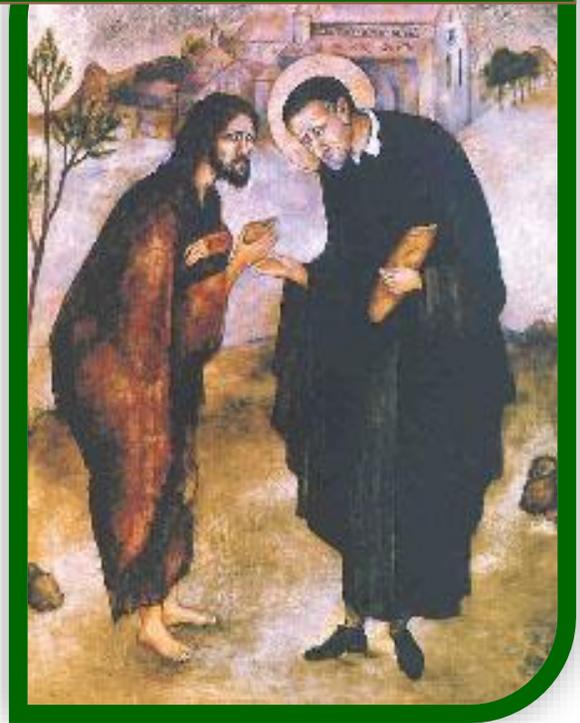


Treasure's Guide



Society of St. Vincent de Paul
Archdiocesan Council of St. Louis

The Conference Treasurer

As a self-governing group, the Society draws up its own rules and regulations. It chooses and conducts its own charitable activities. It uses its own leaders. It manages its funds and holds itself accountable for their proper use. Accordingly, contributions received must be devoted exclusively to the charitable purposes and programs of the Society.

I am now completely convinced that when one does a deed of charity one need not worry about where the money will come from: it will always come.

- Frédéric Ozanam



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Vocation

- ◆ Simply stated, “vocation” means a “call.”
- ◆ Your vocation is what God calls you to do with your life.
- ◆ We are all called to know, love and serve God.
- ◆ The difference is how answer the call.

In the one life God gave you to live, you have one overriding purpose, to fulfill the will of God, because this is the key to your true destiny, eternal happiness.

God gives each one of us a particular mission in life. As we grow and life progresses, He makes it known to us, usually in indirect ways, more as an invitation than an imposition.



- ◆ Spirituality: How we grow individually
- ◆ Friendship: How we treat one another in our Vincentian conference
- ◆ Service: How we treat our neighbors

Vincentian Spirituality: This call to be holy is the first call of all Vincentians. We cannot be expected to see Jesus Christ in the poor until we can see Jesus Christ in ourselves. And we cannot see Jesus Christ in ourselves until we recognize that everything is in His hands, and we are only His poor instruments. This level of trust in Divine Providence can most easily be summed up in Frederic's daily prayer: "O God, I will what you will, when you will, in whatever way you will, because you will."

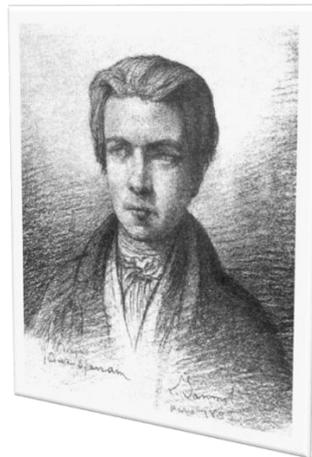
Vincentian Friendship: Being consistently holy in our world is a continual challenge. Each of us knows our own human frailties and the ease with which our virtue can be eroded by our human tendencies. The Society brings together people of good will, intent on imitating Jesus and, by doing so, assisting each other in drawing nearer to the Divine Model. Through the example and continual challenge of our fellow Vincentians, our virtue is strengthened. We learn to see and love God in the person of the other.

Vincentian Service: It is God's unfathomable love for mankind that is central to our understanding of the Mystery of the Incarnation. St. Vincent reminds us that "Since Christ willed to be born poor . . . He made himself the servant of the poor." If God loved all mankind that much, then the corporal and spiritual works of mercy are necessary expressions of that. We do what we do for the person of Jesus, who is, in truth, the flesh-and-blood neighbor in need standing before us.

The Society exists for the Spiritual Growth of the members

The Spirituality pillar is the one on which the other two are built – in other words, Friendship and Service are a result of our Faith, our desire to be like Jesus.

