



Society of St. Vincent de Paul - Milwaukee District Council

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MEMO

Name: Milwaukee Conference Treasurers and Presidents

From: Michelle Martin

Date: August 27, 2021

RE: Annual Report

Attached are the following forms which need to be returned, via email preferred, by **October 22, 2021:**

1. Two-sided Annual Conference Report and instructions. Please note anything new from the National is in **red**. You are also receiving an annual report in Excel format to assist with adding the numbers.
2. Audit Report Form – filled out and signed by two persons other than the Treasurer.
3. Membership information form: **Please make any changes to membership information on the membership form provided to ensure the correct updates are made to our system. Please do not retype the list or include your own computer generated membership list as it does not allow us to update our system effectively. We need email addresses (we will not share them or sell them) as we are going to be sending things out via email to save postage and printing costs.**

I also need a copy of expense ledgers (treasurer's journal, check register, etc...) including current activity from October 1, 2020 – September 30, 2021. If you are using a computerized program to track income and expenses, this can be email to mmartin@svdpmilw.org.

Copy of bank statement and bank reconciliation as of September 30, 2021. **Please be sure your reconciled bank statement ending balance is equal to your ending balance reported on the treasurer's report on the annual report form.**

Please share this information with your Secretary so those portions can also be completed.

Also please remember that every conference is subject to a random audit by our auditing firm so it is imperative that the conference books are in order.

As always, if you have any questions please call or email Michelle (mmartin@svdpmilw.org) at the Milwaukee Council Office (414-462-7837).

Thank you and your membership for their hard work and dedication in getting this information to us so we can share our good works with the broader community!

The forms are due to the Council Office by October 22, 2021

THANK YOU!