

# Treasurer Annual Survey - 2019

ID. Council Code (e.g. SSM-050)  
name

## Introduction

Welcome to the annual report survey for parish treasurers. Your completion of this form enables me to report what parish councils are doing in my annual report. If you have any comments on the survey, I would be pleased to receive your feedback. Parish presidents, if your council does not have a treasurer, please have someone on your executive complete this survey.

Thank you very much for your participation.

Janet McLean, National Secretary-Treasurer

## About You

Q1 Parish Council Name:

Q2 Parish Council Registered Town:

Q3 Parish Council ID number:

Q4 Reporting to:

Q5 What is your name?

Q6 Is this position filled or vacant?

Filled

Vacant

Q7 If filled, were you elected or appointed?

Elected

Appointed

Q8 What position do you hold?

- |   |  |
|---|--|
| <input type="radio"/> treasurer           | <input type="radio"/> corresponding secretary        |
| <input type="radio"/> president           | <input type="radio"/> past president                 |
| <input type="radio"/> president-elect     | <input type="radio"/> standing committee chairperson |
| <input type="radio"/> recording secretary | <input type="radio"/> other                          |

## Leadership Profile

As the implementation committee begins its research into leadership in the League, your input into the profile of leadership is important. We invite you to answer the following three questions. (Note: Responses are voluntary.)

Q9 How long have you been a member?

- |   |  |
|---|--|
| <input type="radio"/> Less than 5 years | <input type="radio"/> 16-20 years        |
| <input type="radio"/> 6-10 years        | <input type="radio"/> 21-25 years        |
| <input type="radio"/> 11-15 years       | <input type="radio"/> more than 25 years |

Q10 Have you held this position previously?

- |                           |                          |
|---------------------------|--------------------------|
| <input type="radio"/> yes | <input type="radio"/> no |
|---------------------------|--------------------------|

Q11 What is your age?

- |                                |                             |
|--------------------------------|-----------------------------|
| <input type="radio"/> under 18 | <input type="radio"/> 55-64 |
| <input type="radio"/> 18-24    | <input type="radio"/> 65-74 |
| <input type="radio"/> 25-34    | <input type="radio"/> 75-84 |
| <input type="radio"/> 35-44    | <input type="radio"/> 85+   |
| <input type="radio"/> 45-54    |                             |

## 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.

Q12 What tools are used by your council to track receipts and disbursements? Please mark all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> bank statements   | <input type="checkbox"/> disbursement book    |
| <input type="checkbox"/> deposit book      | <input type="checkbox"/> ledger/columnar book |
| <input type="checkbox"/> excel spreadsheet | <input type="checkbox"/> computer program     |
| <input type="checkbox"/> receipt book      | <input type="checkbox"/> other                |
| <input type="checkbox"/> cheque book       |   |

Other, please specify:

Q13 Please answer each of the following statements with a yes or no.

- |  | yes                   | no                    |
|--|-----------------------|-----------------------|
| Cancelled cheques are returned to your council.                                      | <input type="radio"/> | <input type="radio"/> |
| Books are updated frequently.  | <input type="radio"/> | <input type="radio"/> |
| All 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 at least 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.

Q14 What was your 2019 membership fee? For \$25.00, enter 25.00

Q15 Membership fees are due from members to your council by 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"/> July      |
| <input type="checkbox"/> February | <input type="checkbox"/> August    |
| <input type="checkbox"/> March    | <input type="checkbox"/> September |
| <input type="checkbox"/> April    | <input type="checkbox"/> October   |
| <input type="checkbox"/> May      | <input type="checkbox"/> November  |
| <input type="checkbox"/> June     | <input type="checkbox"/> December  |

Q16 Per capita fees are collected in trust by parish councils and are due from your council to national office by February 28th. When would you say your council sends in the bulk of its per capita fees to national office?

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

Q17 In what ways do you assist the membership chairperson with the membership remittance package required by national office? Please check all that apply.

