



The Catholic Women's League of Canada

ALEXANDRIA-CORNWALL DIOCESAN COUNCIL

MANUAL OF POLICY AND PROCEDURE

Revised 2015

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INTRODUCTION

The Diocesan Council Manual of Policy and Procedure (Standing Rules) is compiled from policies and procedures adopted by the council for use by its members to carry out the provisions of the Constitution and Bylaws.

Policies are the result of adopted motions which can only be amended by motion of the council at a general meeting.

Procedures provide an orderly administration of League affairs from term to term and may be amended by motion of the council as required. **The Past President /Historian shall be responsible for the updating or revision of the Manual at the CONCLUSION of her term in office** along with Life Members. A copy of the Manual shall be available to each executive member and to any member upon request.

MISSION STATEMENT

The Catholic Women's League of Canada

is a national organization

rooted in gospel values

calling its members to holiness

through service to the People of God.

PARLIAMENTARY PROCEDURE

To play a game of bridge, one must know the rules. To drive a car, one must know the rules.

Nearly everything we do has rules or instructions. Attending meetings is no exception.

There are rules for conducting and participating at meetings. Knowing these rules and using them properly can mean the difference between a satisfactory meeting and an unsatisfactory meeting. These rules will help make meetings run more smoothly. These rules are called parliamentary procedure and are based on the following democratic principles:

- ❖ all members have equal rights, privileges and obligations,
- ❖ decisions are made after full and free discussion,
- ❖ majority rules,
- ❖ minority must be heard,
- ❖ goodwill must prevail,
- ❖ concern for individual's rights must be balanced with concern for the group as a whole.
- ❖ Based on Robert's Rules of Order

Manual of Policy and Procedure

Alexandria-Cornwall Diocesan Council

1. Meetings

- The Diocesan President in collaboration with the Spiritual Advisor reserves meetings for the year.
- Each council should be given the opportunity to host a diocesan council meeting.
- Spring and fall executive meetings should be held one week before the Provincial Meetings.
- Spring and fall general meetings should be held after the Provincial Meetings.
- Pre-Convention meeting should be held at least six weeks prior to the Diocesan Convention.
- Post-Convention meeting should be held no later than two weeks after the Diocesan Convention.
- Special meetings of the executive (elected/appointed) to be called when necessary.

COMPOSITION OF DIOCESAN EXECUTIVE

a) **ELECTED OFFICERS**

The elected officers of the Diocesan Council shall be: President, President-elect, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, Past President and five chairpersons of standing committees.

b) **CORRESPONDING SECRETARY**

The newly elected President shall appoint the Corresponding Secretary. She shall have the same rights and privileges as an elected officer during her term.

c) **PARISH PRESIDENTS**

The Presidents of the Parish Councils shall be members of the Diocesan Executive.

d) **STANDING COMMITTEES**

The Diocesan Council shall have eight Standing Committees: Spiritual Development, Organization, Christian Family Life, Community Life, Education and Health, Communications, Resolutions and Legislation.

FINANCIAL POLICY

SOURCE OF FUNDS

The funds of the Diocesan Council shall be:

- Diocesan sets per capita fees by instructed vote. Constitution & Bylaws XVII a) b) (i) (ii) Pg. 43
- Donations: Contributions made for specific purposes shall be directed to the respective funds immediately.

ADMINISTRATION OF FUNDS

The Diocesan Executive, on the recommendation of the finance committee, shall administer the funds in keeping with the aims and objectives of the League.

- The Treasurer shall be responsible for the day-to-day custody of funds and payment of expenses.
- Surplus funds not required for operating expenses shall be invested in short-term deposits.
- There shall be no access to League funds for personal use.
- Authorize personal funds spent on Diocesan Council business, shall be reimbursed to the individual. Expense forms shall be submitted within three months, accompanied by the appropriate receipts.
- There shall be no credit cards or charge accounts in the name of the Diocesan Council

SIGNING OF CHEQUES

The official signing officers of the Diocesan Council are the President, the Treasurer and the Recording Secretary. All Cheques must be signed by two of the signing officers.

