

**CATHOLIC WOMEN'S LEAGUE OF CANADA  
MANITOBA PROVINCIAL COUNCIL  
TREASURER**



**HERE I AM LORD SEND ME!**

**DATE: April 14, 2026**

**COMMUNIQUE # 2026-1**

**TO: DIOCESAN PRESIDENT to be forwarded to councils' parish presidents.**

**CC: PROVINCIAL EXECUTIVE (FOR INFORMATION)**

**FROM: Eloise Gawiak**

**Spring is coming and us in the North are hoping for a slow melt!**

**Review and Audit of Council Books  
Tell your council's financial story!  
Build trust through transparency!**

In accordance with the League's (#604) Constitution & Bylaws (Part XII, Section 4), treasurers must ensure that all financial records are examined or audited each year. Most parish and diocesan councils will have an examination of their books, bank accounts and investment portfolios.

It is important for councils at all levels to arrange for this process to be done by a third party. For an examination, a bookkeeper or general accountant is acceptable. In accordance with the (#615) National Manual of Policy and Procedure (Section 8: Finance, Financial Statements, Auditors and Audits of Accounts), the person performing the examination or audit must provide

- a report to the council that includes:
  - a. Confirmation that the examination or audit has been done
  - b. Indication of the date of said examination or audit
  - c. List of any discrepancies found
  - d. List of any adjustments to be made
  - e. Identification of any practices that should be changed. List of any other concerns or affirmation that all is in order

Through this process, the council's annual financial statements, also known as the council's annual financial report, are produced. These should include a summary of

revenues, expenses, bank balance, investments and any other owned assets. It should also list the figures from the previous year to provide a comparison and context. This report provides members with a picture of the council's financial position.

Once an examination or audit is done and the confirming letter received, the financial statements for the year should be presented to the council's executive for acceptance by motion. At the parish level, this should happen as close to the beginning of each year as possible.

### **E-Transfers**

Please be aware and encourage your diocesan counterparts to communicate to councils that using a personal email for council e-transfers is not acceptable. This can lead to a conflict of interest and major issues if someone becomes unable to fulfill their duties.

Each council should have generic addresses for the secretary, treasurer and president, and must monitor them weekly. Either of these generic council email addresses can be used for financial transactions, such as e-transfers.

It is not acceptable that council money goes through a member's personal account, either. If a council's bank account does not allow for e-transfers, that council's treasurer should only use cheques or cash for all transactions to or from the council.

There must always be a separation between council affairs and members' personal emails and accounts.

### **Timelines and duties of a treasurer**

As a group of provincial treasurers, we are working on a duties and timeline document for treasurers. It will cover banking guidelines, financial reporting requirements and letting the levels of the CWL above your post know who you are which is great for communications.

I can be contacted at [eloisegawiak@gmail.com](mailto:eloisegawiak@gmail.com) for any queries or submitting information at The Manitoba Provincial Council Treasurer email of [mbprovcwl@gmail.com](mailto:mbprovcwl@gmail.com).