



# Financial Review Guidelines

Catholic Daughters of the Americas  
Pennsylvania State Court Workshop - Tyrone, Pennsylvania  
November 6-7, 2020

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# How often must the Financial Review be conducted?

- ▶ 2 Times a year -----Semi-Annually

▶ <u>During the Month of</u>	<u>For the Period ending</u>	<u>To be Mailed by</u>
▶ APRIL	October 1 through March 31	May 1
▶ OCTOBER	April 1 through September 30	November 1



# Who must be present for a Financial Review?

- ▶ Financial Review Committee - at least 3 or 4 Volunteers who are NOT Officers and who have been assigned by the Regent
- ▶ All Local Court Officers
- ▶ District Deputy or State Representative



# What must be brought to the Financial Review?

- ▶ Treasurer's Records

- ▶ Financial Secretary's Records

- ▶ Recording Secretary's Records



# Treasurer Records

- ▶ Check Book and any CD or Savings Account Records
- ▶ Monthly Bank Statements
- ▶ Cancelled checks and/or check images and checkbook stubs
- ▶ Copies of paid invoices
- ▶ Ledger of receipts and disbursements
- ▶ Receipt Book



# Financial Secretary Records

- ▶ Membership Ledger / Dues Record Book
- ▶ Record Book (aka Cash Book)
- ▶ Receipt book (all monies received by Financial Secretary)
- ▶ Receipts from Treasurer to Financial Secretary



# Recording Secretary Records

- ▶ Recording Secretary Minutes Book



# Tools needed for Financial Review

- ▶ Calculator
- ▶ Red Pens (for checking books)
- ▶ Blue (preferred) or Black Pen
- ▶ Pencils
- ▶ Ruler
- ▶ Lined Tablet of Paper and/or Spread Sheet to categorize Expenditures
- ▶ Blank Financial Review Form to be completed at Review
- ▶ Previous completed Financial Review Form





# LIST EXPENDITURES by Category

- ▶ Use a spread sheet or lined paper to list amounts paid out.
- ▶ 1. Paid to Religious, Charitable & Educational purposes
- ▶ 2. Paid to National Court (National Dues, Supplies, Paraphernalia, Other-Insurance).
- ▶ 3. Paid to State Court (State Dues, State Court Projects)
- ▶ Other expenses (Rent, miscellaneous supplies, postage, gifts to DD, etc) are NOT used to complete the Financial Review Form



# State - things to remember

- ▶ DO NOT put STATE CALENDARS or 10 WEEK LOTTERY tickets on the Financial Review Form. The only exception is if you buy a State Calendar or 10 WEEK LOTTERY ticket for a Religious as a gift. Then it can go under line item #1 on the Financial Review Form.
- ▶ The only things that are to be listed under State are:
  - ▶ State Dues (\$1.00 per member) billed two times a year
  - ▶ State \$5.00 Charity with State dues (Make sure you list this separate under State Court Projects)
  - ▶ State Projects are: Pro Life Baby Bottle; General Fund; Advertising; Haiti Birthing Center; Knights of Columbus Ultra-Sound; Courage Lion



# National - things to remember

- ▶ Charity - Scholarship Money given to 8<sup>th</sup> Grade children
- ▶ Charity - Gifts to Clergy (Priest Appreciation, Christmas, Birthdays)
- ▶ Charity - Postage to mail Eyeglasses/Stamps
- ▶ Education - Registration Fee for Convention/Workshop
- ▶ Education - Award Money given to children for Education Contest
- ▶ Liability Insurance - Billed each March. List under #2 PAID TO NATIONAL COURT on Financial Review Form . Preference is to put under “Other - Insurance”
- ▶ National Dues - (\$7.50 per member) Billed two times a year. List under #2 on Financial Review Form.



