

Introduction

Thank you for participating in the testing of a new annual reporting system. As parish council treasurer, your report adds value to our diocesan, provincial and national perspective.

The form is very comprehensive and broken into each sub-heading. Please do not feel daunted by the length of the report. There are many options, but we understand that councils will focus on just a few of the priorities listed. It is perfectly okay to leave questions unanswered if your council has not pursued a certain topic.

Thank you for completing this annual report. It will help us to know better what your council is doing and what your members interests are.

* 1. Your Name:

* 2. Name of Parish Council:

* 3. Parish Town:

* 4. Diocese:

- | | | |
|---|--|--|
| <input type="radio"/> Antigonish | <input type="radio"/> Mackenzie | <input type="radio"/> Saint John |
| <input type="radio"/> Alexandria-Cornwall | <input type="radio"/> Military Ordinariate | <input type="radio"/> St. John's |
| <input type="radio"/> Bathurst | <input type="radio"/> Moncton | <input type="radio"/> St. Paul |
| <input type="radio"/> Calgary | <input type="radio"/> Montreal | <input type="radio"/> Saskatoon |
| <input type="radio"/> Charlottetown | <input type="radio"/> Nelson | <input type="radio"/> Sault Ste. Marie |
| <input type="radio"/> Corner Brook and Labrador | <input type="radio"/> Ottawa | <input type="radio"/> Sherbrooke |
| <input type="radio"/> Edmonton | <input type="radio"/> Pembroke | <input type="radio"/> Thunder Bay |
| <input type="radio"/> Edmundston | <input type="radio"/> Peterborough | <input type="radio"/> Timmins |
| <input type="radio"/> Grand Falls | <input type="radio"/> Prince Albert | <input type="radio"/> Toronto |
| <input type="radio"/> Grouard-McLennan | <input type="radio"/> Prince George | <input type="radio"/> Valleyfield |
| <input type="radio"/> Halifax-Yarmouth | <input type="radio"/> Quebec | <input type="radio"/> Vancouver |
| <input type="radio"/> Hamilton | <input type="radio"/> Regina | <input type="radio"/> Victoria |
| <input type="radio"/> Hearst | <input type="radio"/> St. Boniface | <input type="radio"/> Whitehorse |
| <input type="radio"/> Kamloops | <input type="radio"/> St. Catharines | <input type="radio"/> Winnipeg |
| <input type="radio"/> Keewatin-The Pas | <input type="radio"/> St. Hyacinthe | <input type="radio"/> Not applicable |
| <input type="radio"/> Kingston | <input type="radio"/> St. Jean-Longueuil | |
| <input type="radio"/> London | <input type="radio"/> St. Jerome | |

* 5. Province:

- | | | |
|--|---|--|
| <input type="radio"/> Alberta Mackenzie | <input type="radio"/> New Brunswick | <input type="radio"/> Quebec |
| <input type="radio"/> B.C. & Yukon | <input type="radio"/> Newfoundland and Labrador | <input type="radio"/> Prince Edward Island |
| <input type="radio"/> Manitoba | <input type="radio"/> Nova Scotia | <input type="radio"/> Saskatchewan |
| <input type="radio"/> Military Ordinariate | <input type="radio"/> Ontario | |

Financial Records of the Council

Accurate record keeping is essential to know how well-planned goals were achieved and in determining what future possibilities exist.

* 6. Do you have a copy of the Guidelines for Treasurers, available from national office?

Yes

No

* 7. Please answer the following statements with yes or no. If no, please explain.

	Yes	No
An account book, receipt book, cheque book and deposit book are maintained.	<input type="radio"/>	<input type="radio"/>
Books are updated frequently.	<input type="radio"/>	<input type="radio"/>
Cancelled cheques and receipts are retained.	<input type="radio"/>	<input type="radio"/>
Account books are reconciled to bank statements monthly.	<input type="radio"/>	<input type="radio"/>
Financial statements and account books are retained on file for five years.	<input type="radio"/>	<input type="radio"/>

If no, please explain.

Receive All League Monies

Per capita fees are the means by which the League carries out its programming at national, provincial and diocesan levels.

