



2018

# QUARTERLY CONFERENCE REPORT

<b>Fiscal year:</b>	10/1/2017 – 9/30/2018 or 1/1/2018 – 12/31/2018
---------------------	---

(ARCH)DIOCESAN COUNCIL: \_\_\_\_\_ District Council: \_\_\_\_\_

CONFERENCE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street City State Zip Phone

REPORTING PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_ (QUARTERLY, ENTER QUARTER BEING REPORTED ON HERE)

FREQUENCY OF MEETINGS (CHECK ONE): WEEKLY \_\_\_\_ EVERY OTHER WEEK \_\_\_\_ MONTHLY \_\_\_\_ OTHER \_\_\_\_

Our Conference has formally adopted and is in compliance with the most current version of "Document 1: Bylaws for Conferences," which can be found on [www.svdpusa.org](http://www.svdpusa.org). Yes \_\_\_\_ No \_\_\_\_

## Treasurer's Report (includes Receipts and Expenses from Conference, Stores and Special Works)

Last Quarter's Ending Balance (Required)	\$
Adjustments to Last Quarter's Ending Balance – attach an explanation	\$
Beginning Quarter's Balance (Required)	\$

### Receipts (Please round all figures to the nearest dollar)

1. Donations from Members	\$		
2. Church/Poor Box Collections	\$		
3A. Fund Raising - Special Works	\$		
3B. Fund Raising - Stores	\$		
3C. Fund Raising - Special Events/Other	\$		
4. Other SVdP Contributions	\$		
5A. Other – Qualified Government Grants Only	\$		
5B. Other - Disaster Funds	\$		
5C. Other - Capital Campaign Funds	\$		
5D. Other - Other Restricted Funds	\$		
5E. Other - Misc. Receipts	\$		
<b>Total Receipts (1 thru 5E)</b>			+ \$

### Expenses (Please round all figures to the nearest dollar)

6. Those We Serve	\$		
7. Disaster Contributions	\$		
8A Domestic Twinning	\$		
8B International Twinning**	\$		
<b>** Attach contact list for International Twinning Partners</b>			
<b>Subtotal (A) (6 thru 8B)</b>		\$	
9. Solidarity Contributions (Dues/Tithing)	\$		
10. Contributions to Upper Councils	\$		
11A. Operating Expense - Special Works	\$		
11B. Operating Expense - Stores	\$		
11C. Operating Expense - Special Events	\$		
11D. Operating Expense - Other	\$		
12. Other	\$		
<b>Subtotal (B) (9 thru 12)</b>		\$	
<b>Total Expenses (Subtotal A + Subtotal B)</b>			- \$
<b>Ending Balance: Beginning Balance + Total Receipts – Total Expenses =</b>			\$

## Visits and Services to People

(ALL RESPONSES BELOW INCLUDE CONFERENCE, STORES AND SPECIAL WORKS)

	Column 1	Column 2
Person-to-Person Visits	# of Visits	# of People Helped (Includes In-Kind)
A. Home Visits		
B. Prison Visits		
C. Hospital Visits		
D. Eldercare Visits		
E. Other In-Person Visits		
<b>Total Visits and Services to People (A thru E)</b>		

## “In Kind” Services and Goods

	# of Times	“In Kind” Value
<b>“In Kind” Services</b>		
F. Legal		
G. Medical		
H. Dental		
I. Other		
<b>Subtotal 1 (F thru I)</b>		<b>\$</b>
<b>“In Kind” Goods</b>		
J. Food		
K. Furniture		
L. Clothing		
M. Other		
<b>Subtotal 2 (J thru M)</b>		<b>\$</b>

<b>Total “In Kind” Services and Goods (F thru M)</b>		<b>\$</b>
--	--	-----------

<b>TOTAL HOURS OF SERVICE: MEMBERS</b>	
<b>TOTAL HOURS OF SERVICE: NON-MEMBERS</b>	
<b>ESTIMATED MILES IN VINCENTIAN SERVICES</b>	

\_\_\_\_\_  
Signature of Conference President

(\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Conference Treasurer

(\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

The National Council does not require quarterly report filings. Conferences should complete the quarterly report form and submit to their upper Council (if applicable) or retain this report record for consolidation into the annual report required by national.