# Completing the Financial Review Form

- ▶ Current BLANK Financial Review Form is mailed to the Regents and can also be found and printed from [www.catholicdaughters.org](http://www.catholicdaughters.org) or [www.cdapa.org](http://www.cdapa.org)
- ▶ A Member of the Financial Review Team shall fill out the Review Form. No Officer is permitted to do this.
- ▶ Check the box for the Period you are working on and fill in the year.
- ▶ Write in the Total Number of Members in your Court as of the date of the Review.
- ▶ Fill in Court Name, Number, City and State.
- ▶ Fill in the appropriate expenditures in the Categories they should be reported in
- ▶ For FUND BALANCES - LAST REPORT You will need the previous Financial Review Form to complete this column. The Current Report will be your Last Report. To complete the CURRENT REPORT you will need the Bank Statement for the last month of the period you are reviewing.
- ▶ All members of the Financial Review Committee, including the District Deputy who are in attendance should sign and date the form.





# Financial Review Form



## Financial Review

either for the period ☐ April 1, 20\_\_\_\_ to September 30, 20\_\_\_\_

or for the period ☐ October 1, 20\_\_\_\_ to March 31, 20\_\_\_\_

Total membership on your records as of September 30 or March 31 was \_\_\_\_\_

COURT NAME \_\_\_\_\_ Court # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

1. Total amount paid out by check for **Religious, Charitable, and Educational purposes** Total \$ \_\_\_\_\_  
Include amounts paid to National Office and State Court for these purposes.

**2. Paid to National Court:**

National Dues, Assessments and Insurance	\$ _____	
Supplies, Jewelry and Gift Items	\$ _____	
Paraphernalia (robes, banner, flags)	\$ _____	
Other (specify) _____	\$ _____	Total \$ _____

**3. Paid to State Court:**

State Dues and Assessments	\$ _____	
Special State Court Projects	\$ _____	Total \$ _____

### FUND BALANCES

	LAST REPORT	CURRENT REPORT
CHECKING ACCOUNT	\$ _____	\$ _____
SAVINGS ACCOUNT	\$ _____	\$ _____
MASS FUND	\$ _____	\$ _____
MONEY MARKET ACCOUNTS	\$ _____	\$ _____
CD'S	\$ _____	\$ _____
TREASURY ACCOUNTS	\$ _____	\$ _____
OTHER FUNDS (SPECIFY) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL CURRENT FUNDS OF COURT \$ \_\_\_\_\_

We, the undersigned Financial Review Committee of the Court hereby certify that we have reviewed the Court books, examined and checked the bank accounts and that the foregoing report is a true and correct statement of the funds of this Court.

Signature of District Deputy/State Representative if present: \_\_\_\_\_

Signatures of Financial Review Committee

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

*\* District Deputy/State Representative must be present for at least one (1) Financial Review per year.*

**RETAIN a copy for Court files**

Send **Original Form** to National Office:  
**Catholic Daughters Of The Americas**  
10 West 71st Street, New York, NY 10023

Send a **copy** to:  
**Your State Regent, your State Secretary,**  
your District Deputy or your State Representative

Report should be returned to appropriate designations by November 1 or May 1 of the current year.

# Financial Review Signatures

All members of the Financial Review Committee and District Deputy WHO ARE PRESENT for the review must sign and date the following books after the completion of the review. This should be done on the last page of each of the following:

- Checkbook Register
- Treasurer's books
- Financial Secretary's books
- Recording Secretary's Minutes Book



# Mailing of Financial Review Form

- ▶ The Regent of the Court has the responsibility of making copies of the signed and dated ORIGINAL Financial Review Form.
- ▶ She should mail the Original promptly to the National Headquarters. The address is on the bottom left of the form.
- ▶ One copy is to be mailed promptly to the:
  - ▶ State Regent
  - ▶ State Secretary
  - ▶ District Deputy
- ▶ One copy is for the Court files - Regent keeps
- ▶ A copy may also be given to each Court officer
- ▶ Report should be read at next Court meeting

