

The Catholic Women's League of Canada  
Alberta Mackenzie Provincial Council

**Treasurer Communique #1** (September 2010)

I am hoping that everyone had a wonderful summer! Now we are all getting back to our roles in CWL and Treasurer is a very important one.

We are responsible for handling the funds of our League but we sometimes forget that we are also accountable to our members.

You may be wondering “What does that mean?” Well, it simply means that we should prepare an annual budget for our executive to approve; and we should also prepare a report to present to the members at each meeting.

The budget can be a simple one page document outlining what your Council expects to earn and spend for the coming year. The report presented at the regular meeting will compare what was actually spent to what you expected to spend.

Although membership doesn't fall under our standing committee, we have a vested interest in it. Diocesan and Provincial councils do not fund raise, and therefore are dependent on *per capita* fees for our continued operations. Encourage new members and get your *per capita* fees in early.

Reporting time is just a couple of months away. Please strive for 100% reporting. Our National office cannot provide accurate figures without full reporting from parish to diocese to provincial. Also, a reminder to Parish Treasurers to complete the Report of National Voluntary Funds along with your regular year end Treasurer's report.

Please refer to the *Guidelines for Treasurers* <[www.cwl.ca/manuals/guidelines for treasurers.pdf](http://www.cwl.ca/manuals/guidelines%20for%20treasurers.pdf)> for answers to many of your questions. Also, you can contact me at any time with concerns or questions.

God Bless,  
Ruth B.