- Cheques made out to the President are to be signed by the Treasurer and the Recording Secretary.
- Cheques made out to the Treasurer are to be signed by the President and Recording Secretary.
- Cheques made out to the Recording Secretary are to be signed by the President and the Treasurer.
- There shall be no pre-signed Cheques.

RESPONSIBILITIES OF THE TREASURER/FINANCE COMMITTEE

1. Study financial statements and consider recommendations made by the auditors.
2. **Develop policies relating to financial management and budgeting;** provide background information and recommendations to the Diocesan Executive for their decision
3. Submit a budget for the following year to the fall executive meeting.
4. Monitor investment activity. The financial reserves shall be invested in a Guaranteed Investment Certificate (G.I.C.).
5. Have accounts and investments examined in the uneven years by a passed treasurer and audited in the even years by qualified personnel (not the treasurer).
6. At the Spring Executive Meeting the Treasurer shall:
 - a) Allow for Provincial convention expenses for the Spiritual Advisor
 - b) Allow for National Convention expenses for the Diocesan President (Registration & convention package meals).
 - c) Order Provincial News Letter for Diocesan Spiritual Advisor and Executive
 - d) Diocesan Past-President's Bar
The treasurer shall obtain the Past-President's Bar and have it attached to the CWL Pin by a jeweler.

DIOCESAN EXECUTIVE EXPENSES

TRANSPORTATION TO EXECUTIVE MEETINGS:

Executive Members attending meetings outside of Diocese may apply for mileage reimbursement @ \$.35 per kilometer per car pool. Fill form if requesting mileage. The form can be found at the back of the book. Fill out form in back of book.

Honorarium:

An honorarium of \$50.00 shall be paid annually at the fall executive meeting to each Executive person and Spiritual Advisor and Life Member Liaison.

Official Photographs:

Arrangements shall be made by the Communications Chairperson to have group photos taken:

- a) Parish Presidents every two years
- b) Diocesan Executive and Spiritual Advisor every two years.

One of each is to be given to the Historian for Diocesan records

Insurance:

General Liability Insurance as provided for us in the National Manual of Policy & Procedure.

EXPRESSIONS OF SYMPATHY

The Spiritual Development Standing Chairperson is in charge of getting the Mass cards.

1. On the death of an active Diocesan Spiritual Advisor a Mass shall be offered and a donation to the Bishop Pappin Fund (\$175.00).
2. Upon the death of a parent of an active Diocesan Spiritual Advisor a Mass shall be offered.
3. In case of the death of a brother or sister of the Diocesan Spiritual Advisor, a sympathy card is sent to the priest.
4. Upon the death of a Life Member of Alexandria-Cornwall, a Mass offering shall be given as well as (\$50.00) be given to her favorite charity.
5. That in the case of a death of an executive family member from National and Provincial, a sympathy card shall be sent.
6. Upon the death of a diocesan executive member a Mass shall be offered.
7. Upon the death of a former Diocesan President or Diocesan Spiritual Advisor a Mass shall be offered.
8. In the event of the death of a member of the immediate family of an Executive member (husband, children or parent) a Mass shall be offered.
9. On all of the above, Diocesan Executive gather in body for prayers.

ANNIVERSARIES (Corresponding Secretary)

An anniversary card is sent to a Spiritual Advisor, who is celebrating his priesthood (increments of 5 years).

GET WELL WISHES (Corresponding Secretary)

Get well wishes shall be sent to a member of the Diocesan Executive or the Spiritual Advisor experiencing an illness. Difficult situations (if known). Thinking of you card sent to Diocesan Executive member of Spiritual Advisor in difficult times.

GENERAL POLICY

HONOURING COUNCILS/MEMBERS

The Diocesan Council shall recognize CWL anniversaries of fifty years or more, of councils or members **when notified by Parish President**

MOTIONS

1. That motions to approve Agenda and Pay Outstanding Bills shall be done orally and listed in the minutes of the meeting
2. That motions which involve money, and those of ongoing policies are written in the Motion Book.

