

Antigonish Diocesan Council



"Care for Our Common Home"

TO: CWL Councils of the Antigonish Diocese
FROM: Diocesan Treasurer, Kathleen Campbell
DATE: November 23rd, 2020
MEMO: # 4 (2019-2022) – Budgets & COVID-19 Updates
CC: Diocesan Officers, Parish Council Presidents, Life Members,
Provincial Secretary (for distribution to provincial counterpart)

Sisters in the League,

Sound financial control is imperative. Every member should know and understand the financial records of their councils.

The most important control tool available is the annual budget. The treasurer should present a basic budget every year (or at least every two years). The executive will review the budget, and then it is presented to the membership. This is where the council can decide on projects and planned expenses. New and unexpected expenditures can be approved and voted on at the general meetings throughout the year.

When a new executive takes office, it is advisable to have approximately one year of operating capital in reserve. This allows your council to fulfil immediate obligations and commitments.

Additional resources for the COVID-19 Strategies can be found on the home page of the Antigonish Diocesan CWL web site:

- **Guide to Budgets and Expenditures During COVID-19**
<http://antigonishdiocesancwl.ca/pdf/Guide%20to%20Budgets%20and%20Expenditures%20During%20COVID-19.pdf>
- **Guide to Virtual (Online) Meetings During COVID-19**
[http://antigonishdiocesancwl.ca/pdf/Guide%20to%20Virtual%20\(Online\)%20Meetings%20During%20COVID-19.pdf](http://antigonishdiocesancwl.ca/pdf/Guide%20to%20Virtual%20(Online)%20Meetings%20During%20COVID-19.pdf)

A copy of these two documents was shared via email, on November 14th, 2020.

Thank you,

Kathleen Campbell-Antigonish Diocesan Treasurer