

*The Catholic Women's League of Canada*

**GUIDELINES**

**FOR**

**TREASURERS**



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### ***A Brief History of the League***

Catholic women of Canada were first organized in Edmonton Archdiocese in November 1912 to assist with the care and placement of the ever-increasing influx of immigrants from Europe and elsewhere. The movement gradually spread to the port cities and other major centres across Canada.

In 1920, these groups were invited to meet in Montreal to try to establish a national group of Catholic women. The name “Catholic Women’s League” originated in England in 1912 in response to a perceived need for Catholic lay action and was adopted by the Canadian group.

On June 17, 1920, The Catholic Women’s League of Canada was formally established with Miss Bellelle Guerin of Montreal elected first national president.

In 1921, the League affiliated with the International Union of Catholic Women, now known as the World Union of Catholic Women’s Organizations (WUCWO), an affiliation still enjoyed today.

The first annual national convention of The Catholic Women’s League of Canada was held in Toronto in 1921. The delegates at that convention worked hard producing a constitution, a set of bylaws and the beginnings of a publication – *The Canadian League*.

From its organizational beginnings, as now, the League perceived the need for Catholic lay women’s action in all aspects of Canadian life.

The League crest and seal – the cross surmounting the maple leaves with the words “The Catholic Women’s League of Canada – For God and Canada” in the surrounding circle – was designed by Mrs. Emmett Mullally.

The League was incorporated federally in 1923.

In 1927, a national scholarship fund was established to assist Catholic women students and, for many years, this was given for graduate studies in social work. Since 1969, however, this fund has been donated to the Coady International Institute of St. Francis Xavier University, Antigonish, N.S., to assist foreign students from developing countries.

The year 1938 saw the organization of Business & Professional Women’s CWL Councils in major cities across Canada.

The League was mandated by the Canadian Catholic Conference of the Hierarchy (now the Canadian Conference of Catholic Bishops (CCCB)) in 1948, and was under the patronage of His Eminence James C. Cardinal McGuigan, DD, until his death in 1975. Since 1976, the League has been privileged to be under the special patronage of the CCCB and, in 2005, the League was officially recognized by the CCCB as a private association of the faithful.

The organization of the first provincial councils of the League occurred in 1947 – 1948, allowing for provincial action and the lobbying of provincial governments.

Fund raising was to be done at parish council level and the other levels. Diocesan, provincial and national would be financed through per capita fees from the parish level.

In 1965, the Military Vicariate Council was formed to coordinate the councils established on military bases and was given the status of a provincial council. The name was changed in 1988 to Military Ordinariate Council.

In 1969, the League's 1% commitment to the Canadian Catholic Organization for Development and Peace (CCODP) was established.

Leadership courses were formulated in the 1970s and, for the first time, resolutions adopted at national level on the floor of the convention were presented in person by national officers to the prime minister and members of his cabinet.

In 1980, Newfoundland joined the League as a provincial council.

The main thrust of The Catholic Women's League of Canada is, and has always been, the spiritual development of its members, both individually and collectively.

The activities of the League, since its original purpose of aiding immigrants, have broadened and, in recent years, the emphasis has been on issues concerning the sanctity of life from conception to natural death, social justice, human dignity, the preservation of Christian family life and the concept of a preferential option for the poor.

In 1992, the League's Mission Statement was adopted as follows:

The Catholic Women's League of Canada  
is a national organization  
rooted in gospel values  
calling its members to holiness  
through service to the People of God.

### ***Structure of the League***

With Our Lady of Good Counsel as its patroness, the League is an organization with a strong spiritual base.

The League has a *Constitution & Bylaws* which is reviewed as required and may be amended by a two thirds majority of the voting delegates at an annual national convention, as well as a *National Manual of Policy and Procedure*, which is updated at regular intervals.

Membership consists of:

1. Active members
2. Associate members (non-Catholic)

The League is composed of four levels:

Parish  
Diocesan  
Provincial  
National

Diocesan, provincial and national are administrative councils which provide the direction, inspiration and encouragement required to carry out the programs and projects of the League.

