

## Questions to ask yourself as President

- Does the treasurer provide a written financial report to the members present at each meeting?
- Does the Conference have a bank account separate from the parish?
- Are there appropriate signatories on the bank account(s)? The National Office has a treasurer's manual that may prove to be helpful.
- Does the Conference have its own 501(c)3 or is it covered under the Council 501(c)3?
- Are complete, accurate, confidential records for every person helped kept, updated regularly, placed in a safe, central location, and made available to the active members of the Conference?
- Has a complete list of local resources and contact people to aid in cases been prepared and maintained by the Conference?
- Has the Conference explored the need for insurance coverage?
- Does the Conference conduct appropriate and timely audits or financial reviews?
- Is there a need to file a form 990 with the IRS?
- Are there appropriate Bylaws? (The National Council Office has approved Bylaws that can easily be modified)