## INSTRUCTIONS FOR COMPLETING CONFERENCE QUARTERLY REPORT

The National Council does not require quarterly report filings. Quarterly reports are completed by Conferences either at the request of their respective upper Councils or to assist the Conference and promote more timely, accurate, and consistent reporting; they prove to be very helpful when completing the annual report and thus can be consolidated accordingly at the end of each fiscal year.

This Conference quarterly report form is ideal all Conferences. **Please do not use older versions of this form.** Remember that the key to good reporting is keeping good records throughout the reporting year [i.e., monthly and quarterly reporting]. Please read these instructions carefully. If you have any questions on reporting, contact your local Council for support.

**This quarterly report is a reflection of the Conference, its Special Works and Stores whether they are separately incorporated or not.**

Your cooperation is appreciated.

### DEFINITIONS AND QUESTIONS:

**(Arch)Diocesan Council Name:** Enter the name of the (Arch)Diocesan Council in which this Conference exists. If no (Arch)Diocesan Council exists, enter the name of the Diocese.

**District Council Name:** Enter the name of the District Council of which this Conference is part. If this is an Isolated Conference, leave this blank.

**Conference Name:** Enter the Conference Name.

**Address:** Enter the address, city, state, zip code, and phone number of the Conference.

**QUARTERLY REPORTING PERIOD:** Always a 3-month period, based on either the standard fiscal year of the Society (Oct. 1 – Sept. 30) or a calendar fiscal year (Jan. 1 – Dec. 31).

**OUR CONFERENCE HAS FORMALLY ADOPTED AND IS IN COMPLIANCE WITH THE MOST CURRENT VERSION OF “DOCUMENT 1: BYLAWS FOR CONFERENCES,” WHICH CAN BE FOUND ON [www.svdpusa.org](http://www.svdpusa.org).** Every Conference is expected to have adopted a set of bylaws corresponding to one of the nationally approved sets of bylaws that are located on our main national website. Document 1 is the standard set of bylaws that is appropriate for 99% of all Conferences. The website documents have all of the wording that has been required by IRS and approved by various resolutions of the National Council. If your Conference has adopted this set of bylaws (Document 1) without changes, check off “Yes.” If your Conference is using a different set of bylaws or if you are using Document 1 with modifications, check off “No.” If you checked off “No,” then your bylaws are required to have been formally approved by an upper Council or the Regional Vice President.

**TREASURER’S REPORT:** 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.**

**Balance Forward** – when entering Balance information, include the balances of **ALL accounts** owned by the Conference: checking, savings, CDs, investment accounts, reserve accounts, store accounts, special works accounts, etc.

1. Last Quarter’s Ending Balance: This is the Ending Balance as it appeared on last quarter’s Conference Quarterly Report.
2. Adjustments to Last Quarter’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 quarter’s ending balance. Please attach an explanation.
3. Beginning Balance: Apply the adjustments to last quarter’s ending balance and show the true beginning balance for this quarter.

TREASURER’S REPORT: Receipts

1. Donations from Members: Financial contributions in a given quarter 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 in a given quarter from Church collections, Poor Box Collections, alms from distribution of religious papers at the Church door, allocations from parish funds, and other Church-related offerings.
- 3A. Fund Raising - Special Works: Enter the total gross income in a given quarter from all Special Works operated by the Conference.
- 3B. Fund Raising - Stores: Enter the total gross income in a given quarter from all thrift stores operated by the Conference. On the Stores Report, this item is titled “Total Revenue.”
- 3C. Fund Raising – Special Events/Other: This includes donations in a given quarter 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 (this includes Friends of the Poor Walk donations).
4. Other SVdP Contributions: Includes financial support received by your Conference in a given quarter 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. Do not include funds that are transferred to the Conference from the stores and special works that the Conference owns and operates.

