



2014

ANNUAL CONFERENCE REPORT

Fiscal year:	10/1/2013 – 9/30/2014	1/1/2014 – 12/31/2014
Deadline:	November 30, 2014 (60 Days)	January 31, 2015 (30 Days)

(ARCH)DIOCESAN COUNCIL: Cleveland District Council: _____

CONFERENCE NAME: _____

ADDRESS: _____

Street _____ City _____ State _____ Zip _____ Phone _____

REPORTING PERIOD FROM: 10/1/2013 TO 9/30/14 (12 MONTHS)

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

IS THERE AN ACTIVE SPIRITUAL ADVISOR: YES _____ NO _____

IS THE CONFERENCE INCORPORATED? YES _____ NO X

DOES CONFERENCE HAVE ITS OWN 501C3? NO COUNCIL YES NAT'L GROUP RULING _____ CATHOLIC DIRECTORY _____ NONE _____

Membership*

(*Ethnic breakdown required for government reporting, grant applications, etc. Please assign each member to one category only.)

	Asian	Black	Caucasian	Hispanic Latino	Alaskan Native American Indian	Native Hawaiian/ Other Pacific Islander	Mixed/ Other
Active (Full) – under 40							
Active (Full) – 40 and over							
Total Active (Full)							

	Asian	Black	Caucasian	Hispanic Latino	Alaskan Native American Indian	Native Hawaiian/ Other Pacific Islander	Mixed/ Other
Associate – under 40							
Associate – 40 and over							
Total Associate							

Total Membership

Total Active (Full)	
Total Associate	
Total Contributing	
TOTAL MEMBERS	

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

Last Year's Ending Balance (Required)	\$
Adjustments to Last Year's Ending Balance – attach an explanation	\$
Beginning 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 - Grants	\$	
5B. Other - Disaster Funds	\$	
5C. Other - Capital Campaign Funds	\$	
5D. Other - Other Restricted Funds	\$	
5E. Other - Misc. Receipts	\$	
Total Receipts (1 thru 5E)		+ \$

Expenses

	\$	
6. Those We Serve	\$	
7. Disaster Contributions	\$	
8A. Domestic Twinning	\$	
8B. International Twinning**	\$	
** Attach contact list for International Twinning Partners		
Subtotal (A) (6 thru 8B)	\$	
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	\$	
Subtotal (B) (9 thru 12)	\$	
Total Expenses (Subtotal A + Subtotal B)		- \$
Ending Balance: Beginning Balance + Total Receipts – Total Expenses =		\$

Special Works of the Conference

(This is a snapshot of each Special Work. The financials and statistics on this report are already included in the main Conference Report.)

Name of Special Works	Type*	Contact & Phone Number	Physical Address (with city, state, zip)	Volunteer Hours	Number of People Served	Dollars for Direct Service	Operational Costs	Value of In-Kind Goods	Value of In-Kind Services
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
			Totals:						

*(*Types of Special Works: i.e., Pantry-Food Distribution Center, Shelter, Pharmacy, Dining Room, etc.)*

NOTE: DO NOT INCLUDE THRIFT STORES ON THIS FORM. STORES REQUIRE A SEPARATE REPORT.



INSTRUCTIONS FOR COMPLETING CONFERENCE ANNUAL REPORT

This report form is intended to promote more timely, accurate, and consistent reporting. It is essential to have your Conference annual 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 report form must be used by 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. More detailed explanations may be found in the Treasurer's Manual and Secretary's Minute Book. If you have any questions on reporting, contact your local Council for support.

This 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:

REPORTING PERIOD: Always a 12-month period (**shorter for new Conferences only**); either the standard fiscal year of the Society (Oct. 1 – Sept. 30) or a calendar fiscal year (Jan. 1 – Dec. 31). New Conferences will typically have less data than 12 months, but the dates should reflect the fiscal year.

FREQUENCY OF MEETINGS: The Rule specifies that Conferences must meet at least twice monthly. Check off the frequency that your Conference meets. Do not enter multiple frequencies.

IS THERE AN ACTIVE SPIRITUAL ADVISOR? Is there a Spiritual Advisor who actively attends and participates in the meetings regularly? If this is not the case, the answer should be "no."