* 8. What is your current membership fee? Please answer in the following format: e.g. 23.00

* 9. Membership fees are due to the parish council on January 1st. When you would say you collect the bulk of your membership fees? Check as many months as apply.

- | | | |
|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> May | <input type="checkbox"/> September |
| <input type="checkbox"/> February | <input type="checkbox"/> June | <input type="checkbox"/> October |
| <input type="checkbox"/> March | <input type="checkbox"/> July | <input type="checkbox"/> November |
| <input type="checkbox"/> April | <input type="checkbox"/> August | <input type="checkbox"/> December |

* 10. Per capita fees are due at national office by February 28. When would you say the bulk of the per capita fees from you council are ready to submit to national office?

- | | | |
|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> May | <input type="checkbox"/> September |
| <input type="checkbox"/> February | <input type="checkbox"/> June | <input type="checkbox"/> October |
| <input type="checkbox"/> March | <input type="checkbox"/> July | <input type="checkbox"/> November |
| <input type="checkbox"/> April | <input type="checkbox"/> August | <input type="checkbox"/> December |

* 11. In what ways do you assist the membership chairperson with the membership remittance package required by national office?

- | | |
|---|---|
| <input type="checkbox"/> Tally the number of paid members. | <input type="checkbox"/> Complete the Parish Council Remittance Form. |
| <input type="checkbox"/> Reconcile the number of paid members with the number of membership dollars received. | <input type="checkbox"/> Write the cheque payable to CWL of Canada. |
| <input type="checkbox"/> Complete the membership package paperwork. | <input type="checkbox"/> The membership chairperson takes care of it all. |

* 12. Please provide a summary of the donations to national voluntary funds made in the past calendar year.

Canadian Catholic
Organization for
Development and Peace

Catholic Missions In
Canada

Coady International
Institute

Euthanasia Prevention
Coalition

Velma's Dream/Catholic
Near East Welfare
Association

* 13. Please provide a summary of the donations made to local organizations, as summarized under the following standing committees.

Spiritual development (e.g.
Canadian missions)

Organization (e.g.
leadership development
programs for women)

Christian family life (e.g.
pro-life organizations)

Community life (e.g.
homeless shelters, food
banks)

Education and health (e.g.
hospices, school
programs)

Communications (e.g.
local Catholic media
outlets)

* 14. Does your council undertake any fundraising initiatives? Please check as many as may apply.

Bake sale

Fall supper

Tea and/or luncheon

Card party

Lottery or raffle

My council does not fundraise.

Craft show

Rummage sale

Dinner and entertainment

Silent auction

Other (please specify)

15. In what way was the fundraising money used? Please check as many as apply.

Donated to the parish

Donated to national voluntary funds

Donated to local charities

Used to subsidize members' attendance at workshops

Donated to diocesan initiatives

Used to subsidize convention fees

Donated to provincial initiatives

Other (please specify)

Pay All Accounts and Signing Officer

Proper disbursement procedures ensure that all legitimate expenses have been properly authorized and paid.

* 16. Are all accounts paid by cheque?

Yes

No

If no, what other methods are use?

* 17. Are two signatures required on every cheque and the cheque signed only after it is made out to the payee?

Yes

No

If no, what measures are taken to ensure all expenses are approved by at least two people?

* 18. How many signatories does your council have?

Two Three Four Five Other

Annual Budget

One of the most important financial control tools available to ensure an organization meets its goals is the annual budget. Adoption of a budget ensures financial stewardship among all members.

* 19. When is your budget presented before council for approval?

- | | | |
|--------------------------------|---------------------------------|---|
| <input type="radio"/> January | <input type="radio"/> May | <input type="radio"/> November |
| <input type="radio"/> February | <input type="radio"/> June | <input type="radio"/> December |
| <input type="radio"/> March | <input type="radio"/> September | <input type="radio"/> A budget isn't presented. |
| <input type="radio"/> April | <input type="radio"/> October | |

* 20. Are revenues and expenditures reported at every executive and council meeting?

- Yes No

If no, how often are they reported?

* 21. Are the accounts examined annually by an auditor or accountant independent of the council?

- Yes No

Summary and Final Thoughts

22. Is there anything else you would like to share about your activities?