



The Catholic Women's League of Canada

MEMO

DATE: April 11, 2023
FROM: Janet McLean, national secretary-treasurer
TO: Parish council treasurers
THROUGH: Parish presidents and secretaries
CC: Diocesan and provincial presidents and secretaries and life members
(on request)

It is my pleasure to write to you. For those who may have yet to hear, I took over as national secretary-treasurer on November 1, 2022, as Marie Rackley, who held the position since August 2021, tendered her resignation due to personal reasons. I ask that you keep Marie in your prayers.

Welcome to everyone, especially to new treasurers who may have recently assumed this position after elections. Keeping your council's financial documents in order is an extremely important task. Most members willing to take on this position have some knowledge of financial record keeping, and I am sure if you need any guidance, the previous treasurer will be happy to assist.

The new *Guidelines for Treasurers* is now available on the national website (cwl.ca). I hope you have had a chance to download a copy for your council. I would appreciate your feedback on the guidelines as it was crafted to help you know your responsibilities and prepare the documents required to explain your council's finances to members. Your comments on anything in the guidelines that you feel needs further explanation or that you would like included would be most welcome. Don't hesitate to get in touch with me through national office.

Appendix 5 of the *Guidelines for Treasurers* is a Pre-Authorized Debit Form that can streamline the payment of your council's per capita fee remittances to national office. If your council uses the online membership system, it can sign up for the pre-authorized debit plan—meaning you will no longer have to write cheques for per capita fees and send them to national office. Instead, after your council's online administrator processes memberships for renewal, the pre-authorized debit form permits national office to remove the appropriate dollar amount from your council's bank account and allows your memberships to be processed quicker. Councils are not required to sign up for this option, but it is something you might want to consider.

I know that some councils are not happy with the national per capita fee increase that took effect in 2023. Unfortunately, just as individuals are facing increases in personal expenses, national office is also facing these increases in its expenses, including costs for utilities, necessary repairs, supplies and other costs incurred in running an organization. I keep a close eye on all expenses and am conscious that the national executive must be good stewards of the funds you entrust to us.

Thank you for your service to your council. Treasurer is the one position on the executive that the same person can hold for two terms (i.e., four years). While a unique skill set is required to be a treasurer, I encourage you to mentor other members of your council so that they will feel confident to take on this position after you complete your term.