



ONTARIO PROVINCIAL COUNCIL
of
The Catholic Women's League of Canada



November 5th, 2020

TO: All Diocesan Treasurers

FROM: Marie-Theresa Lamphier, Ontario Provincial Treasurer

CC: All OPC Executive, Diocesan Presidents, National Secretary-Treasurer, and Archbishop Terrance Prendergast

Directive # 3

Well the cooler temperatures are upon us, although we are still being graced with a few nice days, at least in this corner of the woods! Hope you are enjoying these beautiful fall colours before the snow begins to fly!

Budgets: Treasurers should be thinking about the new budget for 2021. You can start gathering information from your executive just in case some unexpected expenditures come up.

I have received some questions with regards to the budget and expenses in the coming year, when we are not meeting in person. I refer you to a Communique # 5 from Janet McLean, National Secretary-Treasurer. She encloses a Guide to Budgets and Expenditures during COVID-19, as well as a Guide to Virtual (Online) meetings During COVID-19. I have attached these for your convenience.

Memberships: COVID-19 has brought many challenges, one of them being that we are not able to meet in large groups due to social distancing. This has resulted in not having any fund raising, conventions and in person meetings. Yet, we still need to collect membership fees, as many as possible before year end. We ask you to send these in a timely basis as some councils depend on the per capita fees to meet their obligations.

All of us are instrumental in encouraging non-members to join, which is even more difficult given that we are not seeing anyone or rarely talking to them. Your efforts in keeping in touch with everyone during this past year may have a greater impact on your members than you think. You may have to remind them about the benefits of being a member of The League...it is more than attending meetings!

Bernard Bishop F. Pappin Bursary Fund: Your continued support of the Bernard Bishop Pappin Bursary Fund is to be congratulated, as councils continue to send in their cheques. Donations should come to me with the cheque made payable to the Ontario Provincial Council of the Catholic

Women's League. You should note Bishop Bernard F. Pappin Bursary in the memo line. Please continue to promote donations to this fund to assist our seminarians and encourage more young men to the priesthood.

Annual reports: It is that time of the year again where annual reports are requested. Diocesan treasurers, please encourage the parish treasurers to complete the survey on line. This information is important to all of us as we see all the generous donations, whatever amount, to the different charities. Collectively, even the smallest donation makes a difference!

In addition to the on-line survey please encourage parish councils to complete the "Treasurer's Annual Report" form. I have enclosed "**Parish Treasurer's Annual Report**" form to be completed. Ensure that your information is included at the bottom of the form. These reports should be completed by January 15th at the latest. If completing manually they should be completed by December 15th.

Diocesan reports can be sent to me at: mtlamphier@gmail.com. (Form attached) I usually acknowledge receipt...so if you don't get confirmation from me, maybe something went wrong.

The template for Diocesan Standing Committee Chairpersons should be forthcoming from our Organization Chairperson, Linda Squarzolo. This needs to be completed by date set on the form.

Year End Closing Entries: Just a reminder that all diocesan treasurers as well as parish treasurers should ensure and encourage that all outstanding cheques be cashed before year end.

Theme: Loneliness

During this pandemic, many of us have experienced loneliness...especially someone who is used to being very active. It is very important for all of us to reach out and touch someone via phone call, Facetime or skype. (Refrain from physically touching each other. :) LOL). Keep social distancing, wear your mask and wash your hands often! Keep safe!

Marie-Theresa

Marie-Theresa Lamphier
Provincial Treasurer
The Catholic Women's League of Canada

Encl.

Treasurer's Annual Report Form
Parish Treasurer's Annual Report Form
Guide to Budgets and Expenditures Durng COVID-19
Guide to Virtual (Online) Meetings During COVID-19

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
DIOCESAN TREASURER'S ANNUAL SUMMARY REPORT
FOR THE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020



COUNCIL: _____
LOCATION: _____
COUNCIL PRESIDENT: _____
TREASURER: _____
PHONE NO: _____

DONATIONS REPORTED FOR PAST CALENDAR YEAR
\$ Totals (omit cents)

| | |
|--|--|
| National Voluntary Fund | |
| Coady International Institute | |
| Canadian Catholic Organization for Development and Peace | |
| Catholic Missions in Canada | |
| Euthanasia Prevention Coalition (until August 18, 2020) | |
| National Bursary Fund | |
| Catholic Near East Welfare Association | |
| National Voluntary Fund Sub-total | |
| Standing Committees | |
| Spiritual Development | |
| Organization | |
| Christian Family Life | |
| Community Life | |
| Education and Health | |
| Communications | |
| Standing Committees Sub-total | |
| All Donations | |
| National Voluntary Fund Sub-total | |
| Standing Committees Sub-total | |
| Parish Donations | |
| | |
| TOTAL | |
| | |

Please submit the completed report to: Marie-Theresa Lamphier, Treasurer
 Ontario Provincial Council
 The Catholic Women's League of Canada
 1617 Katella Ave.,
 Windsor, Ontario N8P 1P8
 226-676-0314
mtlamphier@gmail.com

Please submit by: March 1, 2021

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA
PARISH TREASURER'S ANNUAL SUMMARY REPORT
 FOR THE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020**



