

## Conference Monthly Reporting Information and Best Practices

*“Let the receipts for all that they distribute, so that missionaries obtain they can make an accounting of it, lest for any reason the funds have been diverted or even a single penny has been applied elsewhere. And you will report to me monthly the sums you have distributed.”*

*Vincent de Paul*

### ***Purpose***

For the Council office to capture Conference financial activity along with services provided on a monthly basis.

### ***Intended Results***

Gather financial activity to annually produce IRS 990 tax report and National Annual Report.

Meet all Federal, State and Local guidelines including but not limited to the following: filing quarterly state sales tax reports, ensure all donors who donate \$250 or more at any one time are provided with the correct tax documentation, collect the data to complete Schedule of Contributors in form 990 (*contributions totaling \$5,000 or more in money or property from any one contributor*).

### ***Tools***

Rule, Instructions for completing The Conference Month-End Report, and Conference Monthly Reporting Information and Best Practices.

### ***Processing Flow***

- 1) Conferences complete Conference Treasures Report(s) and Conference Activity Report. Provide all requested supporting documentation (reconciled bank statement, copy of detailed transaction history/check register OR copy of all checks and deposits).
- 2) Accounting Department will enter Treasurers Report and supporting documentation into QuickBooks.
- 3) Support Specialist will enter Treasurers Report and Conference Activity report into the annual report system.

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### ***Frequently Asked Questions?***

What Officers are my Conference or District required to have?

See Rule part III, Governance and Management, Statue12: Servant leadership positions

Why do I have to do a monthly report?

See Rule part III, Accountability, Statute 23: Annual finance and activity reports are published by the National Council. Other Councils, and Conferences.

Under the recommendations of our public Auditor, the accounting department is required to gather information from all 60 conferences and 11 Districts on a monthly basis. This process allows sufficient time to process all data accurately.

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Does my monthly treasures report cover only my main account? What if I have multiple bank accounts?

If your conference has multiple accounts you will need to complete a separate Conference Treasures Report for each bank account including supporting documentation.

What do I need to keep track of?

Your Tiger Team member can help you develop a tracking system that works best for your conference. See Examples of Accounting Best Practices for some ideas.

Obtain and keep a copy of receipts for all transactions.

Keep a copy of the check stub plus a copy (carbon or photocopy) of all checks written.

Keep the number of persons in the conference who are authorized to sign conference checks or use conference debit cards to a minimum. The recommendation is three, no more than five, authorized signers for accounts requiring only one signature.

Remove authorized conference officers from the accounts as they leave office.

Perform internal financial audits annually, or when the Conference President or Treasurer change office.

The payee on a check should NEVER be the person receiving the assistance. Neither should a check be handed over to the person receiving assistance when the check is intended for a third party (the landlord, for example). A properly authorized conference Vincentian should either pay the amount due on behalf of the person needing assistance in person, or on-line, or by mailing a check to the payee.

Do I have to collect and pay sales tax?

All fundraising events held by the Council and Conferences are required to pay State Sales Tax. Sales Tax Reports are completed by the Conference and submitted to the Council with a check to pay their sales tax. This report is submitted with the Conference Monthly Reporting. The Council is responsible for filing quarterly reports and paying appropriate rates.

Fundraising events include sale of meals and rummage sales. If you are unsure if you need to pay sales tax contact the Council Accounting office.

At your fundraising event post a notice stating all sales tax is included.

Each year we will have (2) tax free events. If your Conference is interested in using one of the two days submit a written request to your District President. Your request will be reviewed by the Accounting office and the Executive Director.

What do I write on my Texas Sales and Use Tax Exemption Certification?

The Council office has a master certification form the Tiger Team or the Accounting office.

Add your Conference name after the Council name and sign your name at the bottom as you normally would

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What about if we have a raffle?

As a charitable organization we are allowed (2) raffles per year. If your conference currently holds a raffle of any kind you will need to submit to your District President a letter of request. All requests will be reviewed by the Accounting office and the Executive Director.

