The Legion of Mary – Rochester Comitium
Instructions for Treasurers of Praesidia

1. The first duty of the Treasurer (and all officers) is attendance at the monthly Comitium meetings. Officers of Praesidia form the Comitium and are responsible for the government, growth and development of the Legion in the area. This includes the making of Comitium decisions - motions or disapprovals; also participation on various Comitium committees, i.e. Extension, Visitation, Publicity and Function Committees. Remember that the Praesidium officers are the Comitium. If you are not present, then there is no Comitium and part of Our Lady's work is left undone and there is no time for that because precious souls are involved. The Comitium provides the link of communication in the Legion system. It is therefore essential that the Praesidium officers take notes at the Comitium meeting and report back to the Praesidium members on all matters and business considered at the Comitium meetings.

2. Assists the President. The Treasurer presides at the meeting in the absence of the President, Vice-President and Secretary.

3. Keeps the weekly record of Praesidium funds as follows:
   a. Passes Secret Bag (unobtrusively) following the Allocutio. Each person puts their hand in the bag whether they are contributing or not. The money is not counted at the meeting.
   b. Shows balance on hand, receipts and any donations, expenses, the monthly contribution to the council and the closing balance. Gives report at the Praesidium meeting.
   c. Keeps (safely) Praesidium funds.
   d. At the Praesidium meeting prior to the Comitium meeting, reviews the treasury balance, after anticipating any necessary expenses, i.e. mailing Acies invitations, paying stipend for November Mass for deceased Legionaries, purchasing literature, Sacramentals, etc., suggests an amount for monthly contribution to the Comitium. Balance in the Praesidium treasury, after anticipated expenses normally should not exceed $50. The treasurer brings the monthly contribution to the Comitium Treasurer at the Comitium Meeting.

4. Reimburses Praesidium members from treasury for weekly flowers.

5. Procures, at the direction of the Praesidium, Legion literature and sacramentals for Praesidium members and their apostolic work, i.e., Handbooks, Tessera, Active and Auxiliary membership leaflets, prayer cards, the Little Office of the Blessed Virgin, etc. The Treasurer should learn of various books and other literature available through the Comitium and report them at the meeting. It is suggested that each Praesidium purchase one book at a time and circulate it among the members (Life of Edel Quinn, Frank Duff, Alfie Lamb, Spiritual Formation in the Legion, Miracles on Tap, etc.)

6. Arranges for a Mass for deceased Legionaries during the month of November each year. This should be done well in advance, preferably a year ahead due to crowded schedules in most parishes. It's easier to arrange for this Mass in November, a year ahead, when we are mindful of our deceased souls. The only other Mass stipend to be taken from Legion funds is that for an Active member who dies.

7. Assists with the preparation of Praesidium Annual Report to the Comitium. Prepares a Treasurer's Statement containing: balance at the time of the last Annual Report, total receipts, total expenses, total contribution to the Comitium and the balance on hand.

8. About a month before the date of the Acies, with the help of the other officers and members, sends out letters inviting auxiliary members to the Acies, giving date, name and address of the Church, starting time and whether a social will follow. This time can also be an occasion for one of the visits which the Praesidium should be making to its Auxiliaries.

9. The Treasurer should be mindful that any Legion function (including the Annual Praesidium Function in September) is to be self-supporting. Expenses for a Legion function do not come out of Legion funds. Members should be made aware of this and provision be made to raise funds by other means. The Treasurer should be sure that Legion funds are used only for their proper purposes. Funds may not be used for presentations or gifts to members, or anyone else, for any reason. If it is desired to commemorate some special event in the life of a member, such as forty years in the Legion, etc., a Spiritual Bouquet should be offered. This would be far more beneficial to the member than any other gift.

10. It is important that the Treasurer's Book be audited by two other members each year. The auditors should sign their names in the Treasurer's book as verification of the audit.

11. The Treasurer should report back to the Praesidium information received from the Comitium on how the funds sent on to the higher Councils (Comitium, Senatus and Concilium) are spent: Extension, Envoys, translating the Handbook into different languages, etc. All of the officers, together with the President, should set a high degree of spirituality and zeal for the members. All the officers should work together as a team. They should meet together a few times a year, apart from the Praesidium meeting, to discuss the problems of the Praesidium and set goals for the coming year and try to find ways to accomplish those goals.

The Legion system is based on the spirituality of St. Louis Marie de Montfort. While the formal Consecration to Our Lady he described is not required from each Legionary, the Legion is built on its spirit. We are rarely asked to risk our life for Christ, but we are daily asked to make little sacrifices for Him and for the souls for whom He suffered (including our own). For officers and members these sacrifices include faithful attendance at, and participation in, Praesidium and Comitium meetings and the doing of assignments which we may or may not like. It also includes submission to appropriate authority and learning to not only get along with, but actually love, our fellow members and officers (as they may have to make a substantial sacrifice to get along with and love us). At the same time, it should be remembered that our Blessed Mother is not only Our Lady of Sorrows but also Cause of Our Joy. The officers should make special efforts to guide the others in this area. This can only be done by staying close to Our Lord and Our Lady by frequent (daily, if possible) attendance at Mass and reception of the Sacraments and by prayer. Our Blessed Lord and His Mother will see to it that our Legionary efforts will be fruitful. Remember that your efforts are for Our Lady and she is the one who will ask her Son to reward you, and she cannot be outdone in generosity.