IS THE CONFERENCE INCORPORATED? Please answer "yes" or "no." Most Conferences are NOT formally incorporated in their state.

DOES THE CONFERENCE HAVE ITS OWN 501(C)(3)? In order for donors to receive a tax deduction for the funds they donate to the Society, the Conference must be recognized as a non-profit organization. Indicate the source of the Conference's tax exempt status: through its own independent status, through its Council, through the National Group Ruling, through the Catholic Directory, or it has none. Please note that the option of "through the Catholic Directory" is no longer to be used and all Conferences should have their own 501(C)(3), be covered by their Council or be part of the National Group.

MEMBERSHIP: This format requires a distinction between Active and Associate members over and under 40 years of age, by race/ethnic category. (This breakdown is required for government

reporting, grant applications, etc.) Contributing members need only be reported as a total. It is inappropriate to count the entire parish as contributing members. Please note that a Vincentian member can be counted in one category only.

Active (Full) Members must belong to the Catholic Church; accept the Rule, Statutes, and Basic Requirements of the Society; be accepted as an Active Member by a Conference; and be enrolled in it. In addition, they need to take part in the life of the Conference to which they belong. Participation implies a reasonable degree of involvement in SVdP meetings, charitable activities, and religious observances.

Associate Members, like Active Members, are affiliated with the Society by formal action of the Conference or Council with which the members will be joined. Associate Members include those who sincerely and publicly accept the Society's Rule but may or may not belong to the Catholic Church. Associate Members are kept informed of the developments and activities of their immediate groupings, as well as the general progress of the Society, particularly in the local area or diocese. Associate Members are invited to attend the general meetings and special observances of the Society. They participate, as they are able, in the charitable activities of the Society in their area. **Conferences should have a specific list of Associate Members. The National membership database allows for membership type to be identified.**

Contributing Members require no formal action for enrollment. Recognition of such status is simply granted by the Society in acknowledging the financial donations of generous or regular contributors. Contributors are invited to be present at general and special meetings. Contributing members also include those who regularly contribute resources other than money, such as food, clothing, etc. It is inappropriate to simply count the entire parish as contributing members. **Conferences should have a specific list of Contributing Members. The National membership database allows for membership type to be identified.**

Filling out your Report Forms:

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 Year's Ending Balance: This is the Ending Balance as it appeared on last year's Annual Conference Report.
2. 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.
3. Beginning Balance: Apply the adjustments to last year's ending balance and show the true beginning balance for this year.

TREASURER'S REPORT: Receipts

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 other Church-related offerings.
- 3A. Fund Raising - Special Works: Enter the total gross income from all Special Works operated by the Conference.
- 3B. Fund Raising - Stores: Enter the total gross income 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 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 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 - Grants: This includes all grants received from foundations, government agencies, private sector organizations, etc.
- 5B. 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.
- 5C. 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 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 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.
- 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 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 for disaster relief locally, nationally, and internationally.
8. A. Domestic Twinning: Funds sent to another domestic (**within the United States**) Conference or Council (over and above the solidarity contribution).
B. International Twinning: Funds sent to a Conference or Council outside of the United States.
9. Solidarity Contribution: The Annual solidarity contribution to upper Councils.
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 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 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
+	RECEIPTS
-	EXPENSES
=	ENDING BALANCE

“IN KIND” GOODS AND SERVICES: This portion of the report includes the combined in-kind data from the Conference, its stores, and its special works.

DEFINITIONS:

“**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.

“**Total number of people helped**” is simply a snapshot total number of people in the family. The “number of people helped” is to be included with number helped by Visits. 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.

“**Value**” is the estimated retail value of goods and services provided.

The two “In Kind” reporting columns are additive and must add downwards.

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. 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 year, you should report 36 people helped (3 prisoners helped x 12 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: Total of (A) through (E). Show both total number of visits and total people helped.

