



Instructions for completing the Conference Year-End Report

This report form is intended to promote more timely, accurate, and consistent reporting. It is essential to have your Conference Year-End Report completed properly and returned on time so that we can responsibly publish our consolidated National results and comply with the requirements of our tax-exempt status. **This Conference Year-End Report form must be used by all Conferences. Do not use other versions as it will be rejected, primarily because the previous versions do not contain all the information that is required by your Council.**

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Deadline

The deadline to turn in the Conference Year-End Report to your District Council president is October 30, 2017. An earlier submittal would be appreciated.

Conference Information

This portion of the report includes the primary information of the Conference, including the contact information. We have pre-entered the information that we have on file. Please review this information carefully. If any information is incorrect, cross it out and enter the correct information.

The Difference between **Business** and **Public** Phone and email. The business phone and email is for other Conferences and Councils to contact your Conference. The Public Phone and email is for people to contact your Conference for assistance.

Primary Language at Meetings

Indicate which language your Conference uses the most at the formal business meetings of your Conference only (Old Business, New Business, etc.)

Frequency of Meetings

Indicate the frequency of the formal business meetings of your Conference only (Old Business, New Business, etc.)

Hours of Operation

Enter the hours of operation for your Conference.

Conference Services

Indicate the services that your Conference provides to those in need. If a service that your Conference provides is not in the list of the most common services, please specify under Other Assistance.

Signature block

The Conference President and Treasurer must both sign the report.

Conference Officers (Page 2 of 6)

This section is to identify the names of the individuals who were elected or appointed to hold the officer positions of the Conference during the reporting period. You should enter the names of each officer and their personal address, phone and email. Do not enter any Conference information in this section.

Hours Served

Enter the total of hours spent in *any* activity relative to the Society of St. Vincent de Paul, including all hours helping people, attending meetings, travel time, workshops, SVdP spiritual gatherings, etc. Include member hours of service at the Conference owned stores or special works. Do NOT include member hours worked at a store or special work NOT OWNED by the Conference. Please note that these hours should also be included in the total on page 5 Total Hours of Service: Members.

Conference Membership

For the definitions for Active or Associate Members, reference the Rule, Part III, Membership.

Active Members

Assign each active member to a category. Then enter the total number of active members for each category for each line.

Associate Members

Assign each associate member to a category. Then enter the total number of active members for each category for each line.

Conference Treasurer's Report (Page 3 of 6)

This portion of the report includes the combined financial data from the Conference, its stores, and its special works. Please keep in mind that this is not a reconciliation of a single account. **This reflects ALL activity in ALL accounts** owned by the Conference: checking, savings, CDs, investment accounts, reserve accounts, store accounts, special works accounts, etc.

Note: If you are using the excel spreadsheet, the Beginning Balance, Total Receipts, Total Expenses and Ending Balance are automatically calculated. If you are completing the printed form by hand, you must do the calculations yourself and enter the results.

Reporting Period

The reporting period is for the fiscal year being reported. Our Fiscal Year is from October 1 through September 30.

Last Year's Ending Balance (Required)

Enter the Ending Balance as it appeared on last year's (Final) Annual Conference Report.

Adjustments to Last Year's Ending Balance

It sometimes happens that, after a report is submitted, an error shows up that needs to be corrected, affecting the ending balance. Enter any adjustments here that would correct last year's ending balance. Please attach an explanation on a separate page. Be sure to provide enough detailed information that we can fully understand the reason for the adjustment.

Beginning Balance

Apply the adjustments to last year's ending balance and show the true beginning balance for this year.

Treasurer's Report: Receipts

This section is used to record all money received throughout the year. Do NOT round to the nearest dollar. Enter the exact amounts. The explanations below explain what should be entered in each category.

1. Donations from Members

Financial contributions from Active, Associate and Contributing Vincentian Members, including the secret collection taken up at Conference Meetings. It is not necessary to try to isolate and count checks from Members that come through Church collections.

2. Church/Poor Box Collections

Includes financial support from Church collections, Poor Box Collections, alms from distribution of religious papers at the Church door, allocations from parish funds, and all other Church-related offerings.