The work of the League is carried out through standing committees at each level.

### **National Council**

National council shall be composed of its officers, presidents of provincial councils, honorary life members, life members and provincial and diocesan delegates accredited to the national convention. (*Constitution & Bylaws*, Article VIII, Section 1d)

The national executive shall be composed of its elected officers and the provincial presidents. (*Constitution & Bylaws*, Article VIII, Section 2b)

### **Provincial Council**

Provincial council shall be composed of its officers, presidents of diocesan councils in the province, diocesan and parish delegates accredited to the provincial convention, and honorary life members and life members holding a membership in the province. (*Constitution & Bylaws*, Article VIII, Section 1c)

The provincial executive shall be composed of its elected officers and presidents of diocesan councils in the province. (*Constitution & Bylaws*, Article VIII, Section 2b)

### **Diocesan Council**

Diocesan council shall be composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the dioceses. (*Constitution & Bylaws*, Article VIII, Section 1b)

The diocesan executive shall be composed of its elected officers and the president of parish councils in the diocese. (*Constitution & Bylaws*, Article VIII, Section 2b)

NOTE: For provinces where no diocesan councils exist (Prince Edward Island, Newfoundland and Labrador, and Military Ordinariate), diocesan executive roles would be assumed by the provincial executive.

### **Parish Council**

Parish council shall be composed of the individual members. (*Constitution & Bylaws*, Article VIII, Section 1a)

The parish executive shall be composed of the elected officers of the council. (*Constitution & Bylaws*, Article VIII, Section 2a)

### ***Role of Treasurer at All Levels***

1. is a signing officer with the president for disbursement of funds; a third signing officer may also be appointed if required
2. attends all meetings of the executive, general meetings and annual meeting or convention.
3. keeps the financial records of the council
4. collects and disburses all the funds as required
5. issues cheques with the necessary signatures and ensures that cheques going to other levels are made payable to The Catholic Women's League of Canada

6. provides a monthly financial statement
7. arranges for the council books to be audited at the end of the fiscal year (December 31<sup>st</sup>); at parish level, the auditor is appointed by the council
8. prepares an annual report, with an interim report, for the annual meeting or convention
9. ensures that registration fees from conventions go to the treasurer of the council in convention
10. maintains a listing of regular subscriptions or donations given by the council
11. is responsible for per capita fees, issuing a cheque (covering the diocesan, provincial and national portion) for the recording secretary to send to national office
12. at diocesan and provincial levels, the treasurer will receive the appropriate portions of per capita fees from national office
13. prepares a budget if possible, for the year taking into account the membership fees, projected revenues, and expenses, i.e., per capita fees, charitable donations, development and operating costs

### ***Per Capita Fees (Membership Dues)***

Diocesan, provincial and national councils are financed by per capita fees.

### ***Per Capita Fees Deadline***

- per capita fees are due January 1<sup>st</sup> of each year
- in order to keep the financial commitments of the League at all levels, per capita fees are due yearly on or before February 28<sup>th</sup>
- for late paying and new members, *New and Renewed Members List* forms are available (*National Manual of Policy and Procedure* – Forms Appendix, or the website under Forms – Finance)

### ***Per Capita Lists***

- The parish council membership committee or organization chairperson, with the assistance of the treasurer, is responsible for the completion of per capita fee lists of the parish council membership.
- In November, computerized membership lists with instructions are sent to every parish council for verification and updating.
- Correct address information (including apartment and postal code) is essential in order to meet the address accuracy stipulation in the League's mailing contract.
- If necessary, a copy of the updated membership list may be requested from national office.
- Names of late paying members and new members should be submitted on the *New and Renewed Members List* form (*National Manual of Policy and Procedure* – Forms Appendix or the website under Forms – Finance).
- Print or type the names of new members as follows:  
Mary Doe (Robert), 315- 1450 Canada Street, Toronto, ON M2C 3Y3
- Annual gift subscriptions to *The Canadian League* magazine for the spiritual advisor, or others, should be included as per the established national fee.

