



# FINANCIAL REVIEW



# Financial Review Committee

Regent

Vice Regent

\* Recording Secretary

\* Financial Secretary

\* Treasurer

District Deputy

3 Reviewers (members of court)

- \* Note: Book Officers are present to answer questions. They do not review their own books.
- \* Officers do not stay in the same room if at all possible.



# DISTRICT DEPUTY MUST HAVE TOOLS

- **Red Pens (4)**
- **Ruler**
- **Calculator**
- **Blank Financial Review Form**
- **District Deputy Reporting Form**
- **Court Roster**  
(from National, [cdaroster@aol.com](mailto:cdaroster@aol.com))
- **Envelopes**



# **DISTRICT DEPUTY**

## **HIGHLY RECOMMENDED TOOLS**

- **Tools of the Trade (or access to it)**
- **National BYLAWS (latest Edition)**
- **ROBERT'S RULES of ORDER, Newly Revised**
- **State Directory**
- **Procedures for Review**
- **Prayer Cards**

# FINANCIAL SECRETARY

- **Membership Book**
- **Cash Book**
- **Receipts from Treasurer**
- **National Roster**  
(request from National by about  
April 7 and October 7)
- **Member Receipts**
- **Additions, deletions, transfers,  
renewals for that period.**



# RECORDING SECRETARY

- **Minutes Book**
- **Money Motions Highlighted**
- **A copy of the Court's Standing Rules**
- **A copy of the Court's Budget**
  - **One Or Two Year**



# TREASURER



- **Treasurer's Book (Ledger)**
- **Check Book – with Stubs**
- **Receipt Book**
  - \***Receipts between Treasurer & Financial Secretary**
  - \***Merchandise Receipts / Invoices paid**
- **Deposit Book**
- **Bank Statements - Reconciled**
- **Financial Review Form –filled out completely**



# **TWICE A YEAR**

## **SPRING REVIEW**

**Records include October 1 thru March 31**

**\*To be conducted April 1 – April 30**

## **FALL REVIEW**

**Records include April 1 thru September 30**

**\*To be conducted Oct. 1 – Oct. 31**

**Place and time to be determined by the  
Regent and District Deputy.**

# WHY A FINANCIAL REVIEW?

- To insure Local Courts are running according to procedure
- To insure National and Local Courts are in sync
- To answer any questions and advise Local Courts on any changes from State or National
- To safeguard accounts to make sure our funds are protected
- CDA Bylaws mandate Financial Reviews



## Step 1

# CHECKS & DEPOSITS

### Reviewer #1

Treasurer Book  
Ledger

### Reviewer #2

Bank Statements  
Bank Deposit Book

### Reviewer #3

Checkbook

- R3 calls out from Checkbook each check number, amount, and each deposit. She verifies the Treasurer receipt book matches each deposit.
- R2 checks the Bank Statement for check number, amount, and each deposit. She verifies the deposit book for deposits made.
- R2 checks the Cash Book for deposits made and verifies receipt from the Treasurer is attached.

## Step 1

# CHECKS & DEPOSITS CONTINUED

- R1 checks the Treasurer's Book (Ledger) for checks and deposits called out.
- Once each entry is verified by the auditors, all will check with a **RED** check.
- After all are correct, two **RED** lines are drawn at the end of Sept. 30<sup>th</sup> or Mar. 31<sup>st</sup> on all documents used. Four signatures in **RED** and date are required at the end of each document reviewed; District Deputy with "DD" after her name along with reviewers R1, R2, and R3.

## Step 2

# MEMBERSHIP DUES

### REVIEWER #1

Membership  
Book

### REVIEWER #2

Cash Book

### REVIEWER #3

National Roster  
Members Receipts

- R3 calls out each member receipt.
- R2 finds each entry from individual Members in the cash book.
- R1 finds the entry in the Membership Book on each individual Members page.
- When all are found, a **RED** check is put by each entry.

## Step 2

# MEMBERSHIP DUES CONT'D.

- R1 calls each name in the Membership Book
- R3 verifies each name on the Roster and confirms total number of members.
- R2 verifies additions, deletions, renewals, transfers are updated in the Member Book.
- When all are found, a **RED** check is put by each entry.
- R1 counts the total number of members.
- R3 makes a list of delinquent members' dues for the Regent
- Cash Book and Member Receipt Book are signed, dated in **RED** by DD and all reviewers.

**Step 3**

# MINUTES

**REVIEWER #1**

**Minutes  
Standing Rules**

**REVIEWER #2**

**Receipts and Invoices  
Budget**

**REVIEWER #3**

**Checkbook**

- R1 calls out all monies dealing with motions in the minutes (highlighted or bolded) and checks Standing Rules for payments made.
- R3 finds the check written that pertains to the motion or Standing Rule.
- R2 confirms receipts or invoices (if applicable) or if it is a Budget item.
- When all are found, a **RED** check is put by each entry.
- All reviewers and DD sign and date the minutes in **RED**.
- Any motion found that had not had the check written must be brought to the attention of the Regent.

## Step 4

# COMPLETION

## STEPS FOR COMPLETING THE FORM:

1. At the top right of the form:

Fill in the date of the review period

Fill in the total number of members listed on current roster from National.

2. Confirm Monetary totals on form

3. Have DD and 3 Reviewers sign the

Financial Review Form in Blue or Black

Ink.....**Not Red.** DD please date next to your name.



**Step 4**

# **COMPLETION – CONT'D.**

## **FINANCIAL REVIEW FORM**

Treasurer will:

**Complete the Financial Review Form  
(Have spare blanks for changes)**

Financial Secretary will:

**Send any changes/corrections to the roster  
immediately to National.**

**All reviewers & DD will sign and date the  
Financial Review Form in black or blue ink!!!**

**Do Not Use Red!**

# **COPIES REQUIRED**

**ORIGINAL - NATIONAL RECEIVES (mail or email)**

**Catholic Daughters of the Americas**

**10 West 71<sup>st</sup> Street, New York, NY 10023**

**COPY – STATE REGENT**

**COPY – STATE SECRETARY**

**COPY – LOCAL COURT FINANCIAL SECRETARY**  
**(To keep with Roster)**

**COPY – LOCAL COURT REGENT**

**COPY – DISTRICT DEPUTY**



# FINAL COMMENTS

**District Deputy should call in all Officers.**

- **Gives a report of findings**
- **Follow up if any corrections were needed.**
- **Give positive feedback, if applicable.**
- **Thank everyone.**
- **Close with prayer.**