CORRESPONDENCE

A list of correspondence shall be circulated at the Executive Meetings and only correspondence deemed noteworthy by the President shall be put on the agenda. Executive members shall have the privilege of questioning any correspondence on the list and may request a copy at their own expense.

COUNCILS

New & Disbanding Parish Council **MUST** follow the Guidelines in the **National Manual of Policy and Procedure.**

PROCEDURE FOR INCREASING MEMBERSHIP / PER CAPITA FEES

DIOCESAN LEVEL

An increase in diocesan per capita fees must be voted on by the **voting delegates (parish presidents)** who carry an **instructed vote** from the parish council members. It is approved by a **majority vote** of the **voting delegates** present at the diocesan annual convention.

[Example of a Majority vote – if 20 members are present at a council meeting, 11 or more votes would constitute a majority vote]

The process is as follows:

- A “Notice of Motion” to raise a diocesan per capita fee is passed by the diocesan executive and circulated to all parish councils by letter at least six months prior to the Annual Diocesan Convention.
- The “Notice of Motion” is presented at parish council meeting. A majority vote of the members present at the meeting is required (affirmative or negative) excluding abstentions. The result of the voting provides the instructed vote of the parish council, which is then carried by the parish council president (voting delegate) to the Diocesan Annual Convention.
- At the Diocesan Annual Convention, the diocesan president calls for a motion by the voting delegates (parish presidents) that the motion goes forward at the convention. Each voting delegate reports the number of members voting affirmative/negative on the proposed increase. A majority vote of the voting delegates present is required for acceptance or rejection.
- Once accepted **all parishes have to pay that per capita fee.**

Sample of Instructed Vote for per capita fee increase

Parish instructed vote

At a meeting of _____ CWL Council of
(name of council)

_____ held on _____, members
(city/town/province) (month /day/year)

voted on the “Notice of Motion” to raise the diocesan per capita fee of _____ to _____
(present amount) (proposed amount)

effective _____.
(month /day/year)

Number of members attending the meeting _____.

Affirmative _____ Negative _____ Motion carried _____ Motion defeated _____

President Signature _____

Sample Motion to be used at Diocesan Annual Convention

Moved by _____ that further to the motion made at the diocesan
(parish council president)

executive meeting held on _____, a “Notice of Motion” calling for an instructed
(date)

vote at the parish council level, “ ... the present diocesan per capita fee of _____ be
(amount)

increased to _____, effective _____.” be brought forward.
(amount) (month/day/year)

Seconded by _____
(parish council president)

Sample Recording of Instructed Vote

AFFIRMATIVE NEGATIVE MOTION CARRIED MOTION DEFEATED

Diocesan President _____

COMMITTEES

NOTE: The President is an ex-officio member of all Diocesan Committees except the Nominations and Elections Committee.

RESOLUTIONS/REVIEW COMMITTEE

Resolutions Chairperson – (Committee Chairperson)
President–Elect
Legislation Chairperson
Immediate Past Resolutions Chairperson
Immediate Past President
Ex Officio: President
Spiritual Advisor

DUTIES: See RESOLUTIONS – Executive Handbook. Pg. 69-70

NOMINATIONS AND ELECTION COMMITTEE

- (a) A nominations and elections committee consisting of three experienced members of the council concerned shall be appointed by the president in consultation with the Spiritual Advisor. One of the members will be designated as the chairperson who shall not be a candidate for office. (C&B Article XVI Section 3) pg.40.
- (b) The chairperson shall be a member experienced and active in the League and she shall have served on the executive of the council in convention. She shall be prepared to address the convention on elections procedure. (P&P page 101-109)

POLICY REVIEW COMMITTEE

Past President – Chairperson
Life Members.
President (ex officio)

DUTIES: See page 20 of this book

CONVENTION POLICY

DIOCESAN CONVENTION

LOCATION

In even years the parish of the outgoing Diocesan President shall host the Diocesan Convention. In the odd years it shall be open to whichever council would like to host it.

DATE

The annual convention shall be held on the last Sunday of May but not coinciding with Victoria Day.

