbered

--always pay for everything by cheque—don't, for example, give Jane money collected at the door of the Strawberry Tea to pay for her expenses of the strawberries; rather, deposit the money collected and write Jane a cheque

--don't sign blank cheques ahead of time

Deposit book

--make sure you can tell after what the deposit was for

--number the pages

Account book/Ledger/Spread Sheet

--number the pages

--must be open to the members

--details the whole picture (if you use a detailed monthly financial statement, these can be used)

--every entry should be separate (if you wrote 3 cheques to cover the expenses at the parish homelessness awareness evening, make 3 entries)

File for cancelled cheques, file for receipts for purchases

--fancy or a baggie—just have them

Petty Cash

--set (or have council set) a small amount that you intend to keep for petty cash

--write a receipt for money that is taken from it (or a running tab)

--when necessary, replenish back to the amount you set—it should match the receipts or running tab

KEEP EVERYTHING FOR 5 YEARS

Council Expense Claim Form

Name: _____

Address: _____

Town/City: _____

Postal Code: _____

Date Submitted: _____

Cheque Number: _____

Date of Cheque: _____

Code	Description	Amount

Signature: _____ Approval: _____

Council Expense Claim Form

Name: _____

Date Submitted: _____

Cheque Number: _____

Date of Cheque: _____

Code	Description	Amount

Signature: _____ Approval: _____

Workshop for Treasurers
Provincial CWL Convention
May 28 – 30, 2010

What was good about this workshop?

How could this workshop be changed or improved?

General comments

Thank you for attending.

Ruth Boden

Per Capita Stuff!!

- Due in your council January 1st each year
- Due in to National on or before February 28 each year
 - Renewing members? Verify the computerized membership list.
 - New members? Use the *New and Renewed Members List* form.
- Regular renewing members and new members? Send National Office:
 - a cheque to *The Catholic Women's League of Canada* for full amount of national (\$8), provincial (\$4), diocesan (\$___) fees for each paid-up member
 - the original current membership list sent to you (and verified by you!)
 - one copy of the *Parish Council Remittance Form For Per Capita Fees*
 - a *New and Renewed Members List* form listing all new members
- Late paying members? Send National Office:
 - a cheque to *The Catholic Women's League of Canada* for full amount of national (\$8), provincial (\$4), diocesan (\$___) fees for each late-paying member
 - one copy of the *Parish Council Remittance Form For Per Capita Fees*
 - the *New and Renewed Members List* form listing the late-paying members

Voluntary Funds

- National currently has 5 permanent and 1 temporary voluntary fund
- If a council wishes to support one or more of these, send a cheque to National Office for the full amount.

For example, if you want to donate

\$25 to Coady International Institute Fund

\$20 to National Pro-Life Fund

then, send one cheque for \$45 to *The Catholic Women's League of Canada* along with a completed *National Voluntary Fund Remittance Form*

- Some Dioceses also have voluntary funds.

Voluntary Funds

- Set up to educate members about some other organizations and allow us to collectively support them; decided upon by the members
- National currently has 5 permanent and 1 temporary voluntary fund: Coady International Institute, National Pro-Life, Can. Cath. Org. for Development and Peace, Catholic Missions in Canada, World Union of Catholic Women's Organization, MaterCare Canada (2010)
- Any money donated by councils to support these organizations is sent to National Office for disbursement annually—send one big cheque
- If a council wishes to support one or more of these, send a cheque to National Office for the full amount.

For example, if you want to donate

\$25 to Coady International Institute Fund

\$20 to National Pro-Life Fund

then, send one cheque for \$45 to *The Catholic Women's League of Canada* along with a completed *National Voluntary Fund Remittance Form*

- Some Dioceses also have voluntary funds.

Holy Cow Council
Annual Parish Council Budget
January 01, 2009 to December 31, 2009

Estimated Receipts

Membership	\$ 60.00
Fundraising events	1 250.00
Two bake sales: \$150 each = \$300	
Sale of Canada Missions calendars: \$200	
Parish Pasta Supper: \$750	
Donations	150.00
Total	\$1 460.00

Estimated Expenses

Hall rental for pasta supper	\$ 150.00
League supplies	50.00
Cards, gifts, guest speakers, etc.	125.00
Convention expenses (president and spiritual advisor)	400.00
Donations	650.00
Elementary school prize: \$50	
First communicants: \$100	
Other: \$500	
Savings for national convention	85.00
Total	\$1 460.00

Holy Cow Council
Financial Report
March 03, 2009 to April 04, 2009

Opening Balance, March 03, 2009 \$ 875.62

RECEIPTS

Per capita fees (late) 80.00

Balance after receipts 955.62

EXPENSES

Per capita fees to National 72.00

Registration of Diocesan Convention (president) 30.00

Cards to sick members and postage 7.87

Balance after expenses 845.75

Closing Balance, April 04, 2009 845.75

Bank Balance as per statement, March 31, 2009 853.62

Outstanding cheque # 117 for \$7.87

