

Secretary-Treasurer

June 1, 2026



Communiqué #07

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.

Many diocesan and provincial councils are in election years. Outgoing treasurers play an important role in ensuring a smooth transition, and incoming treasurers have a duty to be familiar with all aspects of their responsibilities. The information below is pertinent to all levels.

Responsibilities of Outgoing Treasurers

- Give the ledgers/books, in paper or electronic form, to your successor.
- Provide copies of all financial and investment reports for the last four years.
- Provide copies of the review or audit reports from the last four years.
- Provide copies of your financial and investment policies.
- Provide training on navigating the national [website](#), noting resources helpful to treasurers.
- Give copies of all newsletters, communiqués and memos written by the outgoing secretary and received from other levels
- Give copies of all memos and communiqués from the national secretary-treasurer received since August 2025.
- At provincial level, provide copies of the summary notes (sent by email) of the gatherings with the national secretary-treasurer since August 2025.

Responsibilities of Newly Elected Treasurers

- Ensure that at the post-convention meeting immediately following the elections, you have motions to remove the previous signing officers and name the new signing officers (president, secretary and treasurer). Some financial institutions require two separate motions, while others will accept one motion.
- Ensure the outgoing treasurer has provided a complete treasurer's file (see above).
- Review all materials provided and meet with the outgoing treasurer to review.
- Ensure treasurers at all the other levels in your province (parish, diocesan and provincial) have your contact information (name, telephone number and email).

- Be sure to have a council treasurer email address. Personal email addresses should never be used for League business, particularly anything relating to council finances and investments.
- Review the duties of the treasurer ([604](#)) *Constitution & Bylaws* (C&B), Part XII, Section 4 and ([615](#)) *National Manual of Policy and Procedure* (National P&P), Section 5: Officers at all levels & Duties of Officers, Section 8: Finance, Appendix 10: Sample Budget, Appendix 15: Liability Insurance Details.
- Become familiar with all the resources available on the national [website](#) with information pertaining to the position of treasurer:
 - (512F) National Development Fund Package
 - (604) C&B
 - (607-608) *Guide to Hosting...*
 - (609) *Guidelines for Treasurers*
 - (615) National P&P
- Become familiar with all the forms available on the national [website](#) with information pertaining to the position of treasurer:
 - (512F) National Development Fund Package
 - (513F) National Voluntary Fund Remittance Form
 - (515) Online Membership Enrollment Form
 - (516F) Parish Council Remittance Form for Per Capita Fees
 - (517) Pre-authorized Debit Form for Parish
 - (518) Pre-authorized Debit Form for Diocese and Provinces
 - (520F) Treasurer Annual Report Form
- Become familiar with the templates available on the national [website](#):
 - (187) Parish Council Budget Templates
 - (188) 2024 Council Budget Preparation Template
 - (189) Sample of Provincial Convention Budget
 - (190) Monthly Bank Reconciliation Template
 - (191) Budget vs. Actual Template

Consult with your outgoing treasurer for guidance or reach out to the treasurer at the next level (parish treasurer to diocesan treasurer, diocesan treasurer to provincial treasurer and provincial treasurer to national secretary-treasurer). Outgoing treasurers are mentors.

Treasurers play a vital role in keeping their councils financially sound by ensuring policies are followed, and their council members are aware of their ability to undertake projects requiring financial support. Using these guidelines should bring clarity to roles, consistency to practice, and strength to governance. Enjoy your time as treasurer, use the resources available to you and don't be shy to ask for help!

Your sister in the League,



Alice Noble
National Secretary-Treasurer