



THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
Ottawa Diocesan Council  
TREASURER

*Care for our Common Home*



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COMMUNIQUE #3

NOVEMBER 2019

TO: Parish Treasurers  
From: Diana Baines, Diocesan Treasurer

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As I sit at my computer looking out at our first big snowstorm of the winter, I realize the year is fast moving to a close and we have to get ready for all those year end duties. Reports are a job we just have to get at and get out of the way. Your president will receive directions from the national office regarding the survey which is completed electronically for national office. I will be sending out a Parish Treasurer's Report form in the next few weeks, it will include a guide to filling it out. This is not the same as the Annual Survey. If you have questions about either report, or just a few general questions, feel free to contact me at debaines1@gmail.com.

For those of you who are currently serving as treasurer at your parish council, remember you are required to have your books reviewed at year end. This is not a formal audit, and does not have to be done by an accountant. The person reviewing your books should have a good knowledge of bookkeeping practices and should provide your council with a statement as to the accuracy of the files and recommend any changes required. This report, along with all receipts and bank statements for the year should be retained in the council's files for seven years.

I am including some excerpts from Provincial Treasurer Marie-Theresa Lamphier's, October Directive.

**Memberships:** As many membership fees as possible should be collected before year end. We ask you to send these in a timely basis as some councils depend on the per capita fees to meet their obligations. All of us are instrumental in encouraging non-members to join. Be encouraging, be happy, be welcoming, be supportive and friendly! Be a walking testament of all that The League embodies. You never know how many people may be influenced by your actions!

**Bernard Bishop F. Pappin Bursary Fund:** I have received several requests as to who or where to send your donations. Donations should come to me with the cheque made payable to the Ontario Provincial Council of the Catholic Women's League. You should note Bishop Bernard F. Pappin Bursary in the memo line. Please promote donations to this fund to assist our seminarians and encourage more young men to the priesthood.

**Annual reports:** It is that time of the year again where annual reports are requested. Diocesan Treasurers, please encourage the parish treasurers to complete the survey on line. This information is important to all of us as we see all the generous donations, whatever amount, to the different charities. Collectively, even the smallest donation makes a difference!

**Budgets:** Treasurers should be thinking about the new budget for 2020. You can start gathering information from your executive just in case some unexpected expenditures come up. You might consider allowances for

development days as well as provincial and national convention. We mark our 100<sup>th</sup> anniversary at the national convention in Montreal this coming year. It would be a great opportunity for everyone to go!

**Year End Closing Entries:** Just a reminder that all diocesan treasurers as well as parish treasurers should ensure and encourage that all outstanding cheques be cashed before year end.

Here's hoping the upcoming Holiday Season and Christmas bring peace and joy to you and yours.

Your Sister in The League

Diana Baines