



# Instructions for completing The Conference Month-End Report

## **Conference Treasurer's Report (Financial Report Tab)**

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.

*Remember: The only items that are included in the Conference Treasurer's Report are financial transactions that are processed through your bank (i.e., MONEY).*

### **Electronic Instructions**

These instructions are designed for using the spreadsheet Conference Month End Report.xlsx. If you are using an older version of excel, you may not be able to open the file. If this happens, contact the Council Office to possibly arrange for a newer version of Office to be installed on your computer.

If you are using the excel spreadsheet, be advised that the spreadsheet is protected to prevent the formulas from being changed. All cells highlighted in light yellow can be edited. All cells in grey contain formulas and may not be edited.

The Ending Date, Beginning Balance, Total Receipts, Total Expenses and Ending Balance are automatically updated. On the tab Visits and In Kind, the Conference Name and the activity report line are automatically updated. Where the instructions state to enter a total in a calculated field, the spreadsheet will automatically update those totals. If the formulas are not automatically updating, you must change the spreadsheet options to allow it.

*Helpful tip: Pressing the Tab key will advance to the next editable cell. Pressing Shift + Tab will take you to the previous editable cell.*

If you are completing the printed form by hand, you must do the calculations yourself and enter the results in the appropriate lines.

### **Conference Name**

Enter the name of your Conference in this space.

### **Reporting Period**

The reporting period is for the month being reported. Enter the date of the first and last day of the month being reported. *Note: If you are using the spreadsheet, the last day is calculated automatically.*



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## **Last Month's Ending Balance (Required)**

Enter the Ending Balance as it appeared on last month's Conference Month End Report Adjustments to Last Month'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 month'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 month's ending balance and show the true beginning balance for this month. *Balance will automatically calculate if you are using the spreadsheet.*

## **Treasurer's Report: Receipts**

This section is used to record all money received throughout the month. Do NOT round to the nearest dollar. Enter the exact amounts. The explanations below describes 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) that are given directly to the Conference.

### **2. Church/Poor Box Collections**

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. Includes donations from members that are received through Church collections.

### **3. Fund Raising – Special Events/Other**

Receipts from activities that are specifically designed for the raising of money for the Conference from sales such as breakfasts, raffle tickets, and SVdP booths at parish festivals. Show the full amount, including sales tax. Note: sales tax is not paid on raffle tickets.

### **4. Twinning**

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



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### 5. Networking / Help Alert

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

### 6. All Other SVdP Contributions Received

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

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

Includes all money received for declared 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 declared disaster for which a special non-operating fund has been established, it can be included here.

### 9. Other – Capital Campaign Funds

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.

### 10. Other – Other Restricted Funds

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 or Thanksgiving Basket 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 being a line-item in 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.



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## 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. *Total will automatically calculate if you are using the spreadsheet.*

## Treasurer's Report: Expenses

All expenses made if they cleared the bank or not. If you wrote the check or used the debit card in this month it must be included.

All funds expended for goods and services provided to those we serve, 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: Enter the exact amounts.*

### 1. Those We Serve – Utility Assistance

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

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

### 3. Those We Serve – Food Assistance

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

### 4. Those We Serve – All Other

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

### 5. Disaster Contributions

All monies expended for disaster relief locally, nationally, and internationally.



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## 6. Domestic Twinning

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 written twinning agreement.

## 7. International Twinning

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

The annual dues that the Archdiocesan Council Office collects and forwards to the National Council. *Note: Submit the Annual National Dues check with your October Report.*

## 9. Council Solidarity

All other funds sent to the Archdiocesan Council Office, not including the Annual National Dues and Other Contributions to Upper Councils. Solidarity is usually a fixed amount or a percentage of receipts.

## 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 for St. Vinny's Bistro ®.

## 12. Operating Expense – Special Events

Includes all funds expended for fund raising events such as dinners, Friends of the Poor Walk, memorial donations, etc. and sales tax. Completed sales tax form must be included.



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

All 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

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

### 15. All Other Expenses

All other expenditures not covered by another category. This includes restricted funds for Back-To-School, Thanksgiving Basket and items listed in line 10 of your receipts. (Please attach an explanation.)

### Total Expenses

Add expenses lines 1 through 15. Enter the total here. *Total will automatically calculate if you are using the spreadsheet.*

### Ending Balance

Calculate the ending balance and enter the total here.

<b>REMEMBER:</b>	Beginning Balance
	+ Total Receipts
	- <u>Total Expenses</u>
	= Ending Balance

Note: *Balance will automatically calculate if you are using the spreadsheet.*

### Checklist and Signatures

The checklist is provided as a reminder of the other required documents and items that must be sent to the Council office with your report.

The Conference President and Treasurer must both sign the report, attesting to its validity.



# Instructions for completing The Conference Month-End Report

## **Conference Activity Report (Activity Report Tab)**

### **Conference Name**

Enter the name of your Conference in this space. *Note: If you are using the spreadsheet, this field is updated automatically from the financial worksheet.*

### **Reporting Period**

The reporting period is for the month being reported. Enter the date of the first and last day of the month being reported. *Note: If you are using the spreadsheet, the last day is calculated automatically.*

## **Visits**

Records the number of visits made by type and the total number of people helped through these visits. Two Vincentian members visiting the same person or household counts as one visit.

### **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 each month, you should report 9 people helped (3 prisoners helped x 3 visits each).

### **Hospital Visits:**

Patients visited at a hospital.

### **Eldercare Visits:**

Visits to a person in a nursing home, rest home, convalescent hospital, or a facility for the aged (e.g., retirement, assisted living).



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## **Other In-Person Visits:**

Any personal contact that is not counted in the other four categories. Includes 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. Note: *This is where you show the number of people who visit your pantry.*

## **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.

## **Services and Goods Received**

These tables record the number of times you have received the goods and services and the value of the goods and services, which your Conference received throughout the month. The value is determined at the point the goods are received (*i.e., when they are donated*).

**DO NOT include San Antonio Food Bank “In-Kind”** goods received. The Archdiocesan Council will add these numbers at the end of the year.

Example:

Food – You weigh the food you have received, then determine the value by multiplying the weight by the applicable IRS rate for donated food (\$1.70 / lb. for 2017).

## **Professional Services Provided**

These tables record the value of the Professional Services that your conference provided to those in need. It also records the number of people helped through that provision. The value is determined at the point the services are rendered (*i.e., when they receive it*).

Examples:

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.

Other – A barber comes to your conference to give back to school haircuts.

## **Goods Distributed**

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





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Example:

Food – You weigh the 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 (\$1.70/lb. for 2017).

### **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 Conference special works.

#### **Total Hours of Service: Non-Members:**

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.

### **Sales Tax Reporting**

Sales tax must be collected on all meals, candy, drinks, auction items, rummage sale items, and other fundraiser activities. Sales tax is reported on a monthly basis. *This expense is included on line (12) Operating Expenses-Special Events*

#### **Tax Calculation Example:**

#### **Fundraising Event Type:**

List each event separately held during the month.

#### **Fundraising Date:**

Date of each event held during the month.

#### **Total Sales:**

Total sales of each event.

#### **Calculate your Sales Tax:**

Taking your total Sales (\$500)  
Multiply by Tax Rate 0.0825 (\$41.25)

**Include a check for the amount of the sales tax in the submittal of your monthly report.**

**Checks may be made payable to the Society of St. Vincent de Paul.**