3. Fund Raising – Special Events/Other

This includes donations not made in Church and financial support from activities not directly or exclusively Church-centered, such as suppers, and memorial donations. Fund Raising activities generally include all activities in which financial support is actively solicited (*e.g., Friends of the Poor Walk donations*).

Special Note Items 4, 5 and 6: The previous Treasurers Report item was Other SVdP Contributions. *This item, which was in previous Annual Reports, has been broken out to help track certain information that the council needs to obtain grants, to use for grant reporting, and for completing the 990.*

4. Twinning

Enter the total amount you have received from all other Conferences / Councils who have twinned with your Conference and who have a twinning agreement with your Conference.

5. Networking / Help Alert

Enter the total amount you have received from all other Conferences / Councils in response to your request for assistance. Examples are for Help Alerts for Rent / Utility Assistance.

6. All Other SVdP Contributions Received

Enter the remainder of the funds you have received from other Conferences / Councils which are not considered Twinning or Networking / Help Alert. This includes financial support received by your Conference from any other Vincentian Councils, Conferences, and stores or special works not owned by your Conference. Friends of the Poor Grants are to be included here.

7. Other – Qualified Government Grants Only

This includes ONLY grants received from federal, state, and local government agencies that are individually greater than \$50,000 with documentation that the grant provides an administrative allowance of ten percent or less. All other grants are to be included in line 10 (Other – Other Restricted Funds) below.

8. Other – Disaster Funds

This includes all money received for local disasters for which a special non-operating fund has been established. For example, if your Conference area suffered from a tornado, hurricane or other disaster for which a special non-operating fund has been established, it can be included here.

9. Other – Capital Campaign Funds

This includes all money received for a formally defined, non-operating capital campaign fund for your Conference. For example, if your Conference has established a capital campaign to raise funds to build a new pantry/office or to make major renovations to an existing one, then the funds collected are restricted for that use and can be included here. Do not include the current balance of existing capital campaign funds, only the amounts received during the fiscal year.

10. Other – Other Restricted Funds

This includes all funds received for special projects for which a fundraising campaign was designated. For example, if your Conference has a special campaign to raise funds for a Back-To-School Program, then the funds collected are restricted for that use. This DOES NOT include “memo” designations on checks or special Conference-designated funds. For example, if someone writes “for food” on their check in the memo area, these would not be considered restricted funds. Also, Conference-designations such as part of a budget do not restrict funds. This category also includes all grants that are not qualified and included in line 7 (Other – Qualified Government Grants Only) above.

11. Other – Miscellaneous Receipts

All other sources of income that do not qualify to be entered in lines 1 through 10 (e.g., interest, bank adjustments, legacies, etc.).

Total Receipts

Add Receipts lines 1 through 11. Enter the total here.

Treasurer’s Report: Expenses

All funds expended for goods and services provided to those we served, including cash, checks, certificates, bus tickets, and gift cards. The principal method for payment of aid will be check, paid directly to the provider of those goods or services. This also includes the cost of food purchased to stock your food pantry. For those Conferences that operate stores and other Special Works, this includes dollars spent for direct aid to those in need.

Note: Do NOT round to the nearest dollar. Enter the exact amounts.

Those We Serve – Special Note

This item, which was in previous Annual Reports, has been broken out to help track certain information that the council needs to obtain grants, to use for grant reporting, and for completing the 990.

1. Those We Serve – Utility Assistance

Enter all amounts spent to assist someone with their utility bills – (Electric, Water, Gas, etc.). Also indicate the number of people helped.

2. Those We Serve – Rent Assistance

Enter all amounts spent to assist someone with their rent. Also indicate the number of people helped.

3. Those We Serve – Food Assistance

Enter all amounts spent to purchase Food. This includes Food gift cards, and money spent to purchase food for your pantry.

4. Those We Serve – All Other

Enter all other amounts spent to assist a brother or sister in need that does not fall under Utilities, Rent or Food.