COUNCIL: _____
LOCATION: _____
COUNCIL PRESIDENT: _____
TREASURER: _____
PHONE NO. _____

DONATIONS REPORTED FOR PAST CALENDAR YEAR

**\$ Totals
 (omit cents)**

| National Voluntary Fund | |
|--|--|
| Coady International Institute | |
| Canadian Catholic Organization for Development and Peace | |
| Catholic Missions in Canada | |
| Euthanasia Prevention Coalition (Until August 18, 2020) | |
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| Standing Committees Sub-total | |
| All Donations | |
| National Voluntary Fund Sub-total | |
| Standing Committees Sub-total | |
| Parish Donations | |
| | |
| TOTAL | |

Please submit the completed report to:

Please submit by:

Guide to Budgets and Expenditures During COVID-19

The “Guide to Virtual (Online) Meetings During COVID-19” (virtual meeting guide) should be consulted in conjunction with this document so councils understand how to proceed with the disbursement of council funds.

1. If a 2020 budget that detailed specific organizations to which funds would be given during the year and the amount was approved by motion at an in-person meeting, these donations can be made.

For example, if the budget included the following donations, they can all be made.

National voluntary funds

| | |
|--|-----------------|
| Catholic Missions In Canada | \$200.00 |
| Catholic Near East Welfare Association | \$200.00 |
| Coady Institute | \$200.00 |
| ABC Homeless Shelter | \$400.00 |
| St. Patrick’s soup kitchen | \$500.00 |
| Chalice – sponsorship of child | \$500.00 |
| St. Patrick’s Parish | <u>\$700.00</u> |
| | \$2,700.00 |

2. If the council approved by motion a budget for 2020 that specified only a total amount available for donations (e.g. a line in the expenditures which read “Donations for 2020 - \$3,000”) at an in-person meeting then, if holding an online meeting, the procedures outlined in the virtual meeting guide must be followed to make the specific donations.
3. If the council did not approve a budget for 2020 and is not meeting in-person, follow the procedure outlined in the virtual meeting guide. Donations to several organizations, specifying the amount for each, can be made as one “item” submitted for acceptance.
4. A budget for 2021 should be prepared and presented at a virtual council meeting. Follow the procedure for submission of “items” in the virtual meeting guide. If the budget is approved “for recommendation,” then expenses incurred in 2021 can be paid when required. Donations can be made as explained in the first two points above.
5. Normally, a budget would not contain the specific organizations’ names to which contributions would be made but would instead have a total budgeted amount for donations. This allows for flexibility in donating to new organizations or those that may need additional assistance in a particular year. It also allows councils to decide the amount to be given based on the funds available when the donation is made. Remember that when the donation is actually going to be made, it must be approved by a motion or, if in-person meetings are still not allowed, the virtual meeting guide’s procedure should be followed.
6. Budgets are a guide for the year. They should be prepared at the end of the year for the following year or the beginning of January for the current year. They are not changed throughout the year. When financial reports are submitted at council meetings, any major differences in income or expenditures from those budgeted

should be explained. It is rare for actual income and expenses to precisely match those budgeted.

7. Because fund-raising activities have been limited in 2020, funds available for donation may be less than those approved in the 2020 budget. If donating different amounts than were previously approved in the budget, make sure to have them ratified by the council and recommended for approval at the next in-person meeting before you prepare and release the cheques.
8. If the budget has a surplus in 2020 (most likely this will apply to diocesan and provincial councils), that is fine. This may be because conventions, workshops and other such events were not held in 2020. The council does not have to spend the surplus—keep it for upcoming years to provide training, financial assistance, etc. to members.

Guide to Virtual (Online) Meetings During COVID-19

The following are guidelines to be used by councils holding virtual (online) meetings if meetings cannot take place in person during the COVID-19 pandemic. The League is governed by the *Canada Not-for-profit Corporations Act*, and at the moment, the by-laws do not allow councils to have “official” online meetings. The following is a summary of how meetings can take place, decisions can be made and councils can move forward.

1. Online or virtual meetings of parish, diocesan and provincial councils can be held.
2. Business can be discussed, and decisions can be taken.
3. The secretary or other person who would normally be recording minutes should take “notes” of the meeting.
4. Decisions that do not require a motion but simply approval by those present can be made and acted on by the council.
5. If an “item” would normally require a motion to confirm the action, then it should be submitted to the meeting, discussed and a vote taken.
6. The “item” is either accepted or rejected. If rejected, it goes no further.
7. If accepted, then a vote should be taken that the “item” be recommended for approval at the next in-person meeting of the council. If this is rejected, it goes no further.
8. If accepted, the council may take any action required on the “item” recommended for approval. For example, the treasurer requested that a donation of \$200.00 be made to the national voluntary fund for Catholic Missions in Canada. This “item” was voted on, discussed and accepted. The treasurer then requested the donation of \$200.00 be recommended for approval at the council’s next in-person meeting. This was accepted. A cheque for \$200.00 can be written and sent to national office for this donation.
9. When an “item” has been recommended for approval, it should be added to a list to be maintained by the secretary (or other recording individual). These accepted “items” should be submitted as motions at the next in-person meeting of the council for formal approval and insertion in the official minutes of the in-person council meeting where they are passed.
10. All “items” requiring a formal motion can be processed in this way, including other donations, approval of council official minutes, etc.
11. The “notes” taken at virtual meetings should be kept for future reference (similar to minutes) so that there is a record of what has taken place by the council during all virtual meetings it holds.