- tally the number of paid members
- reconcile the number of paid members with the amount of membership money received
- complete the membership remittance paperwork or online forms
- write the cheque payable to the CWL of Canada
- the membership chairperson takes care of it all

Please indicate which of the following funds your council supported through donations directly to national office in 2019. You will be prompted to provide the total dollar amount of donations sent. Enter in dollars and cents, e.g. 23.57. (If no donation was made, please indicate by entering 0.00).

Q18 Donation to Catholic Missions In Canada:

Q19 Donation to Coady International Institute

Q20 Donation to Euthanasia Prevention Coalition:

Q21 Donation to Catholic Near East Welfare Association:

Q22 Donation to National Bursary Fund:

Please indicate the direction of your councils other charitable donations for 2019, as broken down by standing committee. NB: Do not include in these amounts donations sent to national office for the funds listed in the previous question. You will be prompted to provide the total dollar amount of donations sent. Enter in dollars and cents, e.g. 23.57 (If no donation was made, please indicate by entering 0.00).

Q23 Donation to projects under spiritual development (e.g. missions):

Q24 Donation to projects under organization (e.g. sending members to retreats):

Q25 Donation to projects under Christian family life (e.g. pro-life donations):

Q26 Donation to projects under community life (e.g. food bank donations):

Q27 Donation to projects under education and health (e.g. palliative care donations):

Q28 Donation to projects under communications (e.g. porongraphy campaign contributions):

Q29 Please provide the total donations given to your parish in 2019. If you did not provide a donation, enter 0.00

Q30 Does your council undertake any fundraising initiatives? Please check as many as apply.

- |   |  |
|---|--|
| <input type="checkbox"/> annual bazaar            | <input type="checkbox"/> funeral lunch                 |
| <input type="checkbox"/> bake sale                | <input type="checkbox"/> lottery/raffle                |
| <input type="checkbox"/> banquet/gala             | <input type="checkbox"/> plant or garden sale          |
| <input type="checkbox"/> car party                | <input type="checkbox"/> rummage sale                  |
| <input type="checkbox"/> catering                 | <input type="checkbox"/> silent auction                |
| <input type="checkbox"/> craft show               | <input type="checkbox"/> tea/luncheon                  |
| <input type="checkbox"/> dinner and entertainment | <input type="checkbox"/> my council does not fundraise |
| <input type="checkbox"/> fall supper              | <input type="checkbox"/> other                         |
| <input type="checkbox"/> fashion show             |  |

Other, please specify in two to three words.

### Pay All Accounts and Signing Officer

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

Q31 Are all accounts paid by cheque?

- yes  no

If no, please explain in a few words.

Q32 Are two signatures required on every cheque?  
 yes  no

Q33 How many signatories does your council have?

Q34 Who are the signing officers in your council?  
 president  vice president  
 corresponding secretary  president-elect  
 recording secretary  standing committee chaiperson  
 treasurer  other  
 past president

Other, please list:

## 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.

Q35 Does your council prepare a budget?  
 yes  no

Q36 Is your budget presented to your parish council for approval?  
 yes  no

Q37 If so, when?  
 January  May-October  
 February  November  
 March  December  
 April

Q38 Are financial statements presented (lists of revenue and expenditures) at general meetings?  
 yes  no

Q39 Are your council books examined annually by an independent individual experinced in accounting matters?  
 yes  no

Q40 Is this individual a

- |   |  |
|---|--|
| <input type="radio"/> CPA                               | <input type="radio"/> bank teller      |
| <input type="radio"/> accountant                        | <input type="radio"/> audit technician |
| <input type="radio"/> university graduate in accounting | <input type="radio"/> other            |
| <input type="radio"/> experienced bookkeeper            |  |

Other, please specify in two to three words

## Summary and Final Thoughts

Q41 Is there anything else you would like to share about your tasks as treasurer for your parish council?

- yes  no

If yes, what would you like to share?

Q42 What was your biggest challenge when completing this survey?

Thank you for taking the time to complete the survey. Your council's initiatives will be added to the strong voice of Catholic women across Canada.

**Before pressing the "submit" button, please "print" the survey responses for your records.**

**To "print", ensure that pop-ups are enabled. If you are unsure how to enable pop-ups, please contact Ingrid at national office for assistance.**

**WARNING: Once "submit" has been pressed, the "print" function is no longer available.**