5. Disaster Contributions

Include all monies expended for disaster relief locally, nationally, and internationally.

6. Domestic Twinning

Enter the total amount sent to other SVDP Conferences or Councils within the United States who your Conference has twinned with and with whom your Conference has a twinning agreement with.

7. International Twinning

Enter the total amount sent to other SVDP Conferences or Councils located outside of the United States. *Please note that all international twinning MUST be arranged through the SVDP National Council.*

8. Annual National Dues

This is the annual dues that the Council Office collects and forwards to the National Council. This amount has already been entered for you. This should also include the Stores Annual Dues of 1% Gross Revenue for those Conferences that are operating a thrift store. *Submit the Annual National Dues check with your Year-End Report.*

9. Council Solidarity

All other funds sent to the Council Office, not including the Annual National Dues and (Other Contributions to Upper Councils).

10. District Council Dues

The Dues provided to your District Council, if any.

11. Other Contributions to Upper Councils

Other funds sent to an upper Council (over and above disaster, Twinning, Dues and solidarity contributions) Such as St. Vinny's Bistro ®.

12. Operating Expense – Special Events

This includes all funds expended for fund raising events such as dinners, Friends of the Poor Walk, memorial donations, etc.

13. Operating Expense – Other (rent/utilities/etc.)

Include all the normal Conference operational expenses such as postage, stationery, printing, phone, travel, and similar expenses, as well as any rent or utilities paid by the Conference for use of facilities.

14. Networking / Help Alert

Specific funds sent to another Conference in response to a request for assistance. An example is Help Alerts for Rent / Utility Assistance.

15. All Other Expenses

All other expenditures not covered by another category. (Please attach an explanation.)

Total Expenses

Add expenses lines 1 through 15. Enter the total here.

Ending Balance

Calculate the ending balance and enter the total here.

REMEMBER:		Beginning Balance
	+	Total Receipts
	-	Total Expenses
	=	Ending Balance

Conference Twinning Report (Page 4 of 6)

Did your Conference do any twinning this year?

Yes or No? You must select one answer. If your Conference did not do any twinning, check No, and proceed to the next page. If your Conference did do twinning this year, check Yes and complete the rest of the page.

Note: Twinning does not include Networking / Help alerts or individual donations sent to or received from another Conference or Council.

Domestic Twinning

Domestic twinning includes any twinning with any Conference or Council located within the borders of the United States.

Names of the Conferences that your conference twinned with this year.

Enter the name of each Conference that your Conference twinned with, whether you gave or received money.

Location

If this is another Conference within the Archdiocesan Council boundaries, simply enter the city name. Otherwise, provide the full address.

How much money did your Conference:

Give

Enter the total amount that your Conference sent to the other Conference over the course of the year. (Must agree with the amount on Treasurers Report, Expenses, line 6: Domestic Twinning.)

Receive

Enter the total amount that the other Conference sent to your Conference over the course of the year. (Must agree with the amount on Treasurers Report, Receipts, line 4: Twinning.)

Section Totals

Add the amounts in the two columns, “Give” and “Received”, and enter the two totals here.

International Twinning

Enter the name of the foreign Conference / Council, and the city and country name, and the total amount that your conference sent funds to, via the National Council. (Must agree with the amount on Treasurers Report, Expenses, line 7: International Twinning.) *Note: ALL International Twinning, must be arranged and performed through the National SVdP Council.*

Conference Activity Report (Page 5 of 6)

Value of Goods and Services Received

This table records the value of the goods and services that are received by your Conference. It includes only goods and services that were donated to you. It **DOES NOT** include goods or services for which you paid. The value of these goods and services was determined at the time of receipt.

Examples:

San Antonio Food Bank – Use the Food Bank letter to calculate the donated value.

HEB – Weigh donations and multiply by the applicable IRS rate for donated food (\$1.67 / lb for 2017)

Legal / Medical / Dental – Obtain rate from the service provider.

Goods and Services Provided

This table records the value of the goods and services that your Conference provided to those in need. It does not matter how it was acquired. It also records the number of people helped through that provision. The value is determined at the point the goods and services are provided (*i.e., when they go out your door*).

