

Treasurer Annual Report Survey - 2017

Introduction

Thank you for participating in the new annual report survey. As parish council treasurer, your input adds value to our diocesan, provincial and national perspective. It will help us better understand what your council is doing and what we can do to help you. The form is very comprehensive. Please do not feel daunted by the number of questions. I have tried to make the form as straight-forward as possible. This report is not a test, so don't be worried that your answers are "wrong". I welcome any comments you may have about the survey.

Thank you again for your participation.

Janet McLean, National Secretary-Treasurer

1. Is this position vacant? *

- Yes No

2. Are you completing this survey on someone else's behalf? *

- Yes No

3. On whose behalf are you completing this survey for? Please enter the name of the chairperson. *

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.

4. Do you or your council have a copy of the Guidelines for Treasurers, available from national office?*

- Yes No

5. How do you or your council keep track of receipts and disbursements?

- Bank statements Deposit book

- Excel spreadsheet
- Receipt book
- Cheque book
- Disbursement book

- Ledger/column book
 - Use computer software
 - Other, please specify...
-

6. Please answer the following statements with a yes or no.*

- | | Yes | No |
|--|-----------------------|-----------------------|
| a. Cancelled cheques (or copies) are returned to you. | <input type="radio"/> | <input type="radio"/> |
| b. Books are updated frequently. | <input type="radio"/> | <input type="radio"/> |
| c. All receipts are retained. | <input type="radio"/> | <input type="radio"/> |
| d. Account books are reconciled to bank statements monthly. | <input type="radio"/> | <input type="radio"/> |
| e. Financial statements and account books are retained on file for five years. | <input type="radio"/> | <input type="radio"/> |

Receive All League Monies

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

7. What was your 2017 membership fee?*

8. Will your 2018 membership fee be the same?*

- Yes
- No

9. Membership fees are due to the parish council on January 1st. When would you say your council collects the bulk of its membership fees?

Check as many months as apply.*

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> April |
| <input type="checkbox"/> February | <input type="checkbox"/> May |
| <input type="checkbox"/> March | <input type="checkbox"/> June |

- July
- August
- September
- October
- November
- December

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

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

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

- Tally the number of paid members
- Reconcile the number of paid members with the number of membership dollars received
- Complete the membership package paperwork or online forms
- Complete the Parish Council Remittance Form
- Write the cheque payable to CWL of Canada
- The membership chairperson takes care of it all.

12. Please provide the total dollar amount of donations made by your council to national voluntary funds in 2017. (Enter 0 if no donation was made.)

Canadian Catholic Organization for Development and Peace	<input type="text"/>
Catholic Missions In Canada	<input type="text"/>
Coady International Institute	<input type="text"/>
Euthanasia Prevention Coalition	<input type="text"/>

13. Please provide the total dollar amount of donations made to local organizations in 2017, 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. Please provide the total amount of donations given to the parish/church in 2017.

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

Annual bazaars

Funeral lunches

Bake sale

Lottery or raffle

Banquets/galas

Plant or garden produce sales

Card party

Rummage sale

Catering services

Silent auction

Craft Show

Tea and/or luncheon

Dinner and entertainment

Other (please specify)

Fall supper

Fashion shows

My council does not fundraise.

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

17. If no, please explain.*

18. Are two signatures required on every cheque?*

- Yes
- No

19. Are cheques signed only after they are made out to the payee?*

- Yes
- No

20. What measures are taken to ensure all expenses are approved by at least two people?*

21. How many signatories does your council have?*

- Two
- Three
- Four or more

22. Who are the signing officers?*

- President
- Corresponding secretary
- Recording secretary
- Treasurer
- Past president
- Vice-president

President-elect

Other, please specify...

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.

23. Does your council prepare a budget?*

- Yes No

24. When is your budget presented to your parish council for approval?*

- January May - October
 February November
 March December
 April We don't present the budget for approval.

25. Are financial statements presented (list of revenues and expenditures) at general meetings?*

- Yes, monthly Yes, twice a year.
 Yes, every two months. Yes, Annually.
 Yes, every quarter. No

26. Are your council's books examined annually by an independent individual experienced in accounting matters?*

- Yes No

27. Is this individual a:*

- CPA
 Accountant
 University Graduate in Accounting
 Experienced Bookkeeper
 Audit Technician

- Individual experienced in Accounting
- Other...

Summary and Final Thoughts

28. Is there anything else you would like to share about your tasks as treasurer for your parish council?