How are second collections processed?

Who was the check made out to? SVdP or the church? The check should be deposited and recorded into the corresponding bank account.

Vincentians are responsible for all SVdP donations.

If the church collects funds and deposits into their bank, they will then cut a check to the SVdP Conference in the corresponding amount.

Who is going to provide the tax letter to SVdP donors?

Conferences are responsible for ensuring all donors receive a written acknowledgment for any single contribution of \$250 or more. *Publication 1771 Internal Revenue Services.*

If a Church is currently submitting written acknowledgments to their parishioners on the behalf of the Society a written letter from Council President will be provided to the church.

What rate do I use for my in-kind food donations?

For the fiscal year 2016-17 the fair market value for all food products is \$1.70 per pound. Clothing items fair market value can be set using one of the following standards: \$1.00 per item, .50 cents per pound, or utilizing the Goodwill itemized fair market value list. Whichever you chose be consistent and document how you have established the fair market value for your conference.

When do I need a W-9 form?

A request for Tax Payer Identification Number and Certification is needed when you pay for services to an individual or company **who is not incorporated**. Services include writing a check for rent to a private owner or non-incorporated business, private company providing lawn mowing, plumbing, or construction work. If you are not sure if you need a W-9, ask for one. Note: Be sure to collect your W-9 form prior to giving the check out.

Do I have to complete an audit?

Yes, see Rule part III, Accountability Statue22: Conference and Council Annual Review.

Who performs the audit? Recommendation; (2) two qualified persons from another Conference in your District.

First oversight is completed by the Conference and District President.

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Do I have to complete an audit? (continued)

Submit Attachment D Verification of Conference Internal Audit to the Council Office no later than January 31, 2018. The audit itself is stored at your Conference.

Audit verification is reviewed by Council Treasurer.

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### *Supporting Documentation*

- Annual Report System\*\*
  - 2016 scanned signed returns (conference annual reports)
  - ARS for Tiger Team members
  - SVDPSA – Annual Report Status link\*\*
- Audit \*\*
  - 2016-17 Conference Internal Audit Form
- Conference Month-End Forms\*\*
  - Conference Month-End Instructions
  - Conference Month-End Report Financial Page (excel, enter data directly on form)
  - Conference Month-End Report (word, enter data directly on report)
  - Conference Month-End Report (PDF, print and hand write data)
- Conference Year-End Forms\*\*
  - Conference Year-End Instructions
  - Conference Year-End Report Financial Page (excel, enter data directly on form)
  - Conference Year-End Report (word, enter data directly on report)
  - Conference Year End Report (PDF, print and hand write data)
  - Processing Check List for Annual Report
  - Stores Annual Report
- District Forms\*\*
  - District Year-End Report Instructions
  - District Year-End Report (word, enter data directly on report)
  - District Month-End Report – use Conference Month-End Forms
- Examples of Accounting Best Practice
  - Accounting Detail (Council Accounting office)
  - Agency Proxy Pickup Log (San Antonio Food Bank)
  - Client file tracking (St. Anthony Mary Claret)
  - Donors Report (St. John Neumann)
  - Fridge and Freezer Log (San Antonio Food Bank)
  - In-Kind Report Work Sheet (S. John Neumann)
  - Sign In Sheet
  - Treasure’s Report Work Sheet (St. John Neumann)

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## Conference Monthly Reporting Information and Best Practices

### *Supporting Documentation (continued)*

- Forms
  - IRS Letter
  - Sales Tax Reporting
  - Schedule B Schedule of Contributors, Form 990
  - Texas Sales and Use Tax Exemption Certification
  - Texas Sales and Use Tax Permit
  - W 9 form
- Publications
  - Exempt Organizations: Sales and Purchases Publication 96-122
  - Internal Revue Service Charitable Contributions Publication 1771
  - Raffles and Casino/Poker Nights in Texas Frequently Asked Questions, Attorney General of Texas
- Rule \*\*

All documentation is located on Tiger Team flash drive

\*\*items are located on the website