

LEGION OF MARY: DUTIES OF THE PRAESIDIUM TREASURER



1. Attend the Council Meeting. You have the same responsibility to safeguard the Legion system and develop it as do the other Officers.
2. Pass the secret bag **automatically**, as unobtrusively as possible, immediately after the Allocutio. the President should not have to announce that the bag is to be passed. Each person puts their hand in the bag whether they are contributing or not.
3. Give the Treasurer's Report at the meeting including: a) Previous week's balance, b) Last week's secret bag money received, c) List expenses and monies spent, and d) The ending balance.
4. Secret bag money is never counted during the meeting, but after with a witness observing.
5. At the Praesidium meeting that occurs the week before the Council meeting, make a recommendation for a donation to the Council.
6. You are in charge of keeping enough Legion supplies on hand for the Praesidium to use in its work, such as some extra handbooks, Tesseras, Active and Auxiliary leaflets, etc. These can be purchased at the Council Meeting, or from other sources, at the direction of the Praesidium. These supplies should be organized before the Meeting so that they are available to the members.
7. See that **fresh flowers** for the altar are either brought each week by one of the members or purchased from the secret bag.
8. Periodically explain the importance of the secret bag.
9. Secret bag funds may not be used for gifts, social functions, Maria Legionis Magazine for members, or for the Mass stipends other than for the November Mass for all deceased Legionaries and if an active member passes away.
10. Ensure that the treasurer books are audited once a year by two members other than the treasurer. The auditors should sign the book and fill out the audit form which is attached to the annual report..
11. Develop a system for filing receipts in an orderly fashion. Retain the receipts for the annual reporting period. They can be destroyed after the audit