



The Catholic Women's League of Canada Military Ordinariate Provincial Council



TO: Base Council Presidents, Base Council Treasurers
MO Admin Committee, MO Life Members, MO Archivist

FROM: MO Treasurer

DATE: 06 January 2016

MEMO: Treasurer # 6 (2014-2016)

SUBJECT: Annual Reports

Hello Everyone,

Happy New Year, and welcome to all the new Treasurers that have been or will be elected this month. Our Organization Chair sends out a report format for annual reports, but please note the Treasurer Report has a different format than the other chairs, so I have included a template for you to complete and return to me. Returns are due by 15 February 2016.

Now that we have reached the end of another calendar year, it is time to have the books audited in accordance with "The Catholic Women's League of Canada **GUIDELINES FOR TREASURERS.**" This manual may be found on the National website by going to cwl.ca, and select *Resources*. This will bring up a list of options, of which you should choose *Manuals*. Half way down the left hand side of the screen, you will see the Guidelines. The entire document has valuable information, but if you are pressed for time, focus on the "Role of Treasurer at All Levels" starting at the bottom of page 3. Note in paragraph 7 the books need to be audited every year, and the auditor is appointed by the council. I recommend this be done as soon as possible, while the current Treasurer is available to answer any questions that may arise.

One suggestion for an auditor would be to ask someone within your Base or Wing Comptroller Branch. A Letter of Appreciation would be a good follow-up to the audit, and would give the auditor something extra for their PER (Personnel Evaluation Report). Other suggestions would be someone in the community with a financial background, but if you go to a chartered accountant, there may be fees involved, so find this out ahead of time in case your council can't afford the fees. Your auditor needs to be familiar with accounting documents and procedures, but does not need to be a certified accountant.

Annual reports should reflect all of 2015 from January through December inclusive. Remember to include your volunteer hours for the entire council. These numbers are very valuable when our National CWL team represents our concerns to Parliament.

While you have the Guidelines open, take note of all the helpful hints, reporting requirements, and suggestions on how to create your annual budget. The budget should be presented at a monthly meeting early in the year, and voted on for acceptance or amendment based on a majority vote.

Other valuable information in the Guidelines for Treasurers includes information on monthly reporting at your council meetings, the types of documents to be maintained, and retention periods for your documents.

This year's Military Ordinariate Convention will be held in Borden in late April. Fees have not yet been set, but if your council needs financial assistance to send delegate(s), please refer to Annex E of the Military Ordinariate Standing Rules to apply for a Convention Grant. The finance committee will be meeting this spring to discuss the applications, and the deadline for submission is 15 March 2016.

Please submit your annual reports for 2015 to me by 15 February 2016 so I have time to produce the Mil Ord report to send to National. Have a great year in 2016, and I look forward to seeing your annual reports from 2015.

The report format is attached.

Shelley Bahm
MO CWL Provincial Treasurer

CWL Military Ordinariate Parish Council

Treasurer's Annual Report

For the Year Ending 31 December 2015

Name of Council:

Name of Treasurer:

Address:

Phone:

Email Address:

| National Voluntary Funds | Amount in dollars |
|---|--------------------------|
| Canadian Catholic Organization for Development and Peace | |
| Catholic Missions In Canada | |
| Coady International Institute | |
| Catholic Near East Welfare Association (31 Dec 2016) | |

| Provincial Voluntary Funds | Amount in dollars |
|---|--------------------------|
| Convention Fund | |
| Mickey Scott Fund | |
| Military Ordinariate Vocation Fund | |

| Other Funds – Name of Organization | Amount in dollars |
|---|--------------------------|
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Total Volunteer Hours of Council Members: _____