



The Catholic Women's League of Canada

MEMO

DATE: September 30, 2019

FROM: Janet McLean, national secretary-treasurer

TO: Parish treasurers

CC: Parish presidents, diocesan presidents, provincial presidents and life members (on request)

ENCL: Treasurer's Annual Report form

Greetings parish council treasurers. I hope you had a wonderful summer. No matter where in Canada you live, there is beauty all around and the theme, *Care for Our Common Home*, encourages us to take care of our surroundings. This summer, I spent numerous hours working in a community garden and have enjoyed the benefit of homegrown produce for several months. Not having to spend money purchasing vegetables makes my treasurer's heart feel good!

Autumn is usually a busy time for councils as different fund-raising activities are held at this time of year. Remind members to keep receipts for any expenses they will be submitting. It is prudent to check the addition of the expenses and taxes as others may not have your expertise in dealing with figures.

Does your parish council collect membership fees in the fall? This is a great thing to do—the earlier per capita fees are remitted to national office before the February rush, the quicker they can be processed. Encourage the individual collecting the membership fees to remit them to national office on a regular basis, rather than waiting until all are collected.

Information for the online annual survey forms is included in this mailing. Completion of the survey for treasurers is vital. Members wonder why they are asked about donations given by parish councils. These questions enable me to have a snapshot of what is donated by all members across Canada. Any donations made, whether big or small, are impressive when added to those of all councils. In 2018, the figures received show members donated more than \$3,400,000, with only 65% of parish councils reporting. For 2019, show what an important financial contribution the League makes across Canada.

In addition to the online survey, please complete the attached form. Kindly send the completed form directly to the diocesan treasurer or provincial treasurer if there is no diocesan council.

As we approach year-end, I want to remind you it is important to have the parish council's books verified. This should include an examination of bank statements, expenses paid and cheques written. This examination can be done by someone with bookkeeping or accounting experience. Perhaps you can approach someone in the parish or the husband of a member, providing that person is not related to a signing officer for the council.

I want to thank all treasurers, both those finishing their term at the end of this year and those continuing in the position, for your dedication to your council. You are an indispensable member of the executive. Keep up the good work!

God bless.



CATHOLIC WOMEN'S LEAGUE OF CANADA TREASURER'S ANNUAL REPORT

NAME OF COUNCIL: _____

TREASURER : _____

ADDRESS: _____

DATE: _____ E-MAIL ADDRESS: _____

DONATIONS RECEIVED FOR PAST CALENDAR YEAR

National Voluntary Fund	
Coady International Institute	
Canadian Catholic Organization for Development and Peace	
Catholic Missions In Canada	
Euthanasia Prevention Coalition (until August 18, 2020)	
Catholic Near East Welfare Association	
National Voluntary Fund Sub-total	
Standing Committees	
Spiritual Development	
Organization	
Christian Family Life	
Community Life	
Education and Health	
Communications	
Standing Committees Sub-total	
All Donations	
National Voluntary Fund Sub-total	
Standing Committees Sub-total	
Parish Donations	
Other Donations	
TOTAL	

Name of Treasurer: _____ Signature: _____

Submit the completed report according to guidelines in the *National Manual of Policy and Procedure*, keeping one copy for council records.