REGISTRATION / TICKETS

Pre-Registration forms shall be filled out and sent in with the Registration fee four weeks in advance of the Convention. One Cheque per parish for all members attending. Cheque made payable to the hosting council.

Pre-Registration forms for the banquet should also be filled out and sent in along with the cost of the banquet four weeks in advance of the convention. One cheque per parish (for all members attending, cheque made payable to the hosting council)

PROVINCIAL REPRESENTATIVE

The President shall invite the Provincial President to attend the annual Diocesan Convention, providing convention dates and information to her when she is at the Provincial Convention in July. All special guests should be invited in February after the executive meeting for the following May Convention

NATIONAL REPRESENTATIVE

Once in, five years the President shall invite the National President

LITURGY AND SPIRITUAL PROGRAM

The Diocesan Spiritual Advisor and Spiritual Development Chairperson shall prepare the liturgical celebrations and spiritual exercises for the convention. The Host Convention Committee shall assist in the preparations according to the information provided by the Diocesan Spiritual Standing Chairperson.

AGENDAS

Tentative agendas should be handed out at the February meeting to be finalized at the Pre-Convention Meeting.

PRESS COVERAGE

- a) Notice of Convention sent to Parishes (through the diocesan center) for bulletins in early March.
- a) Advertise in the papers and parish Bulletins for two weeks prior to the Convention.
- b) Arrange to have a Press Representative for photos on the day of the convention.

RESPONSIBILITIES OF DIOCESAN COUNCIL

The Diocesan Council shall be responsible for:

- Reserve a room for the Provincial Representative
- Assign a minder for the Provincial Rep.
- For transportation of Provincial Representative to and from point of arrival
- Meal tickets and registration of Provincial Representative, Bishop, Spiritual Advisor and President
- Gifts for non-paid special guests maximum of \$50.00 (speakers, Provincial Rep. etc.)
- Inviting local dignitaries (mayor, M.P.P. & MP) and paying expenses for these dignitaries and guests
- Collate convention booklet with the host council

RESPONSIBILITIES OF HOST CONVENTION COMMITTEE

The Host Convention Committee shall be responsible for:

- Setting and collecting fees for banquet. Host council is responsible for coffee breaks & lunch.
- Tickets, banquet/luncheon programs and other hand-outs or information for the delegates
- Delegate kits. (Annual Report book, Paper & Pencil/pen Prayer booklet)
- Registration supplies, i.e. name tags, ribbons, signs
- Flowers for the church, head table, shrine, (fragrance free)
- Decorations, banners
- Souvenirs and favours for the delegates (optional)
- Music for the Mass and other entertainment
- First Aid Kit
- Cot, Blanket and Pillow

DIOCESAN CONVENTION CHART

RESPONSIBILITY OF:

**HOST
COUNCIL**

**DIOCESAN
COUNCIL**

1. REGISTRATION:		
Supplies, name tags, collection of fees	X	
Fees forwarded to	X	
2. PRICES/TICKETS:		
Prices Tickets for Banquet	X	
3. FLOWERS:		
Church, shrine, head table	X	
4. DECORATIONS		
Church, hall, head table, etc.	X	
5. BANNERS:		
Church, hall, etc.	X	
6. KITS, FAVOURS, SOUVENIRS: (optional)		
For delegates	X	
7. FIRST AID KIT	X	
8. COT, BLANKET & PILLOW	X	
9. MUSIC, ENTERTAINMENT	X	
10. RESERVE & PAY ROOM FOR PROVINCIAL		X
11. TRANSPORTATION OF PROVINCIAL: to & from point of arrival		X
12. TICKETS & REGISTRATION:		
For: Provincial Rep, Bishop, Spiritual Advisor, Pres.& Guest Speaker		X
13. TICKETS:		
For: Invited local dignitaries (mayor, MPP): If parish invites special guests	X	X
14. GIFTS:		
For: Provincial Rep & Guest Speaker		X

POLICY ON ARCHIVES

INFORMATION INCLUDED IN THE ARCHIVES SHALL TELL THE STORY OF THE CATHOLIC WOMEN'S LEAGUE, ALEXANDRIA-CORNWALL DIOCESAN COUNCIL

