

Suggested CWL Parish Treasurer's Guide – Calendar

Month	Action	Details
January	Parish Treasurer's Annual Report	Send your council year end report to Diocesan Treasurer. Form distributed by Diocesan Treasurer in November, due mid-January . This summary for Diocese can also be used for your Council's Annual Report
	Year End Auditor	Provide all expense forms, income forms, bank statements, GIC statements (all hard copies) and the year end report to your CWL parish council finance auditing team.
	Per Capita Report	Review w/Council President summary of per capita to year end Dec 31 report
	Council Expenses	Pay out budgeted items as listed by your council.
	Banking	Banking as necessary, monthly reports and statements should be sent to Parish treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to year end Dec 31 Reconciliation and Detailed report Provide a copy of the approved budget for this fiscal year to all Executive.
	Bursaries	Remind Council President to promote various bursaries: <ul style="list-style-type: none"> JL Hennessey Bursary Bishop Sherlock Bursary Spiritual Advisor's Bursary Social Justice Bursary National Bursary
February	Diocesan Convention registration/meals/events	Review Convention Registration package w/Council President and confirm budgeted monies available toward member attendance
	Year End Auditor	If not done the end of January, should be done 1 st week of February (see Jan details)
	Per Capita Report	Review w/Council President summary of per capita to year end Jan 31 report
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to Parish treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually . Do reconciliation / detail reports for the preceding month end.

	Parish Council Report(s)	Report should include up to month end Jan31 Reconciliation and Detailed report.
March	Diocesan Convention registration/meals/events	Have all executive/members attending convention complete registration and meals/events form. Have a cheque signed by one of the co-signers so that registration and meals/events forms are sent off to the convention registrar by deadline.
	Diocesan Convention Mass Donation	Make a motion for this fiscal year Council Mass Donation amount.
	Diocesan Convention hotel rooms	Confirm hotel room(s)/accommodation reservations.
	Provincial Convention	Review Provincial Convention registration package w/Council President and confirm budgeted monies available toward member attendance
	Year End Auditor	Collect report from CWL parish council finance auditing team by month end.
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements should be sent to Parish treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end Feb Reconciliation and Detailed report Update current fiscal year budget
April	Diocesan Convention Mass Donation	Have a cheque made out, for pre-approved amount, to the London Diocesan Convention Committee and signed by one of the co-signers. Provide cheque to the Executive/member(s) attending Convention.
	Year End Auditor	Present report from CWL parish council finance auditing team at council meeting and have copy made for Council Secretary/minutes.
	Per Capita Report	Review w/Council President summary of per capita to year end March 31 report
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for

		the preceding month end.
	Parish Council Report(s)	Report should include up to month end March Reconciliation and Detailed report
May	Provincial Convention	Have all executive/members attending Provincial convention complete registration and meals/events form. Have a cheque signed by one of the co-signers so that registration and meals/events forms are sent off to the convention registrar by deadline. Confirm hotel room(s)/accommodation reservations have been made.
	National Convention	Review National Convention registration package w/Council President and confirm budgeted monies available toward member attendance
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end April Reconciliation and Detailed report
June	National Convention	Have all executive/members attending National convention complete registration and meals/events form. Have a cheque signed by one of the co-signers so that registration and meals/events forms are sent off to the convention registrar by deadline. Confirm hotel room(s)/accommodation reservations have been made.
	Per Capita Report	Review w/Council President summary of per capita to year end May 31 report
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end May Reconciliation and Detailed report

July	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
August	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
September	Fall Regional Days	In collaboration w/Council President identify which meeting members are attending. Confirm budgeted monies available toward member attendance.
	Per Capita Report	Review w/Council President summary of per capita to year end August 31 report
	Budget	Update current fiscal year budget and share with Executive.
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end Aug Reconciliation and Detailed report
October	Membership	Please submit membership as collected. All membership dues are to be submitted to National by Dec 31st annually. It is recommended that Online Membership is utilized. To learn about online membership type national cwl into your browser and once you get to National's homepage put online membership into the search bar (in upper R hand corner of the home page) It will take you directly to the archived youtube webinar from January 2021.
	Budget	Prepare draft budget for next Fiscal Year and present to Executive prior to Nov Council meeting. *National recommends that each council work to set aside 1-2 years of total annual budget.

	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end Sept Reconciliation and Detailed report
November	Membership	Membership is to be collected and submitted to National by Dec 31st annually. (See October details)
	Budget	Obtain approval from Executive to present draft budget for upcoming fiscal year at Nov Council meeting for council approval
	Parish Treasurer's Annual Report	Receive Parish Treasurer's Annual Report and instructions as per Diocesan Treasurer's November directive.
	Council Expenses	Payout budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end Oct Reconciliation and Detailed report
December	Membership	Membership is to be collected and submitted to National by Dec 31st annually. (See October details)
	Budget	Provide a copy of the approved budget for upcoming fiscal year to all Executive/council membership.
	Parish Treasurer's Annual Report	Complete Parish Treasurer's Annual Report and return to Diocesan Treasurer by mid-January.
	Council Expenses	Payout all budgeted donations and expenses as approved by your Council.
	Banking	Banking as necessary, monthly reports and statements sent to treasurer's email.
	Bookkeeping Program	Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.
	Parish Council Report(s)	Report should include up to month end Nov. Reconciliation and Detailed report.