

## BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Administration  
TITLE: **Treasurer**  
NUMBER: 1.2.5

ORIGINATED: 2014 September 09  
REVISED: 2023 July 05  
PAGES: 8

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### PURPOSE

Accurate financial records for all transactions are essential to effective management of the Blessed Sacrament Catholic Women's League Council and to serve as a legal and historic record.

### POLICY

The Treasurer accurately documents all financial transactions related to the Council.

### TERM

The term of this position is two (2) years.

### FINANCIAL FUNCTIONS

The Treasurer:

- a) maintains the financial records of the Council;
- b) ensures that financial records are appropriately audited or examined annually. Review of the financial records should take place at each fiscal year-end (December 31<sup>st</sup>), either professionally or by someone with accounting or bookkeeping expertise.
- c) receives all League and Council monies and pays all accounts as authorized:
  - retains all financial records of the Council, including receipts, cancelled cheques, bank statements and back-up documents for all revenue and expenditures
  - is a signing officer for all official documents. Signing officers shall be the President, Treasurer and Secretary (*Constitution & Bylaws Part XII Sec 9(a)*<sup>1</sup>).
  - ensures that there is a minimum of three signing officers on the council's bank account(s), with two signatures being required on each cheque. Cheques should not be pre-signed.
  - ensures that two signatures approving payments are obtained for all payments made electronically.

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<sup>1</sup> The *Constitution & Bylaws* of the League shall govern all Treasurers. Treasurers should also refer to the *National Manual of Policy and Procedure*, particularly Section 8 – Finance and the Guidelines for Treasurers, 2002

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PAGES: 8

---

- d) presents a report of revenues and expenditures at council meetings (*refer to sample in Appendix A*):
- The opening balance should be the closing balance from the last statement presented to the Council.
  - Expenditures should be paid by cheque (preferred) and cheques should be recorded when issued.
  - If a petty cash fund is established for small expenses, proper accounting procedures should be followed.
  - Council books should be balanced to the cheque book and to the bank statement monthly (*refer to sample bank reconciliation in Appendix B*).
  - An annual financial report (*refer to sample in Appendix C*) should be prepared and sent to members entitled to vote at the council's Annual General Meeting at least 21 days before the date of this meeting.
- e) maintains a list of annual donations and other payments made by the Council each year to facilitate budget preparation (*refer to sample budget in Appendix D*);
- f) remits council donations to National Voluntary and Bursary Funds. When remitting to national voluntary funds or to the National Bursary Fund, treasurers are asked to complete the National Voluntary Fund Remittance form, which is available from the national website. It is recommended to refer to the website form, as available voluntary funds may have changed since the publication of this policy. Cheques should be payable to *The Catholic Women's League of Canada* and sent to the national office along with the completed form.

### EXECUTIVE FUNCTIONS

In addition to the above financial duties, the Treasurer:

1. attends executive and general meetings as well as the Annual General Meeting of the Council;
2. works closely with the Vice-President, Membership Convenor and/or online administrator, as appropriate, to ensure that per capita fees, which are due January 1<sup>st</sup> of each year, are sent to national office by February 28<sup>th</sup>. If a parish council uses the online membership system, the council is encouraged to enroll in the pre-authorized debit plan (*refer to sample in Appendix E*). The form can be downloaded from the national website or requested from the senior accounting clerk at national office.

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NUMBER: 1.2.5

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PAGES: 8

---

3. ensures that the Spiritual Advisor's subscription is included with the remittance of council's per capita fees;
4. ensures the general liability insurance provided to each parish council through national office is remitted with the payment of per capita fees, if not paid by the Diocesan. Ensure proof of insurance is provided to the Council each spring;
5. prepares financial reports as required by the Diocesan/Provincial Treasurer;
6. regularly reviews the national and provincial guidelines for treasurers to act upon any changes to terms of reference, forms and procedures;
7. completes additional duties of the Council as required (e.g., handle finances related to special events).

### **END OF TERM**

At the completion of her term, the Treasurer should ensure that all books and papers are in order before passing them to the new Treasurer. Copies of all monthly and annual reports prepared during the retiring Treasurer's term should be included in the documents given to her successor or confirmed that they have been appropriately archived. The retiring Treasurer should be prepared to work with her successor until she is familiar with the bookkeeping procedures used by the Council.

**BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE**

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ORIGINATED: 2014 September 09  
REVISED: 2023 July 05  
PAGES: 8

**APPENDIX A: Sample of Statement of Revenues and Expenditures**

The Catholic Women's League of Canada  
St. Catherine Parish Council  
Statement of Revenues and Expenditures  
January 11 to February 18, 20\_\_

|  |               |             |
|--|---------------|-------------|
| Balance at January 11, 20__                |               | \$ 3,137.00 |
| Revenues                                   |               |             |
| Membership Fees (12 x \$25.00)             | \$ 300.00     |             |
| Sale of CWL scarves                        | 50.00         |             |
| Donation                                   | <u>30.00</u>  | 380.00      |
| Expenditures                               |               |             |
| Per capita fees to national (44 x \$20.00) | \$ 880.00     |             |
| General liability insurance (44 x \$0.50)  | <u>22.00</u>  |             |
| Donations:                                 |               |             |
| Maison Refuge                              | \$ 200.00     |             |
| Native Women's Shelter                     | 200.00        |             |
| Chalice Canada                             | 450.00        |             |
| City Drop-In Centre                        | 200.00        |             |
| Refuge for Women/Children in Need          | 200.00        |             |
| Food for the Homeless                      | 100.00        |             |
| National Voluntary Funds:                  |               |             |
| Coady International Institute              | 100.00        |             |
| CNEWA Canada                               | 100.00        |             |
| Catholic Missions in Canada                | <u>100.00</u> |             |
|  |               | \$ 1,650.00 |
| Bank fees for January                      | 2.50          | (2,554.50)  |
| Balance at February 18, 20__               |               | \$ 962.50   |

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ORIGINATED: 2014 September 09  
REVISED: 2023 July 05  
PAGES: 8

**APPENDIX B: Sample Bank Reconciliation**

The Catholic Women's League of Canada  
St. Catherine Parish Council  
Bank Reconciliation January 31, 20\_\_

|   |               |                    |
|---|---------------|--------------------|
| Balance per books January 31, 20__                          |               | \$ 2,265.00        |
| Less bank charge of January 31                              |               | (2.50)             |
| Adjusted book balance January 31, 20__                      |               | <u>\$ 2,262.50</u> |
| Balance per bank statement January 31, 20__                 |               | \$ 2,762.50        |
| Plus outstanding deposits                                   |               |                    |
| Deposit of January 31 not recorded by bank until February 3 |               | 50.00              |
| Less outstanding cheques                                    |               |                    |
| #263 Chalice Canada   | \$ 450.00     |                    |
| #269 Native Women's Shelter                                 | <u>100.00</u> | <u>(550.00)</u>    |
| Adjusted bank statement balance January 31, 20__            |               | <u>\$ 2,262.50</u> |

**Note:** When reconciling council books to the bank statement, start with the balance in the books at month end and adjust for items contained on the bank statement not included in the books. When these adjustments are made, you will have a new month-end book balance. Then, take the bank statement balance at month-end and adjust for items recorded in the books but not yet recorded by the bank. When these adjustments are made, you will have a new month-end bank statement balance.

The new month-end book balance and the new month-end bank statement balance should be identical.

The bank reconciliation is not presented to members but is kept with the financial reports of the council. The treasurer should follow up on all outstanding cheques that are more than one month old.

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TITLE: **Treasurer**  
NUMBER: 1.2.5

ORIGINATED: 2014 September 09  
REVISED: 2023 July 05  
PAGES: 8

**APPENDIX C: Sample Treasurer's Annual Report**

The Catholic Women's League Of Canada  
St. Catherine Parish Council  
Treasurer's Annual Report

January 1 to December 31, 20\_\_ (current year)

Balance January 1, 20\_\_ \$ 3,185.75

**Revenues**

|                                     |               |          |
|-------------------------------------|---------------|----------|
| Memberships 20__ (current year)     | 1,125.00      |          |
| Memberships 20__ (upcoming year)    | 475.00        |          |
| Bazaar                              | 2,621.80      |          |
| Donations                           | 136.50        |          |
| Sale of 7 CWL scarves               | 168.00        |          |
| Sale of diocesan convention tickets | <u>100.00</u> | 4,626.30 |