Vincentians remain in the Society because they can look back and see themselves having grown spiritually, and they want that.



As Blessed Frederic tells us, “The Society has only one purpose: to sanctify its members...” In other words, Vincentians are called to holiness by striving to conform themselves to Jesus. All works of any good follow from that. In this way, the Society differs from many other charitable organizations whose principal objectives are not the spiritual advancement of their members, but solely the doing of good for others.

Treasurer's Checklist

- Attend all Conference meetings and events
- Responsible for all Conference funds
- Do a verbal finance report at all Conference meetings.
Include written versions of the report to all members.
- Prepare a budget for the Conference
- Record all financial transactions in the Conference to ensure funds are expended properly
- Provide all supporting documentation on financial transactions
- Arrange for yearly Conference audit and provide all financial documents necessary
- Provide quarterly Conference Activity Reports (CAR Reports)
- Track any twinning into or out of the Conference
- Model Vincentian values including Vincentian Spirituality, Friendship and Service

Income and Expenses

TYPES OF INCOME

- Donations from Members
- Church and Poor Box Collections
- Fund Raising-Special Works
- Other SVDP Units Contributions: financial support from other Vincentian entities e.g. Council and/or Conferences. Friends of the Poor Grants
- Other-Grants” from foundations, government agencies, private sector organizations, etc.
- Other-Disaster Funds: any money received for local disasters for which a special non-operating fund has been established.
- Other-Capital Campaign Funds-money received for a formally defined non-operating capital campaign fund for your Conference, e.g. to build a new pantry/office or make renovations to an existing one.
- Other-Restricted Funds: funds for special projects for which a fundraising campaign was designated, e.g. “Back-to-School Program”.
- Other-Miscellaneous Receipts: all other sources of income, e.g. interest, bank adjustments, legacies, etc.

TYPES OF EXPENSES

- Those we Served: funds expended for goods and services provided to those we served, e.g. cash, checks, certificates and gift cards.
- Disaster Contributions: includes all monies expended for disaster relief locally, nationally and internationally.
- Domestic Twinning: funds send to another domestic Conference or Council (over and above the solidarity contribution.)
- Foreign Twinning: These funds may be disbursed through the National Council International Twinning Program
- Solidarity Contribution: the annual solidarity contribution to upper Councils and Regions.
- Contributions to Upper Councils: Over and above disaster, twinning and solidarity contributions.
- Operating Expenses-Special Works: Funds expended to **operate** Special Works. This **does not** included dollars spend as direct aid to those in need in those special works.
- Operating Expenses-Special Events: Funds expended to **operate** Special Events, e.g. “Walk for the Poor”, fundraising dinners, etc.
- Operating Expenses-Other: Conference Operating Expenses such as postage, stationary, printing, phone, travel, etc. As well as any rent or utilities paid by the Conference for use of facilities.
- Other: All other expenditures **not** covered by another category. (Please attach an explanation

Annual Audit

An audit is required annually. Within the St. Louis Council, audits will be required if there is a change of Presidents, a change of Treasurers or a lapse of one year since the last audit. Audits are to be recorded on the Verification of Audit Form and the Audit Worksheet available on the Conference website. Both documents should be made part of the permanent conference files, as well as, forwarding a copy to the applicable District President and Steve Rupp at the Council Office.

Who conducts the audit?

At the Conference level, the audit may be conducted by the following:

- a. Two or more members of the conference who are not currently holding office.
- b. Two or more disinterested individuals who are members of the parish
- c. Two or more Vincentians from another District Conference
- d. A District Council Audit Team (if available)
- e. If a conference has annual revenue more than \$100,000, they will be subject to a full audit by an independent team approved by the pCouncil Office.

If Conferences want help with that, or want the Council to do an audit, please call Steve Rupp at the Council Offices, 314-881-6018.

The Council can also ask for an outside/third party audit if there are any concerns or if there's been a major or unexplained change in the Conference's finances.

The Following Are Suggested Audit Procedures.

