

Secretary-Treasurer

March 31, 2026



Communiqué #05

Ignite Your Passion, Empower His Mission

TO: Provincial Presidents and Secretaries
CC: National Officers (for information)
National Life Member Liaison
FROM: Alice Noble, National Secretary-Treasurer

Please forward this message to treasurers.

Review and Audit of Council Books

Tell your council's financial story!
Build trust through transparency!

In accordance with the League's (#604) *Constitution & Bylaws* (Part XII, Section 4), treasurers must ensure that all financial records are examined or audited each year. Whether a council's books are examined or audited depends on the assets it holds, its annual budget, the number of transactions and the amount of money involved. Most parish and diocesan councils will have an examination of their books, bank accounts and investment portfolios. Depending on the amount of money involved and the number and complexity of financial transactions, provincial councils may opt to have their books examined or audited. National council through national office, has its financial statements and, thereby, all its assets, financial transactions and investment portfolio audited every year. These financial statements are presented at the national annual meeting of members (C&B, Part XVII, Section 5).

It is important for councils at all levels to arrange for this process to be done by a third party. For an examination, a bookkeeper or general accountant is acceptable. If an audit is required, an auditor or accountant certified to perform audits must conduct it. In accordance with the (#615) *National Manual of Policy and Procedure* (Section 8: Finance, Financial Statements, Auditors and Audits of Accounts), the person performing the examination or audit must provide a report to the council that includes:

- a. Confirmation that the examination or audit has been done
- b. Indication of the date of said examination or audit
- c. List of any discrepancies found
- d. List of any adjustments to be made
- e. Identification of any practices that should be changed

- f. List of any other concerns or affirmation that all is in order

Through this process, the council's annual financial statements, also known as the council's annual financial report, are produced. These should include a summary of revenues, expenses, bank balance, investments and any other owned assets. It should also list the figures from the previous year to provide a comparison and context. This report provides members with a picture of the council's financial position.

Once an examination or audit is done and the confirming letter received, the financial statements for the year should be presented to the council's executive for acceptance by motion. At the parish level, this should happen as close to the beginning of each year as possible. Diocesan, provincial and national councils must receive the examined or audited statements and accompanying letter at their executive mid-term meeting before the annual meeting of members. These are accepted by motion of the executive. These annual financial statements must be sent to all voting and accredited members prior to the annual meeting of members and made available to any member upon request (C&B, Part XIV, Section 10). Remember that these reviewed or audited statements have been accepted by the executive and are shared to inform members at the annual meeting of members (note: as these have already been accepted by motion of the executive, no motion is required at the annual meeting of members to adopt these financial statements).

This annual review or audit process should be well underway. If you need additional guidance or help, consult the (#184a) Mentor Skills Bank Introduction and (#184b) Presentation (actual list).

E-Transfers

Please be aware and encourage your diocesan counterparts to communicate to councils that using a personal email for council e-transfers is not acceptable. This can lead to a conflict of interest and major issues if someone becomes unable to fulfill their duties. Each council should have generic addresses for the secretary, treasurer and president, and must monitor them weekly. Either of these generic council email addresses can be used for financial transactions, such as e-transfers.

It is not acceptable that council money goes through a member's personal account, either. If a council's bank account does not allow for e-transfers, that council's treasurer should only use cheques or cash for all transactions to or from the council.

There must always be a separation between council affairs and members' personal emails and accounts.

Your sister in the League,



Alice Noble
National Secretary-Treasurer