



**The Kingston Diocesan Council of  
The Catholic Women's League of Canada**

**Treasurer**

***One Heart, One Voice, One Mission***

**Directive #3**

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**Date:** October 22, 2016

**To:** Parish Council Treasurers

**From:** Nancy Richer, Diocesan Treasurer

**CC:** Diocesan Executive, Provincial Treasurer

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**Attachments:** Financial Report: May 11, 2016 to October 3, 2016  
2016 Diocesan Convention Expenses Breakout  
2017 Diocesan Budget

***"It always seems impossible until it's done."***

Nelson Mandela

It is that time of the year again! You should be creating and finalizing your budgets for next year, this is done by your finance committee, which should consist of Current Treasurer, Past Treasurer, President, President-Elect, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, and a member with financial background.

As well it will soon be time to send in your annual financial reports to me for forwarding onto the Provincial Treasurer. Once I receive the report from the Provincial Treasurer, I will forward the forms to you.

Each council should have their accounts audited at least once a year, for sure when there is a change over in treasurers, this doesn't have to be done by an accounting company, but ask your members for someone with accounting experience to review the books.

Respectfully submitted.