



2023 ANNUAL COMMUNITY TREASURER'S REPORT
 (To be shared with the entire Community AND the Main Office: Const. 55 & Statute 70)



Community Name (city, state only): _____

ID Code: _____

Cash on hand: Beginning of Calendar Year 1/1/2023 (balance in *checkbook*) \$ _____

INCOME (include ALL INCOME deposited in 2023)

Provincial Dues (include *any* Provincial Dues deposited in 2023) \$ _____

Community Dues (include *any* Community Dues deposited in 2023) \$ _____

Community "Scholarship Fund" donations (to assist those in need) \$ _____

General Community Fund donations (unrestricted) \$ _____

Designated Collections (e.g., OCD Kenya Mission, friars, etc.) \$ _____

Other income (specify) _____ \$ _____

TOTAL 2023 INCOME \$ _____

EXPENSES (include ALL EXPENSES paid in 2023)

2023 Provincial Dues paid to Main Office \$ _____

2024 Provincial Dues paid to Main Office (if paid before 12-31-23) \$ _____

Spiritual Assistant stipend (if applicable) \$ _____

Meeting location stipend \$ _____

Donations: (list as many recipients as needed)
 _____ \$ _____
 _____ \$ _____

Gifts: (e.g., friars, nuns, Spiritual Assistant, etc.)
 _____ \$ _____
 _____ \$ _____

Spiritual Enrollments/Memorial Masses \$ _____

Community Celebration Costs (food, paper goods, flowers, etc.)
 Annual Ceremonies (Clothings/Professions) \$ _____
 Annual Social Gathering (Christmas/cookout/etc.) \$ _____

Postage/printing costs \$ _____

Outreach Committee (e.g., Extended/ill Members) \$ _____

Other expenses (specify) _____ \$ _____
 _____ \$ _____

TOTAL 2023 EXPENSES \$ _____

Cash on Hand: End of Year 12/31/2023 (balance in checkbook, *not bank account*) \$ _____

Cash on Hand at End of Year = Cash on Hand at Beginning of Year + 2023 Income minus 2023 Expenses

QUESTIONS TO BE ANSWERED ON NEXT PAGE



- This Treasurer’s Report must be approved by the Council/Leadership Team before being sent electronically to the Main Office. ***Signatures of the Treasurer and President/Moderator are no longer required on this Report; it will be assumed that both are verifying that the figures are accurate and have been shared with the Council/Leadership Team.***
- This Treasurer’s Report must be shared with the entire community by February 28, 2024. (Const. 55)
- How much are your **MONTHLY** community dues going to be for 2024, as determined by the Council/Leadership Team? _____

Submitted by _____
Name of Treasurer

Verified by _____
Name of President/Moderator

Date _____

◆ Send **2023 Treasurer’s Report** electronically to: ocdsforms@gmail.com by January 31, 2024. Do not send a hard copy to the Main Office.

◆ Send one community check for 2024 Provincial Dues to the Main Office by January 31, 2024. Make check payable to **WPDCSO** and mail to:
OCDS Main Office, 166 Foster St., Brighton, MA 02135