Examples:

Good – You weigh a bag of food before giving it to a brother or sister in need, then determine the value by multiplying the weight by the applicable IRS rate for donated food (\$1.67 / lb for 2017).

Legal – An attorney tells you his pro-bono rate and you multiply it by the number of hours he spent assisting a brother or sister in need.

Visits (Page 6 of 6)

Records the number of visits made by type and the total number of people helped through these visits.

Home Visits:

Visits to a person's home; sometimes more than one home visit is required. If you visit a family of four, three times, you should count 12 people helped (4 people x 3 visits).

Prison Visits:

Person-to-person visits to prisoners. If you visit three prisoners once a month for a year, you should report 36 people helped (3 prisoners helped x 12 visits).

Hospital Visits:

Patients visited at a hospital. (Two members visiting the same patient counts as one visit.)

Eldercare Visits:

Occur each time a visit is made to a nursing home, rest home, convalescent hospital, or a facility for the aged (e.g., retirement, assisted living). (Two members visiting the same patient counts as one visit.)

Other In-Person Visits:

Includes any personal contact that is not counted in the other four categories: visits to the pantry, parish office, special work location, gas station, restaurant, and any other place other than the home where we would meet someone in need.

Total # of Visits and # of People Helped

Total of the number of visits and the number of people helped. Show both total number of visits and total people helped.

Telephone Contacts

On this section you would only count the total number of calls (incoming and outgoing). Every time someone calls your Conference or you call them you would count as a call. Enter the total number of phone calls, whether you provided any service to them or not.

Other Services to People

Jobs Obtained

Include jobs secured directly through the aid of the Conference. This should include only actual jobs obtained, not appointments or referrals for possible jobs.

Referrals

Referrals must be specific – you must directly provide the name and contact information for the organization being referred to. Simply providing a resource list does not accomplish a referral. This includes any referral to another agency, church, ministry, service provider, etc. Do not include referrals to another SVdP Conference or a Catholic priest/deacon/sister, or other religious.

Travel Aid

Assistance to clients with any travel-related costs or arrangements. This would include bicycles, plane or bus tickets, fuel, car repairs, etc.

Spiritual Aid/Sacraments

(ONLY WHEN PERFORMED IN THE CAPACITY OF A VINCENTIAN): Include referrals to a Catholic religious for spiritual assistance/guidance/discussion or when a member provides a sacrament (e.g., Communion) or access to a sacrament (e.g., Confession); also include help provided with Catholic books and other religious materials (e.g., *Rosaries*).

Other

Any other services provided that have not been covered. Please attach an explanation.

Total # of Services

Add the entries in the # of Services column and enter the total.

Hours of Service and Estimated Miles in Vincentian Service

Total Hours of Service: Members

All hours spent by members (both Active and Associate) in *any* activity relative to the Society of St. Vincent de Paul, including all hours helping people, attending meetings, travel time, workshops, SVdP spiritual gatherings, etc. Include member hours of service at the Conference owned stores or special works. Do NOT include member hours worked at a store or special work NOT OWNED by the Conference. DO include the hours stated on page 2 Conference Officers.

Total Hours of Service: Non-Members:

This includes hours of service at the Conference owned stores or special works that are work by non-Vincentians, community service hours, court ordered hours, etc.

Estimated Miles in Vincentian Service:

Estimated miles driven by members to assist those we serve and related meetings.

Supplement

Asset Ownership

Respond for all assets worth in excess of \$50,000. The Conference must own the asset.

Receipts of \$5,000 or more

Provide required information for each separate donor (either an individual or an organization) who contributes money or goods in value of \$5,000 or greater over the entire year. Examples include your Parish Church, the San Antonio Food Bank, and individual donors.

(Example: St. Joseph's Catholic Church takes up two second collections for SVdP over the course of the year. The first nets \$4,000, the second nets \$6,000, and St. Joseph's Catholic Church writes your Conference a check each time. You would list "St. Joseph's Catholic Church, [Address], monetary donation, \$10,000.00)