1. **MINUTES** - Executive Meetings/ conventions – Business Sessions only
Originals to be retained by Past President/Historian

2. **ELECTIONS REGISTER BINDER**
 - Section i Nominations and Elections Policy
Duties of Chairperson
Sample copies of forms and letters
 - ii Eligibility List and addresses (for previous 3 elections)
 - iii Relevant Correspondence (for previous 3 elections)

3. **HISTORY**
 - a) Policy on Archives
 - b) Catalogue of Archives – shall be reviewed every two (2) years
 - c) Annual Report Books
 - d) Highlights of each President's Term (not to exceed two pages)
 - e) Correspondence of **Historical** value
 - f) Diocesan – briefs/position papers (Resolutions and Legislation)
 - g) List of Diocesan Conventions – date/place/themes
 - h) Diocesan Resolutions – date/title/direction if relevant

4. **PRESS/PHOTO ALBUMS**
 - i Official photo of Diocesan officers and Parish Presidents
 - ii Press coverage of President's Term
 - iii Convention program
 - iv Relevant photos of special interest – event, date, place and all individuals shall be identified.

5. **DIOCESAN GUIDELINEES FOR OFFICERS AND PARISH PRESIDENTS**

NOTE 1: Photos and memorabilia to be provided by Communications Chairperson

NOTE 2: It shall be the responsibility of the President and Historian to determine material to be retained for the Archives at the completion of the Historian's term

NOTE 3: **Confidentiality** – if documents are marked “restricted”, access may be granted only by the Diocesan President after consultation with the Executive.

NOMINATIONS AND ELECTIONS POLICY

COMMITTEE

See 2013 Constitution and Bylaws – Article XV Section 1a

Diocesan Manual of Policy & Procedure – Committees page 13

National Policy & Procedure page 101-109

Of Policy and Procedure: **VERY IMPORTANT: # 9 LINE 1.** Present officers (except for the past president) who, at the time of election, have served a full term.

NOMINATION PROCEDURE

The Nomination Procedure as outlined in the National Manual of Policy and Procedure shall be followed with the following additions:

CORRESPONDING SECRETARY: shall be appointed.

RESUME INFORMATION: those standing for offices of record of Recording Secretary or Treasurer shall be requested to include secretarial/financial experience in their resumes.

ELECTION PROCEDURE

The Chairperson of Nominations and Elections shall review the election procedure and recommend necessary changes for the approval of the Diocesan Executive at the winter executive meeting prior to the election.

Sample forms on pages 19 b,c,d,e&f.

Prayer for Discernment

Lord I know that You love me and that You have great plans for me.

But sometimes I am overwhelmed by the thought of my future.

Show me how to walk forward one day at a time.

As I explore the various options which lie before me, help me to listen openly to others,

and to pay attention to what is in the depth of my own heart.

In this way, may I hear Your call to a way of life which will allow me to love as only I can,

and allow me to serve others with the special gifts You have given me. Amen.

THE CATHOLIC WOMEN'S LEAGUE OF CANADA



ALEXANDRIA –CORNWALL DIOCESAN COUNCIL

DIOCESAN ELECTION 20

Dear CWL Member:

Your name appears on the current (year) diocesan Election Register. This letter is to ask you if you are willing to allow your name to stand for nomination to Diocesan Office for the year 20 - 20 term, and if so for which office(s).

If you are prepared to stand for nomination, please complete the enclosed acceptance letter and the Resume Form and return it to me by mail not later than Month and Year

If you are unable to consider nomination at this time, please complete the enclosed letter of regret and return it to me by _____

Submissions received after _____ cannot be considered.

Please refer to: The CWL Constitution & Bylaws 2013
 Article XI – Pages 17 – 19

Please Pray that Our Lady of Good Counsel guide you in your decision.

Sincerely,

Signed by Chairperson _____

Name of Chairperson
Nominations and Election Committee 20__
Alexandria-Cornwall Diocesan Council

THE CATHOLIC WOMEN'S LEAGUE OF CANADA

ALEXANDRIA –CORNWALL DIOCESAN COUNCIL



DIOCESAN ELECTION 20

Letter of Regret

I, _____ regret that I cannot let my name stand at this time.