### ***Remittance of Per Capita Fees***

- A cheque payable to The Catholic Women's League of Canada for the national, provincial and diocesan (where applicable) per capita fees should be sent to national office, together with one copy of the *Parish Council Remittance Form For Per Capita Fees* and the original of the current membership list.
- National office then forwards the provincial and diocesan portions of the fees to the respective treasurers.
- New members will receive *The Canadian League* magazine only after their per capita fees have been submitted and processed.

### ***National Voluntary Funds***

Parish councils complete the *National Voluntary Fund Remittance Form* indicating which funds they wish to support, and forward it to national office together with a cheque made out to The Catholic Women's League of Canada for the full amount. A copy of this form is to be sent to the diocesan treasurer or, in provinces where there is no diocesan council, the provincial treasurer, for information.

### ***Simple Bookkeeping Requirements***

- account book or spread sheet
- receipt book
- cheque book
- deposit book or cheque/deposit book combined
- file to hold cancelled cheques, receipts etc.

### **Remember to**

- obtain and retain a receipt for every expense
- issue cheques for submitted expenses without undue delay
- record cheque details, including the number, to facilitate the bank reconciliation at month end
- number the receipts in the receipt book
- number the pages in the account book
- use the bank statement to balance the account book or spread sheet each month

The financial statement and account books should be audited or examined annually, either professionally or by someone with accounting expertise.

### **Helpful Hints**

- always keep books updated; list each transaction as it is made
- itemize all transactions; record details of all income and each expense
- always pay by cheque
- never sign blank cheques
- if petty cash is used, stipulate a small amount and always ensure that there is a receipt to cover money used in order to replenish the original amount
- where applicable, auditors should sign the account book at the completion of the annual audit after the last entry of the year

- the president, treasurer and recording secretary should have signing authority; all cheques must be signed by two of the signing officers (Article XI Section 9, *Constitution & Bylaws*)
- comply with all deadlines for remittance of per capita fees and funds
- presidents should be aware of the treasurer's responsibilities and be familiar with the books
- all councils should draft financial guidelines and policies to ensure the on-going smooth operation of councils from year to year

### ***Reporting***

A financial statement should be presented at each monthly general meeting. An annual financial report should be prepared for the end of the calendar year. A list of donations made to any voluntary funds, and other charitable donations listed under the various standing committees, should be forwarded to the diocesan treasurer, who tabulates the parish amounts and forwards this information to the provincial treasurer for a provincial calculation. These amounts are then forwarded to the national secretary-treasurer for a national compilation.

It should be the financial policy of councils to keep cheques, financial statements, receipts, and disbursement books on file for FIVE YEARS.

### ***Budgets***

To foster responsible financial stewardship among members, it is strongly recommended that budgets be set up at the beginning of each fiscal year (see Sample Parish Council Budget – page 9). Such an undertaking should become a routine part of the financial planning for any council.

Refer to the section on Finance in the *National Manual of Policy and Procedure* for further details and information on budget preparation and financial projects.

### ***End of Term***

At the completion of her term of office, the treasurer should carefully index all papers, pass on all information to the new treasurer, and be prepared to work with her until she becomes familiar with the bookkeeping procedures.



# The Catholic Women's League of Canada

TOLL-FREE TELEPHONE (888) 656-4040  
TOLL-FREE FACSIMILE (888) 831-9507

## PARISH COUNCIL REMITTANCE FORM FOR PER CAPITA FEES

**The League's membership year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.  
Per capita fees are due at national office no later than February 28<sup>th</sup>.**

PARISH COUNCIL \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

NAME OF PERSON SUBMITTING THESE FEES \_\_\_\_\_

TITLE \_\_\_\_\_

DIOCESE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FOR NATIONAL OFFICE USE ONLY	
Date:	_____
Batch:	_____
Code:	_____
Cheque:	_____
Total:	_____

DATE \_\_\_\_\_

NUMBER OF MEMBERS PAYING FOR CURRENT YEAR \$ \_\_\_\_\_ (a)  
(NOTE: DO NOT INCLUDE YOUR SPIRITUAL ADVISOR IN THIS COUNT)

