

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



HERE I AM LORD SEND ME!

DATE: November 5, 2025

COMMUNIQUE # 2025-1

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

CC: PROVINCIAL EXECUTIVE (FOR INFORMATION)

FROM: Eloise Gawiak

Hello everyone!

As the fiscal year comes to an end, I would like to remind you of the annual treasury reports will be due soon.

The annual report is for the calendar year, January through December.

Parish treasurer should compile the information required and sent to the following by December 15 by paper or January 15 if electronically:

- Your parish president
- Your diocesan treasurer

Diocesan treasurers. will compile parish reports and report to Provincial by January 30 of the following year. The Provincial Treasurer has to combine the three diocesan reports into one by February 15. Please remember to let me know how many of your parish councils report in to you.

Please ensure the reports are completed and forwarded in a timely matter.

The report is #520 or #520F fillable on the CWL National site under forms.

Electronic Banking

E-transfers are becoming a part of our treasury jobs in our volunteer positions. There are many banks who handle these transactions differently and each council has a varying number of transactions, incoming and outgoing, that need to be considered.

It is policy every transaction must require two of the three officers' signatures or e-signatures or on-line approval using the bank's system.

If your parish or diocesan councils decides to use E-transfers as a means of payment, there are few options to consider. The strongest option is to change your bank account to ensure there are two approvers of the transaction to replace the use of two signers. If this is not possible or economical, please ensure that there is another signer approving the expenditure by email before sending the E-transfer. Print the email as evidence of approval and have it attached to the invoice that was paid.

E-transfers tends to be easier and much less expensive an option to have (cost of cheque, envelope, stamp). E-transfers also make it much easier when your signing officers are not living near each other.

A reminder, the practise of keeping cheques on had with one signature is not a good control and should not be done.

Signing Officers

A reminder that when you change your bank account signing officers, if you have investments (term deposits, GICs, mutual funds or other), the signing officers on these must also be updated. Verify with your financial institution to make sure this is done when you update your signing officers - it is not necessarily an automatic change that happens.

Investments

If you have investments, the approach must be a careful one. National has an investment policy and each council should have one too. Contact me if you would like a copy of it so your council can consider it for your P&P.

User IDs and Passwords

If you have user IDs and passwords for your generic CWL email account and for on-line banking, these should be kept by the secretary and/or the president as well so that if you cannot fulfil your duties because of travel, health issues, incapacity or death, not all is lost and business can continue. Be careful where this information is stored - preferably not on a computer that can be hacked!

Gatherings for Treasurers

Monthly (mostly) online gatherings for provincial treasurers have been arranged. If you have an issue you would like addressed by me at these meetings, let me know. The meetings are informal so any topic can be brought up.

If anyone has questions for me, please reach out eloisegawiak@gmail.com or 204-687-0797