- 5A. Other – Qualified Government Grants Only: This includes ONLY grants received in a given quarter from federal, state, and local government agencies that individually exceed \$50,000 with documentation that the grant provides an administrative allowance of ten percent or less. All other grants are to be included in 5D below (Other – Other Restricted Funds).
- 5B. Other – Disaster Funds: This includes all money received in a given quarter 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.
- 5C. Other – Capital Campaign Funds: This includes all money received quarterly 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 make major renovations to an existing one, then the funds collected are restricted for that use and can be included here.
- 5D. Other – Other Restricted Funds: This includes all quarterly 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 5A above.
- 5E. Other – Miscellaneous Receipts: All other sources of income (e.g., interest, bank adjustments, legacies, etc.).

#### TREASURER’S REPORT: Expenses

6. Those We Served: All quarterly 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.
7. Disaster Contributions: Include all monies expended quarterly for disaster relief locally, nationally, and internationally, if applicable.
8. A. Domestic Twinning: Quarterly funds sent to another domestic (within the United States) Conference or Council (over and above the solidarity contribution) if applicable.
- B. International Twinning: Quarterly funds sent to a Conference or Council outside of the United States, if applicable.
9. Solidarity Contribution: The quarterly solidarity contribution to upper Councils, if applicable.

10. Contributions to Upper Councils: Funds sent to an upper Council (over and above disaster, Twinning, and solidarity contributions).

11A. Operating Expense – Special Works: This includes all funds expended to operate Special Works. This DOES NOT include dollars spent as direct aid to those in need from those special works. Direct aid to those in need is not an operational expense.

11B. Operating Expense - Stores: This includes all funds expended to operate Stores. This DOES NOT include dollars spent as direct aid to those in need from those stores. Direct aid to those in need is not an operational expense. On the Stores Report, this item is titled “Total Expenses (Wages, Benefits, Operating).”

11C. Operating Expense – Special Events: This includes all funds expended for fund raising events such as dinners, Friends of the Poor Walk, memorial donations, etc.

11D. Operating Expense - Other: Include 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.

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

**REMEMBER:**

	BEGINNING BALANCE
+	TOTAL RECEIPTS
-	TOTAL EXPENSES
=	ENDING BALANCE

**VISITS AND SERVICES TO PEOPLE:** This portion of the report includes the combined statistical data from the Conference, its stores, and its special works.

### PERSON-TO-PERSON VISITS

The “number of people helped” during the visits must include the number of people helped with In-Kind goods and Services. “In Kind” refers to non-cash contributions: anything (food, furniture, clothing, services, other) that the Conferences receive at no cost and pass on directly to a family or individual or use internally by and for the Conference. In-Kind Food should reflect only what was donated – not what was purchased.

Help is only given through some type of visit. For example, if you give food to a family or give them a voucher for food, it happens while visiting with the family either in their home or at another location.

- A. 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).
- B. Prison Visits: Person-to-person visits to prisoners. If you visit three persons once a month for a quarter you should report 9 people helped (3 prisoners helped x 3 visits).
- C. Hospital Visits: Patients visited at a hospital. (Two members visiting the same patient counts as one visit.)

- D. 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.)
- E. Other In-Person Visits: Any other person-to-person contact at any location other than their home.

**Total Visits and Services to People**: If you provide a family multiple help (e.g., “in kind” goods, a home visit), show it as 1 home visit, 4 people helped (parents with two children). Number of people helped is 4 (show under “Home Visit”).

**Total Visits**: Total of (A) through (E). Show both total number of visits and total people helped.

**Total People Helped**: Total visits (A through E) to get the total number of people helped.

**“In Kind” Services and Goods**: (F through M)

“In Kind” refers to non-cash contributions: anything (food, furniture, clothing, services, other) that the Conferences receive at no cost and pass on directly to a family or individual or use internally by and for the Conference. In-Kind should reflect only what was donated – not what was purchased.

**Enter the number of times the service or goods was offered and the value of those services or goods.**

**Total Hours of Service: Members**: All member 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.

**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.