

Funds and Property Policy

As all Catholic Daughters of the Americas' funds are public (501c3 tax exempt) funds raised for charitable purposes, it is our obligation to protect these funds and ensure that they are used correctly.

- EVERYONE must follow money procedures—no exceptions. All funds must be given to the Financial Secretary, and she must issue receipts for all monies received. The Financial Secretary then gives the money to the Treasurer who in turn issues a receipt. The Treasurer then deposits all monies in the court's account.
- No court will keep petty cash. Everyone will need receipts to be reimbursed from the court's treasury. If a regent is allowed by Standing Rules to spend a certain amount of money without a vote of the court, she must use her own money, retain the receipt, and ask for reimbursement.
- All expenditures of funds must be approved by court vote and recorded in the minutes. Exceptions are State and National dues and those expenses expressly listed in the court's budget and standing rules.
- If someone is accused of theft, a written report must be sent to the State Regent. The State Regent, or her appointed representative, will investigate. Often these cases will be misunderstandings resulting from failure to follow procedure. If the money can be accounted for, the State Regent will issue a reminder letter requiring all members to follow procedures.
- If money cannot be accounted for, the State Board will hold a hearing in accordance with the Catholic Daughters of the Americas Bylaws and procedures outlined in Roberts Rules of Order, 10th ed. Depending on the circumstances, missing money can result in any of the following:
 - Removing a person from a chairmanship and/or office
 - Restricting a person's ability to handle money
 - Issuing a warning letter to all officers about procedures
 - Appointment of a DD or representative to attend fundraisers to supervise money handling
 - Entering into an agreement drafted by an attorney retained by the Texas State Court for the restitution of funds. (Such an agreement in no way prohibits prosecution should funds not be repaid.)
 - Referring of information to the police for investigation and criminal prosecution.
- In case of dissolution of a Local court, after following guidelines outlined in the CDA Bylaws, Article XIII State Court, Sec. F, 1 (o), all funds and/or property shall be sent to the appointed State Officer.
- If theft occurred but no charges can be filed (insufficient evidence, etc.), a warning letter will be issued to all officers about procedures, and a representative will be appointed to supervise money handling.

Texas State Court
Catholic Daughters of the Americas

Approved: Texas State Board
Amended: June 2005