- F. Telephone-Only Contacts: Show number of telephone contacts and total number of people helped. This category represents contact *only* by telephone; no person-to-person visit is made. **Typically, these are calls that result in a referral of some type to another organization. Do not count calls that are made to only set up an appointment for a home visit or other visit.**

SERVICES

- G. 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.**
- H. 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, etc.
- I. Travel Aid: Assistance to clients with any travel-related costs or arrangements. **This would include bicycles, plane or bus tickets, car repairs, etc.**
- J. 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, rosaries, etc. The question comes up: Is my ministry as an Extraordinary Minister of the Eucharist a Vincentian activity and should my visits be counted here? The simple answer is: only if you are participating in that ministry because you are a Vincentian and as a Vincentian? The choice must be made by the Vincentian. We are not simply trying to build up numbers.
- K. Other: Any other service provided. (Please attach an explanation.)

TOTAL SERVICES: Total of (G) through (K).

Total Visits and Services to People

If you provide a family multiple help (e.g., “in kind” goods, a job obtained, a referral, and a home visit), show it as 1 home visit, 4 people helped (parents with two children) with 1 job obtained and 1 referral. Number of people helped is 4 (show under “Home Visit”).

Total People Helped: Total visits (A through E) and telephone contacts (F) to get the total number of people helped.

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.

SPECIAL WORKS

THIS PAGE IDENTIFIES THE INFORMATION ASSOCIATED WITH UP TO 11 SPECIAL WORKS THAT MAY BE OPERATED BY A CONFERENCE. IF A CONFERENCE OPERATES MORE THAN 11 SPECIAL WORKS, DUPLICATE THE FORM AND ADD THE OTHERS. THIS IS A SNAPSHOT OF INFORMATION ABOUT EACH SPECIAL WORK. THE FINANCIAL AND STATISTICAL DATA SHOWN HERE IS ALREADY INCLUDED IN THE MAIN CONFERENCE REPORT.

DO NOT INCLUDE STORES ON THIS SPECIAL WORKS FORM. STORES REQUIRE A SEPARATE REPORT.

Special Works of a Conference include a number of possibilities and those are explained below. Generally speaking, a Special Work is something you devote a special location and people resources all year around. Otherwise, it is considered a project.

However, it is also important to understand what is NOT a Special Work. Normal Conference work (such as home visits, paying rents and utilities, delivering groceries, etc.) is not a special work.

Name of Special Works: Enter the name that is used to identify this Special Work.

Type: Enter the type of special work. Here is the specific list to choose from:

Auto Program	Dental Service	Dining Room
Distribution Center	Funeral Services	General Assistance
Homeless Services	Housing	Incarceration Services
Manufacturing/Recycling	Medical Equipment	Medical Services
Pantry/Food Distribution Ctr	Pharmacy	Seasonal Programs
Senior Services	Shelter	Single Resident Occupancy
Training Center	Transient Aid	Youth Services
Other		

Contact & Phone Number: Enter the name of the person to be contacted for information about this Special Work and that person's phone number.

Physical Address: Enter the address, city, state, and zip code of the location that houses this Special Work.

Volunteer Hours: Enter the number of hours worked by volunteers – whether they are members, court ordered community service, community volunteers, etc. This statistic is already included in the main Conference Report.

Number of People Served: Enter the number of people who benefitted from the service provided by this Special Work. This statistic is already included in the main Conference Report.

Dollars for Direct Service: Enter the total funds that were used as direct service for those in need. For example, if the service of this Special Work included rent, utilities, bus passes, laundry tokens, etc., the amount spent for this direct aid should be entered here. This value is already included in the main Conference Report.

Operational Costs: Enter the total of all other operating expenses for this Special Work. This value is already included in the main Conference Report.

Value of In-Kind Goods: In-Kind goods includes items (such as food, clothing, furniture, etc.) that are donated at no cost to the Society and given directly to someone in need or put into use by the Society. Enter the estimated value of this merchandise. This value is already included in the main Conference Report.

Value of In-Kind Services: In-Kind Services includes services (such as legal, medical, dental, etc.) that are donated at no cost to the Society and provided directly to someone in need or to the Society. Enter the estimated value of these services. This value is already included in the main Conference Report.

Totals: Accumulate each of the last six columns and enter the totals on the last line.