1. Obtain the following documents (originals if feasible) for the fiscal year (for example from October 1, 2016 to September 30, 2017):
 - a. all bank records;
 - b. all Income, Expense, and "In Kind" Service Value forms;
 - c. all Conference Service Invoices;
 - d. all Conference Purchase Invoices;
 - e. all Conference Voucher Records;
 - f. and a copy of last years' Annual Conference Report and all weekly (by-weekly) reports given to the Conference in the Conference Record and Minute Book;
 - g. all donor correspondence;
 - h. the previous year's Verification of Audit and any list of problems disclosed during that audit, or the copy of the last audit report.
2. Review all Bank Reconciliations Forms for the fiscal year and perform the following:
 - a. Review all outstanding items to determine if they cleared the bank in a subsequent month (especially at fiscal year-end);
 - b. Trace and agree all reconciled bank balances to the checkbook and/or reports filed or prepared;
 - c. Match payee and amount of canceled checks to expense vouchers;
 - d. Review all deposits for amounts and classifications of income;
 - e. Review policy and use of multiple signatures on checks.
3. Spot-check accuracy of the recorded known individual donations listed in the INCOME records for the fiscal year, verifying proper donor correspondence was issued.
4. Identify payments made to Conference members or cash disbursements made directly to those served. Check a significant sampling of these to verify that proper backup records have been filed.
5. Per the Society of St. Vincent de Paul Manual, page 26. "Priests and Deacons are not to be signors. Society funds must not be commingled with parish or individual accounts."

6. Match amounts and categories of Receipts, Disbursements, and "In Kind" Services Given from the weekly (by-weekly) reports forms in the Conference Record and Minutes Book.

7. Review all income and expense categories for notable or excessive differences from last year's report and explore these differences looking for reasonable answers.

8. Look at the previous year's Verification of Audit (including any list of problems that were disclosed during the audit) or the audit report and verify that any problems that were disclosed last year have been properly dealt with this fiscal year.

Journals and Reports

- ◆ Conference Voucher Record
- ◆ Income
- ◆ Expenses/Disbursements
- ◆ Bank Reconciliation
- ◆ “In Kind” Service
- ◆ Special Works
- ◆ CAR: Conference Activity Report (Quarterly)
- ◆ Annual Audit (with completion of the Verification of Audit Form)

Many of these forms can be found in the Appendix. With the exception of the CAR Report, Annual Conference Report and Annual Audit, you may create your own format.

CAR Report: Conference Activity Report

This report is completed quarterly and reports three things:

1. Financial information
2. Member information
3. Neighbors served information

WHY is this important?

This report is used to report to funders, such as United Way, resulting in support for our neighbors in need through Vincentians.

The information from the CAR Report is rolled up into a Council report for the National office.

We'll continue to improve it if necessary and your feedback is always welcomed and needed. In the meantime, please do your best to complete it fully and accurately

If you have questions, contact with Mary Murphy at the Council office, 314-881-6030.

Conference Purchase Invoice

Conference Voucher Record

Income Record Template

Expenses Record Template

Conference Activity Report (CAR)

Conference Purchase Invoice

Name of Conference

Name of Member Making Purchase

Is the above named member to be reimbursed for the purchase? Yes No

Was the purchase made with the Conference's check? Yes No

Date of Purchase	Name of Store or Vendor Purchased	Item(s) Purchased	Check #	# of Units Purchased	Price Per Unit	Total -Cost
Total Amount of Purchase						

Conference Activity Report

Conference Name: _____ District: _____ EIN #: 43-0652684

Address: _____

City: _____ State: _____ Zip: _____

Reporting Period: Q1 (Oct-Dec) Q2 (Jan-Mar) Q3 (Apr-Jun) Q4 (Jul-Sep)

Meeting Frequency: Weekly 2X/Month Monthly Other

Does your conference have an active spiritual advisor? yes no

Membership Demographics

Type	Asian	Black	Caucasian	Hispanic/ Latino	Mixed/ Other	Totals	# New This Year
Active (Full): under 40							
Active (Full): 40+							
Total Active (Full):							
Associate: under 40							
Associate: 40+							
Total Associate:							
Total Membership (Active & Associate)							
Total # New This Year							

Treasurer's Report

Beginning Balance (A): *(this #should match the ending balance of previous report, B.)*

Receipts

- 1. Donations from Members:
- 2. Church/Poor Box Collections:
- 3a. Fundraising-Special Works:
- 3b. Fundraising-Stores:
- 3c. Fundraising-Special Events/Other (**):
- 4. Other SVDP Unit Contributions/Twinning:
- 5b. Other-Disaster funds:
- 5c. Other-Capital Campaign Funds:
- 5d. Other-Restricted Funds:
- 5e. Other-Misc. Receipts (***):
- Total Receipts(1 through 5):**

Cash Available (A + total receipts):

Additional information needed for 990 purposes (Submit on separate sheet of paper):

- (*) On separate sheet list name, address, amount and purpose for grants.
- (**) For all fundraising events over \$5,000 - list event name, date, total donations and expenses.
- (***) For donations over \$5,000 - list name and address of donor and amount of donation.

