

TREASURER



Every organization must have sound financial control in order to meet its goals.

DUTIES of the TREASURER

The treasurer shall:

- maintain the financial records of the council
- receive all League monies
- pay all accounts as authorized
- be a signing officer for official documents
- present a report of revenues and expenditures at meetings
- prepare and monitor annual budget
- have financial records audited or examined annually

The treasurer should:

- refer to communiqués and/or annual reports from all levels
- file with the recording secretary a copy of her monthly and annual report

FINANCIAL RECORDS of the COUNCIL

Accurate record keeping is essential to knowing how well-planned goals were achieved and in determining what future possibilities exist.

The treasurer shall:

- maintain an account book, receipt book, cheque book and a deposit book
- keep books updated, listing and itemizing each transaction
- retain cancelled cheques and receipts
- balance the account book to the bank statement monthly
- keep cheques/statements of receipt and disbursement books on file for five years

RECEIVE ALL LEAGUE MONIES

Per capita fees are the means by which the League carries out its programming at national, provincial and diocesan levels.

The treasurer shall:

- ensure per capita fees are remitted to national office by February 28th of each year
- collect and remit to diocesan council or national office all donations made to the national voluntary funds
(*National Manual of Policy and Procedure*)
- ensure members approve all fund raising activities

PAY ALL ACCOUNTS

Proper disbursement procedures ensure that all legitimate expenses have been properly authorized and paid.

The treasurer shall:

- always pay by cheque, and ensure there are two signatures on every cheque
- always ensure there is a receipt to cover petty cash money used

SIGNING OFFICER

Signing officers have a fiduciary responsibility for League funds and are accountable for all distribution of monies.

The treasurer shall:

- arrange for three signing authorities (president/treasurer/and one other)

ANNUAL BUDGET

One of the most important financial control tools available to ensure an organization meets its goals is the annual budget. Adoption of a budget ensures financial stewardship among all members.

The treasurer shall:

- draft a budget at the beginning of each fiscal year for approval at a general meeting (*National Manual of Policy and Procedure*)
- monitor revenue and expenditures in comparison to the budget and report on same at meetings

GENERAL TIPS

The treasurer should:

- number each cheque so that it will be easy to reconcile at the end of the month
- number the receipts in the receipt book
- number the pages in the account book, use left side for debits and right side for credits
- draft and/or review financial guidelines and policy for approval by the executive
- ensure the budget is based on the League year January 1st to December 31st

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

The following are available at national office:

- *National Manual of Policy and Procedure*
- *Constitution & Bylaws*
- *Guidelines for Treasurers*
- *Resource List*

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