



The Catholic Women's League of Canada Military Ordinariate Provincial Council



TO: Base Council Presidents, Base Council Treasurers,
Military Ordinariate Admin Committee,

FROM: Military Ordinariate Provincial Treasurer

DATE: January 8, 2016

MEMO: # 2 (2016-2018)

SUBJECT: Mickey Scott Fund and the Convention Fund and a few other things

Dear Father Chinedu and Sisters in the League,

Happy New Year! Welcome to any new treasurers and a great big thank you to those continuing for another year. The main subject of this memo is a review the current voluntary funds that we have in the Military Ordinariate.

Voluntary Funds

Currently there are three voluntary funds in the Military Ordinariate: Mickey Scott Fund; Convention Fund; and, the Lay Ministry Bursary Fund. Please note that the Military Ordinariate Vocation Fund is not currently active at this time as there has been no requirement for students seeking religious life. We will be following up with Bishop McCaig regarding the future of this fund.

Mickey Scott Fund

The Mickey Scott Fund was established at the 1997 CWL MO Convention to pay the convention fee of members who are attending a CWL MO convention for the first time. The initial fund began with a donation of \$1,000 from Terri Scott, who was a member of the Military Ordinariate CWL Administrative Committee at that time, in memory of her husband Mickey.

Nomination

In accordance with *Standing Rules, Directives and Guidelines* each council may nominate one eligible candidate. The application form can be found on the website and must be sent to the CWL MO Treasurer by **15 February 2017**
<http://www.mocwl.ca/manuals%20and%20forms.html> More information can be found in the *Standing Rules, Directives and Guidelines*.

Convention Fund

The CWL Military Ordinariate Convention Fund was established in 2010 to enable councils to send members to a CWL MO Convention or CWL National Convention.

All councils are encouraged to read the information on this fund in the [Standing Rules, Directives and Guidelines](#) and submit an application form to the MO Treasurer by **15 March 2017**. One application per member; however, councils may submit more than one application. There will be approximately \$15,000 in this fund for councils to send members to convention. Please consider applying for this grant and experiencing convention in May 2017 in Comox!

Bursary for Lay Ministry

The Bursary for Lay Ministry Fund will be used to provide financial assistance to MO CWL members who wish to pursue courses, seminars or diploma/degree programs which enable the member to contribute to ministries.

The application form and information about this new fund can be found on the [MO CWL website](#). Send the completed e-mail application to the Bursary Committee c/o the MO Treasurer and MO Education and Health chair by 15 February 2017.

Other

Just a reminder:

1. Help the President prepare an annual budget, taking into account the membership fees, projected revenues, and expenses, i.e., per capita fees, charitable donations, development and operating costs.
2. The financial statement and account books should be audited or examined annually, either professionally or by someone with accounting expertise.
3. The president, treasurer and recording secretary should have signing authority; all cheques must be signed by two of the signing officers (Article XI Section 9, *Constitution & Bylaws*)
4. *Guidelines for Treasurers* can be found at

[Guidelines for Treasurers](#)

Question:

1. Are there any councils who collect their dues through e transfer? If so, please let me know your process as other councils may want to use this.

Please let me know if you need any clarification or have any other questions.

Your Sister in the League,

Theresa

MO Treasurer