NUMBER OF MEMBERS PAYING FOR PREVIOUS YEAR \$ \_\_\_\_\_ (b)

NATIONAL PER CAPITA FEE @ \$ 13.00 PER MEMBER \$ \_\_\_\_\_ (c)

PROVINCIAL PER CAPITA FEE @ \$ \_\_\_\_\_ PER MEMBER \$ \_\_\_\_\_ (d)

DIOCESAN PER CAPITA FEE @ \$ \_\_\_\_\_ PER MEMBER \$ \_\_\_\_\_ (e)

**TOTAL PER CAPITA FEE**  $\Rightarrow$  \$ \_\_\_\_\_ (f)

ADD: GIFT SUBSCRIPTION TO MAGAZINE FOR NON-MEMBERS  
(SPIRITUAL ADVISORS, ETC.)

\_\_\_\_\_ @ \$ **8** \$ \_\_\_\_\_ (g)

**TOTAL REMITTANCE**  $\Rightarrow$  \$ \_\_\_\_\_ (h)

**The Catholic Women's League of Canada**  
**C-702 Scotland Ave., Winnipeg, Manitoba R3M 1X5**

***NATIONAL VOLUNTARY FUND REMITTANCE FORM***

**Parish Council** \_\_\_\_\_

**Diocese/Province** \_\_\_\_\_

**Council Treasurer** \_\_\_\_\_  
(please print)

**Phone number (daytime)** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NATIONAL VOLUNTARY FUND</b>	<b>AMOUNT</b>
Coady International Institute Fund	
Canadian Catholic Organization for Development and Peace	
Catholic Missions In Canada	
MaterCare (Canada) Inc. (2013)	
<b>TOTAL</b>	

Please send with cheque payable to: The Catholic Women's League of Canada  
C-702 Scotland Ave.  
Winnipeg, MB  
R3M 1X5

**Our Lady of Good Counsel Council**  
**The Catholic Women's League of Canada**  
**Sample Parish Council Budget**  
**January 1, 20 \_\_\_\_ to December 31, 20 \_\_\_\_**

**Estimated Receipts**

Membership fees	\$ 1,500
Sale of CWL items	100
Fundraising events	
bazaar	3,000
card party	900
bake sale	300
sale of calendars	100
Interest on bank balance	<u>10</u>
	5,910

**Estimated Expenditures**

Per capita to national	\$ 1,300
Hall rental	250
League supplies	400
Cards and gifts for shut-ins	35
Stationery	25
Postage	50
Kitchen supplies	100
Christmas gifts	150
Convention expenses (president and spiritual advisor)	500
Honorariums	200
Donations to voluntary funds	
Coady International Institute Fund	200
National Pro-Life Fund	200
Canadian Catholic Organization for Development and Peace	200
Other donations	
Meals on Wheels	100
Breakfast program	100
Women's shelter	75
Birthright	150
Elementary school prize	50
High school leaving bursary	100
First communicants	100
New tables and chairs for the church hall	600
Bank charges	25
New initiatives if revenue allows	<u>1,000</u>
	5,910

**Net Revenue** \$ 0

**Our Lady of Good Counsel Parish Council  
The Catholic Women's League of Canada  
Sample Parish Council Financial Report**

Financial Report from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_

**Opening Balance as of \_\_\_\_\_ \$ 1,550.00**

RECEIPTS

Per capita fees	150.00	
Card party	900.00	
Raffle	<u>150.00</u>	
Total receipts	1,200.00	<u>1,200.00</u>
		2,750.00

DISBURSEMENTS

Per capita fees to national	1,300.00	
Card party expenses	50.00	
Honorarium for guest speaker	50.00	
Hall rental	25.00	
Bank charges	<u>2.00</u>	
Total disbursements	1,427.00	<u>1,427.00</u>

**Closing Balance as of \_\_\_\_\_ \$ 1,323.00**

**Balance as per bank statement \$ 1,373.00**

Outstanding cheque #453 \$ 50.00