**Expenditures**

|  |              |            |
|--|--------------|------------|
| Memberships 20__ (current year)                    | 1,100.00     |            |
| Memberships 20__ (upcoming year)                   | 340.00       |            |
| General liability insurance                        | 36.00        |            |
| Diocesan convention tickets                        | 120.00       |            |
| Donations  | 3,082.00     |            |
| Diocesan raffle prizes                             | 52.65        |            |
| Subscription League magazine for spiritual advisor | 8.00         |            |
| Purchase of CWL supplies                           | 375.63       |            |
| Rosaries for first communicants                    | 74.42        |            |
| Christmas gifts for clergy and staff               | 90.00        |            |
| Bank charges                                       | <u>30.00</u> | (5,308.70) |

Balance December 31, 20\_\_ \$ 2,503.35

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PAGES: 8

**APPENDIX D: Sample Budget**

The Catholic Women's League of Canada  
St. Catherine Parish Council  
Annual Budget

January 1, 20\_\_ to December 31, 20\_\_

**Estimated Receipts**

|                           |                 |
|---------------------------|-----------------|
| Membership fees           | \$ 1,500        |
| Sale of CWL items         | 100             |
| Fundraising events Bazaar | 3,000           |
| Card party                | 900             |
| Bake sale                 | 300             |
| Sale of calendars         | 100             |
| Interest on bank balance  | <u>10</u>       |
|                           | <b>\$ 5,910</b> |

**Estimated Expenditures**

|  |          |
|--|----------|
| Per capita to national                                   | \$ 1,300 |
| Hall rental  | 250      |
| League supplies  | 400      |
| Cards and gifts for shut-ins                             | 35       |
| Stationery   | 25       |
| Postage  | 50       |
| Kitchen supplies   | 100      |
| Christmas gifts  | 150      |
| Convention expenses (president and spiritual advisor)    | 500      |
| Honoraria  | 200      |
| Donations to voluntary funds                             |          |
| Coady International Institute Fund                       | 200      |
| National Pro-Life Fund                                   | 200      |
| Canadian Catholic Organization for Development and Peace | 200      |

Other Donations:

|   |              |
|---|--------------|
| Meals on Wheels                           | 100          |
| Breakfast program                         | 100          |
| Women's shelter                           | 75           |
| Birthright                                | 150          |
| Elementary school prize                   | 50           |
| High school leaving bursary               | 100          |
| First communicants                        | 100          |
| New tables and chairs for the church hall | 600          |
| Bank charges                              | 25           |
| New initiatives if revenue allows         | 1,000        |
|   | <u>5,910</u> |

**Net Revenue**

**\$ 0**

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PAGES: 8

### APPENDIX E: Membership Preauthorized Debit Plan

#### THE CATHOLIC WOMEN'S LEAGUE OF CANADA

Please complete the Pre-Authorized Debit (PAD) Plan agreement for businesses below.

The Parish Council authorizes The Catholic Women's League of Canada, (League) and the financial institution designated (or any other financial institution the Parish Council may authorize at any time) to begin deducting as per these instructions for payments from time to time, for all fees arising from the processing of annual membership fees as indicated on completed membership remittance information forms provided by the Parish Council. The League will obtain authorization for any one-time or sporadic debits by provision of an invoice e-mailed to the authorized database administrator.

This authority is to remain in effect until the League has received written notification from the Parish Council of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at national office. The Parish Council may obtain a sample cancellation form, or more information on its right to cancel a PAD agreement at its financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

The League may not assign this authorization, whether directly or indirectly, by operation of law, change of control, or otherwise, without providing at least 10 days prior written notice to the Parish Council.

The Parish Council has certain recourse rights if any debit does not comply with this agreement. For example, it has the right to receive reimbursement for any PAD that is not authorized or is not consistent with the Pad Agreement. To obtain a form for a Reimbursement Claim, or for more information on recourse rights, the Parish Council may contact its financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

PLEASE PRINT

Date: \_\_\_\_\_

Parish Council Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Financial Institution (FI): \_\_\_\_\_

FI Account Number: \_\_\_\_\_ FI Transit Number: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Authorized Signatures: \_\_\_\_\_

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