

The Catholic Women's League Of Canada



Toronto Diocesan Council
CWL Fall Training Day
October 29th , 2011

Treasurer 101

- ✓ Definition of a Treasurer
- ✓ Guiding Principles
- ✓ Treasurer's CWL Resources
- ✓ Roles and Responsibilities

Definition of a Treasurer

A Treasurer is an officer responsible for receiving and disbursing funds and maintaining the financial records of an organization.

Guiding Principles

- ❖ Stewardship
- ❖ Transparency
- ❖ Accountability
- ❖ Compliance

Treasurer's CWL Resources

1. National Resources accessible on the website (cwl.ca):
 - Manual of Policy & Procedure
 - Constitution & Bylaws
 - Executive Handbook
 - Treasurer's Guidelines
2. Council's own Manual of Policy & Procedure

Roles/Responsibilities of the Treasurer

- ▶ Banking
- ◆ Budgeting
- Record-keeping
- Reporting

Roles/Responsibilities - Banking

- ▶ Bank Arrangements
- ▶ Deposits
- ▶ Disbursements

Roles/Responsibilities - Banking

▶ **Bank Arrangements**

- Use a chequing account – preferably one with no bank charges
- pre-numbered cheques
- Use cheques with stub if available or duplicate cheques

Roles/Responsibilities - Banking

▶ **Bank Arrangements**

- Arrange for 3 signatories on the bank account – 2 of the 3 must sign all cheques (President, Treasurer, Secretary)
- Ensure signatories are changed on a timely basis when there is an executive change
- Monthly Statement with returned cheques

Roles/Responsibilities - Banking

▶ **Deposits**

- Deposit funds promptly
- Use deposit books – duplicate copies
- Have teller stamp deposit slip

Roles/Responsibilities - Banking

▶ **Disbursements**

- Make all payments by cheque (no pre-signed cheques)
- Review expenses to ensure they are authorized; are reasonable and comply with guidelines before paying

Roles/Responsibilities - Banking

▶ Disbursements

- Ensure sufficient funds are available before paying expenses
- Petty Cash - keep usage to a minimum; maintain strict controls and retain all supporting documents
- Cheques going to other levels of the League or sister councils are to be made payable to the CWL

Roles/Responsibilities - Budgeting

- ◆ What is a budget?
- ◆ Importance of a budget
- ◆ Preparation
- ◆ Content

Roles/Responsibilities - Budgeting

◆ What is a budget?

“It is a plan that outlines the organization’s financial and operational goals”

Questions to ask of the executive team



Planned activities?



What monies are need?



How will the monies be raised?

Roles/Responsibilities - Budgeting

◆ Importance of a budget:

- ✓ To Allocate
- ✓ To Track
- ✓ To Evaluate

Roles/Responsibilities - Budgeting

◆ Preparation

- ✓ Establish a Finance Committee (i.e, Treasurer, President and Past President)
- ✓ Timing

◆ Content

- ✓ Budget both Revenues and Expenses

Roles/Responsibilities

Record-keeping

- Spreadsheets
- Receipts
- Disbursements
- Bank Reconciliations

Roles/Responsibilities

Record-keeping

■ Spreadsheets

- Record all transactions (General Ledger)

■ Receipts

- Use pre numbered duplicate receipt books to issue receipts for all cash received. Note details
- Ensure all cheques received for deposit are payable to the CWL

Roles/Responsibilities

Record-keeping

■ **Disbursements**

- Prepare a cheque requisition for each cheque issued. Include details on the requisition
- Have receipts/invoices (back up) for each issued cheque and attach to the requisition
- Mark all bills “Paid” and indicate cheque number and date

Roles/Responsibilities Record-keeping

■ **Bank Reconciliation**

- Prepare a bank reconciliation for each account every month to ensure all monies are accounted for.

