



The Catholic Women's League of Canada Edmonton Diocesan Council

CATHOLIC
and LIVING IT!

TO: All Parish Council Presidents
All Diocesan Officers
Life Members

FROM: Mariette Huot – Diocesan Treasurer

SUBJECT: Diocesan Treasurer Fall Communiqué

Closing and Beginning a Year

Yes - 10 months have already passed and before you know it, you will need to end your 2022 financial year and begin your 2023 one.

As Treasurer, there are certain duties that should be completed to finish or start your financial year. Here are a few, and as every council is a bit unique, I'm sure there are more that could be added:

YEAR END:

- Are the annual donations budgeted for been paid, such as the Diocesan or National annual contributions (as of October 31st only 19 or 44 councils have remitted the Diocesan Annual contributions).
- Review all financial transactions that have occurred and ensure that there is proper backup for each entry. This makes it much easier when your financial books are reviewed
- Start to prepare your budget for the upcoming year. Review what was spent in the past year and adjust the amount accordingly. Discuss with your fellow executive members if there are going to be expenses in the new year that might not have been budgeted for in the current year, such as mini retreats.
- Create your new spreadsheets (if used) for the upcoming year

NEW YEAR:

- Have all the financial documents ready for review by an independent source. This could be a council member as long as they have no signing authority on the account.
- Create your new budget for approval at the first meeting in 2023.

It is important that good financial records are maintained and that expenses and income is reported at every meeting. If this is done consistently, closing up or starting a new year should be done quickly and efficiently.

As always, if you have any questions or concerns, please do not hesitate to email or give me a call.

Mariette Huot
Diocesan Treasurer