Expenses

- 6a. Utilities:
 - i. Gas/Propane:
 - ii. Electric:
 - iii. Water:
 - iiii. Other:
- 6b. Food (Voucher/Pantry):
- 6c. Clothing:
- 6d. Furniture/Appliances:
- 6e. Medical/Prescriptions:
- 6f. Housing:
- 6g. Transportation:
 - i. Transportation (Car Repair):
 - ii. Transportation (Car Purchase):
 - iii. Transportation (Other):
- 6h. Tuition Assistance:
- 6i. Burial:
- 6j. Other (attach explanation):
- Subtotal (6a through 6j):**
- 7. Disaster Contributions:
 - 8a. Domestic Twinning:
 - 8b. International Twinning:
 - Subtotal 7 through 8b**
- 9. Solidarity Contributions (Dues):
- 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 Expense (attach explanation):
- Subtotal 9 through 12:**
- Total Disbursements (6 through 12):**

Ending Balance B. (Cash Available - Total Disbursements):

All Assets

	Beginning Balance	Receipts	Expenses	Ending Balance
Cash:				
Bank Checking #1:				
Bank Checking #2:				
Bank Savings #1:				
Bank Savings #2:				
CDs/Investments:				
Endowments (Non-Restricted):				
Endowments (Restricted):				
Grants:				
Other Assets (attach explanation)				
Total:				

In-Kind Goods and Services Provided (Non-cash Contributions) *(not included on Page 1)*

	# People Helped <i>(included in visits)</i>	\$ Value
Goods		
A. Food		
B. Furniture		
C. Clothing		
D. Other		
Subtotal Goods (A-D)		

	# Provided
Services	
A. Jobs Obtained	
B. Referrals	
C. Travel Aid	
D. Spiritual Aid/Sacraments	
E. Other	
Total (A thru E)	

Services		
A. Legal		
B. Medical		
C. Dental		
D. Other		
Subtotal Services (A-D)		
Totals Goods & Services		

Visits

	# of Visits	# of people helped
A. Home Visits		
B. Prison Visits		
C. Hospital Visits		
D. Eldercare Visits		
E. Church/Pantry Visits		
F. Other Person to Person Visits		
G. Subtotal (A thru F):		
H. Telephone Only Contacts		

# of People Helped (Per Zip Code)	
# Helped	Zip Code

Total # of People Helped (G+H)

Client Demographic Report

Females					Males				
	White	Black	Hispanic	Other		White	Black	Hispanic	Other
age 0-17					age 0-17				
age 18-40					age 18-40				
age 41-64					age 41-64				
age 65 +					age 65+				
Totals					Totals				

Vincentian Hours of Service: _____
 Estimated Miles in Service: _____

Non-Member Hours of Service: _____

Prepared by: _____

Phone #: _____

Title: _____

Email: _____

Date Submitted to Council: _____

Membership Update

Please Report Membership and Officer Changes Regularly

(Please Print)

Officers: P = President; VP = Vice President; S = Secretary; T = Treasurer; SA = Spiritual Advisor

OR = Officer Resigned; NO = New Officer; MR = Member Resigner; NM = New Member; MD = Member Deceased

A = Active; AS = Associate

(For office changes, put in office initial; for membership changes place an "X" mark under proper column)

Name: _____	Phone: _____
Email: _____	Cell: _____
Address _____	
City: _____	Zip: _____
Name: _____	Phone: _____
Email: _____	Cell: _____
Address _____	
City: _____	Zip: _____
Name: _____	Phone: _____
Email: _____	Cell: _____
Address _____	
City: _____	Zip: _____
Name: _____	Phone: _____
Email: _____	Cell: _____
Address _____	
City: _____	Zip: _____
Name: _____	Phone: _____
Email: _____	Cell: _____
Address _____	
City: _____	Zip: _____

Comments: _____

Signature: _____ Date: _____

Conference: _____

Please Return to:
Society of St. Vincent de Paul of St. Louis
1310 Papin St.
St. Louis, MO 63103 Fax: 314-881-2068
Email: stever@svdpstl.org