Roles/Responsibilities – Reporting

- Per Capita Fees Remittance
- Monthly Treasurer Report
- Annual Audited Financial Statements
- Annual Donations Report
- Motions by Treasurer

Roles/Responsibilities – Reporting

● **Per Capita Fees Remittances**

- issue the cheque(s) on a timely basis to National Office for the per capita fees; (to cover the diocesan, provincial, and national portions) It is important to work closely with the Organization Chairperson.

Roles/Responsibilities – Reporting

● **Monthly Treasurer Report**

- It is important to attend both the executive and general council meetings
- Present a Treasurer's report at every meeting

Roles/Responsibilities – Reporting

- **Annual Audited/Reviewed Financial Statements**
 - This is a must. Arrange to have the records audited/reviewed after the books are closed at the end of each year. The fiscal year is from January 1st to December 31st.
 - Present the Audited/Reviewed Statements at the Executive and General Meetings.

Roles/Responsibilities – Reporting

- **Parish Treasurer’s Annual Donations Report**
 - complete this report each year on a timely basis and submit to the Toronto Diocesan Organization Standing Committee Chair by the due date – mid November.

Treasurer's Annual Donation Report

Adobe Reader - [Sample 2011_Treasurer_Report_FORM.pdf]

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THE CATHOLIC WOMEN'S LEAGUE OF CANADA
PARISH TREASURER'S ANNUAL DONATIONS REPORT FOR JAN. 1st TO DEC. 31, 2011

COUNCIL: St. Bernadette's Parish NATIONAL OFFICE REF # : T

TOWN/CITY : Mississauga REGION: Peel Region

TREASURER: Jane Jones TELEPHONE: 905-222-1111
Please return this report to your Archdiocesan Organization Chair Mary Capobianco by the due date.

DONATIONS TO : **\$ Totals (Omit Cents)**

PARISH

- ◆ Donations to church, rectory, parish hall \$ 500.00
- ◆ Gifts for clergy, staff \$ 200.00
- ◆ Gifts for sacraments; baptism, confirmation, etc. \$
- ◆ Other \$

\$ 700.00 Subtotal

MISSIONS

- ◆ Catholic Missions of Cda (National Voluntary Fund) \$ 500.00
- ◆ Third World (e.g. Save-A-Family-Plan) \$
- ◆ Other (e.g. Share Lent) \$ 500.00

\$ 1000.00 Subtotal

DEVELOPMENT & PEACE (National Voluntary Fund) **\$ 300.00**

LEAGUE DEVELOPMENT

- ◆ Development Days, Training \$ 130.00
- ◆ Spiritual (e.g. masses, retreats) \$ 100.00
- ◆ Convention subsidies (all levels) \$ 500.00

\$ 730.00 Subtotal

PRO-LIFE

- ◆ National CWL Pro-Life Fund(National Voluntary Fund) \$ 300.00
- ◆ Right to Life, Birthright \$ 200.00
- ◆ Homes for Unwed Mothers \$
- ◆ Other \$

\$ 500.00 Subtotal

COMMUNITY ORGANIZATIONS

- ◆ Hope For Children Fnd'm Scholarship(Tor. Voluntary Fund) \$ 100.00
- ◆ Seniors, shut-ins (e.g. gifts, parties, support) \$
- ◆ Youth (e.g. Guides, Scouts Parish Youth) \$
- ◆ Heart fund, Cancer fund, Red Cross, etc. \$
- ◆ Needy (e.g. Food Banks, Shelters) \$ 200.00

\$ 300.00 Subtotal

CATHOLIC EDUCATION

- ◆ Ceady Institute, (National Voluntary Fund) \$ 100.00
- ◆ Bishop Pappin Bursary (Provincial Fund) \$
- ◆ St. Michael's Scholarship Fund (Tor. Voluntary Fund) \$ 100.00
- ◆ Local schools (e.g. support, awards, gifts) \$ 50.00
- ◆ Seminarian Support \$ 100.00
- ◆ Courses, seminars etc. for CWL members \$