Signature.

THE CATHOLIC WOMEN’S LEAGUE OF CANADA
ALEXANDRIA –CORNWALL DIOCESAN COUNCIL



DIOCESAN ELECTION 20

Letter of Acceptance - DIOCESAN ELECTIONS - 20__

Please forward, by mail, not later than _____

TO: _____
Nominations & Election Committee (20__)
Alexandria-Cornwall Diocesan Council
Address:

Please accept this as confirmation of my willingness to allow my name to stand for nomination for Office on the Diocesan Council for the Years 20__ - 20__ term of office(s) of: (please mark an x)

- FIRST VICE – PRESIDENT:** _____
- SECOND VICE – PRESIDENT:** _____
- RECORDING SECRETARY:** _____
- TREASURER:** _____
- CONVENER:** _____

Included is my copy of my League Resume

SIGNATURE:_____ DATE:_____

THE CATHOLIC WOMEN'S LEAGUE OF CANADA

ALEXANDRIA – CORNWALL DIOCESAN COUNCIL

RESUME OF LEAGUE SERVICE _____ TO 20_____

Name: _____ Council: _____

League member since: _____ Member for _____ years

Life Member: _____ Year awarded: _____

LEAGUE SERVICE:

1. Provincial Level: Executive positions held:

2. Parish Level: Executive positions held:

3. Diocesan Level: Executive positions held:

- 4. Other League work:** Specify work on special League projects such as Briefs, committees, presentations etc.

Diocesan: _____

Parish: _____

- 5.** In which area of League work do you feel your expertise could make the greatest contribution to the organization?

- 6.** Which of the Standing Committees of the League interest you the most?

NOTE: If you are interested in the offices of Recording Secretary and /or Treasurer please include any Secretarial or Financial experience and the years you worked in these areas.

DATE: _____ **SIGNATURE:** _____

AMENDMENTS TO THE MANUAL OF POLICY AND PROCEDURE

CONSTITUTION AND BYLAWS

The Policy and procedure of the Diocesan Council shall not conflict with the Constitution and Bylaws of the Catholic Women's League of Canada. If amendments to the Constitution and Bylaws affect the Diocesan Policy and Procedure, the Policy and Procedure shall be revised at the first opportunity.

NEW POLICY AND PROCEDURES may be amended, suspended or rescinded by a majority vote at any Executive Meeting.

POLICY REVIEW

The Manual of Policy and Procedure shall be revised as necessary to reflect changes to policy national, provincial or diocesan level.

A review committee shall review the manual every two years.

- a) review current policy
- b) recommend revisions

REVISIONS

The Past President shall be responsible for incorporating and distributing revisions to the manual as a result of motions adopted by the Diocesan Executive.

The President –Elect shall be responsible for new policy as required.

This MANUAL OF POLICY AND PROCEDURE replaces all existing policy and standing rules of the Diocesan Council.

Adopted: _____

Policy Committee:

Bernadine Greffe, Chairperson, President 1998-2000

Kay Dubreuil, President, 1986-88

Mary Ellen Villeneuve, President, 1998-2000

Jeannie Coleman, President, 2006-2008



THE CATHOLIC WOMEN'S LEAGUE OF CANADA

DIOCESE ALEXANDRIA - CORNWALL

MOTION

MOTION # _____

DATE: _____

Moved by: _____

Seconded by: _____

MOTION:

That

MOTION CARRIED – YES _____

DEFEATED:

PRESIDENT:

Signature _____ Date _____ Please
return to _____ on or before _____
Address _____

ii

FORMS FOR REPORTING

Deceased members,
transfer of members, etc. go to:

cwl.ca under Resources

ALEXANDRIA-CORNWALL
EXPENSE SUMMARY FORM

Name:

Date:

Position:

PHOTOCOPYING	
POSTAGE/COURIER	
TELEPHONE/FAX	
TRAVEL	
OTHER	
TOTAL	

Cheque #:

Date Issued:

