

Suggested CWL Parish Treasurer's Guide – Calendar



Mary Clare Latimer
September 2024

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: 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 - 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 | <p>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.</p> |
| Budget | <p>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.</p> |
| Council Expenses | <p>Payout budgeted donations and expenses as approved by your Council.</p> |
| Banking | <p>Banking as necessary, monthly reports and statements sent to treasurer's email.</p> |
| Bookkeeping Program | <p>Enter as you can on an excel spreadsheet or manually. Do reconciliation / detail reports for the preceding month end.</p> |
| Parish Council Report(s) | <p>Report should include up to month end Sept Reconciliation and Detailed report</p> |

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 |



THE CATHOLIC WOMEN'S LEAGUE OF CANADA,
London Diocese
PARISH TREASURER'S ANNUAL SUMMARY REPORT FOR PERIOD
JANUARY 1, 2024 TO DECEMBER 31, 2024

| | |
|---------------------|--|
| Council | |
| Location | |
| President Name | |
| Treasurer | |
| Treasurer's Phone # | |
| Treasurer's Email | |

What are your council membership fees for 2024 _____

DONATIONS REPORTED FOR PAST CALENDAR YEAR \$ Totals (omit cents)

| | | |
|--|--|--|
| National Voluntary Fund | | |
| Catholic Missions in Canada. NET Canada | | |
| Coady International Institute ---- | | |
| Catholic Near East Welfare Association (CNEWA). ---- | | |
| National Bursary. --- | | |
| Development & Peace / 1% Fund ***, ---- | | |
| National Voluntary Fund Sub-total | | |
| Standing Committees Pg 2 for definitions | | |
| Faith | | |
| Service | | |
| Social Justice | | |
| Standing Committees Sub-total | | |
| All Donations | | |
| National Voluntary Fund Sub-total | | |
| Standing Committees Sub-total | | |
| Parish Donations | | |
| | | |
| TOTAL | | |

***Development and Peace please send directly to the organization.

Please submit the completed report to Mary Clare Latimer by Jan 17, 2025 preferably by email:
cwltreasurerlondon@gmail.com

Mary Clare Latimer Treasurer
10524 Fairview Line
Chatham, ON N7M 5J4

Need help in identifying what goes where???? Give me a call 519-358-6705

FAITH:

Was Spiritual Development: St. Peter's Seminary, Sisters of St. Joseph, Spiritual Growth of members, Spiritual speakers, spiritual retreats, Gifts for sacraments, Study of Catholic Teachings, Role of Women in the Church, Lay ministries, Ecumenism & Interfaith endeavours

Was Christian Family Life: workshops or information that support vocations, Sanctity of Life, ie: Compassionate Community Care, Right to Life, Refuge, Elder studies, etc.

SERVICE:

Was Spiritual Development: Evangelization & Mission assistance

Was Christian Family Life: Marriage & Family

Was Community Life: Refugees, Immigration and Citizenship, Development and Peace, Developing Countries

Was Education & Health: supporting health care organizations such as the Red Cross, VON, supporting literature & continuing education; wellness sickness/disease; Scholarships & Bursaries

Was Communications: anti-pornography, anti-human trafficking initiatives.

Was Parish Activities: liaison with pastoral councils, parish assistance

SOCIAL JUSTICE:

Was Community Life: Dignity and Rights of Person, Social and Economic Justice ie. SVDP, food banks, coats for kids, Salvation Army, soup kitchens, Indigenous persons

Was Education and Health: Environment and Genetics

Was Resolutions: Research/prep of Resolutions & Briefs, Study Implementation of Resolutions, Presentation of Resolutions to Government

Was Legislation: monitor/study Legislation, prepare briefs on Proposed Legislation

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. |