\$ 350.00 Subtotal

OTHER DONATIONS

- ◆ MaterCare International (National Voluntary Fund) \$ 100.00
- ◆ WUCWO (National Voluntary Fund) \$

\$ 100.00 Subtotal

TOTAL DONATIONS \$ 3,880.00

1 of 1

Voluntary Funds

1. **National Voluntary Funds**

- Sent to CWL National Office

2. **Ontario Provincial Fund**

- Sent to Ontario Provincial Council Treasurer

3. **Toronto Diocesan Funds**

- Sent to Toronto Diocesan Council Treasurer

Voluntary Funds

The six National Voluntary Funds are:

- Coady International Institute Fund
- National Pro-Life Fund
- Canadian Catholic Organization of D&P
- Catholic Missions in Canada
- World Union of Catholic Women's Organization (WUCWO)
- Matercare (Canada) Inc (2010)

National Voluntary Funds Remittance

The Catholic Women's League of Canada
C-702 Scotland Ave., Winnipeg, Manitoba R3M 1X5
NATIONAL VOLUNTARY FUND REMITTANCE FORM

Parish Council: St. Bernadette Parish

Diocese/Province: Toronto, Ontario

Council Treasurer: Jane Jones
(please print)

Phone number (daytime): 905-222-1111 Date: June 1st, 2011

NATIONAL VOLUNTARY FUND	AMOUNT
<u>Coady International Institute Fund</u>	\$100.00
National Pro-Life Fund	\$300.00
Canadian Catholic Organization for Development and Peace	\$300.00
Catholic Missions In Canada	\$500.00
World Union of Catholic Women's Organizations	
MaterCare (Canada) Inc. (2010)	\$100.00
TOTAL	\$1,300.00

Please send with cheque payable to: **The Catholic Women's League of Canada**
C-702 Scotland Ave.
Winnipeg, MB
R3M 1X5

Send a copy of this form to your diocesan treasurer or provincial treasurer where there is no diocesan treasurer.

Ontario Provincial Voluntary Funds

Provincial Voluntary Fund:

- Bishop Pappin Bursary (Education Fund)

Toronto Diocesan Voluntary Funds

The Toronto Diocesan Voluntary Funds are:

- Hope for Children Foundation Scholarship Fund (Catholic Children's Aid Society)
- St. Michael's Scholarship Fund

Toronto Voluntary Funds Remittance

The Catholic Women's League of Canada

**Toronto Archdiocesan
Voluntary Funds Remittance Form**

Parish Council Name: ST. BERNADETTE PARISH

Region: PEEL

(Durham, Humber Valley, Peel, Scarborough, Toronto, Northern or North York)

Council Treasurer: JANE JONES

Phone Number (Day time): 905-222-1111

Date: JUNE 1, 2011

Toronto Archdiocesan Voluntary Fund	Amount
St. Michael's Scholarship Fund	\$100.00
Hope for Children Foundation Scholarship Fund (The Catholic Children's Aid Society)	\$100.00
TOTAL	\$200.00

Please make your cheque payable to:
"The Catholic Women's League of Canada"

Please do not make your cheque payable to the individual charities. It is on the memo line of the cheque or on this accompanying form that the charity details are provided.

Mail your completed form and cheque to the C'WL Toronto Diocesan Council Treasurer - contact information can be found on the inside cover of the Toronto Diocesan Newsletter.

Roles/Responsibilities – Reporting

- **Motions made by the Treasurer**
 - ❑ Pay all outstanding bills
 - ❑ Approval of the audited financial statements
 - ❑ Appointment of auditor
 - ❑ Ratification of emergency payments made without prior approval

Roles/Responsibilities – Reporting

TIPS

- Keep a list of filing requirements (what, when, where)
- Become familiar with forms required (e.g. remittances, reports, ordering supplies)
- Always issue a cash receipt and note details

Information Sources

Websites:



National Office –

www.cwl.ca



Toronto Diocese –

www.cwltoronto.ca

Contacts at other levels of the League:



Regional Treasurer



Toronto Diocesan
Treasurer