

# MEMO

9601 W Silver Spring Drive  
Milwaukee, WI 53225  
414-462-7837



St. Vincent de Paul Society  
At the Heart of Giving.

**Name:** Milwaukee Conference Treasurers  
**From:** Michelle Martin  
**Date:** September 8, 2020  
**RE:** Annual Report

I hope you are all doing well during these trying times. Attached are the following forms which need to be returned to our office (via email preferred) by **October 21, 2020:**

1. Two-sided Annual Conference Report form and instructions.
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.**
4. Copy of expense ledgers (treasurer's journal, check register, etc...) including current activity from October 1, 2019 - September 30, 2020. If you are using computerized program to track income and expenses this information can be emailed to [mmartin@svdpmilw.org](mailto:mmartin@svdpmilw.org)
5. Copy of bank statement and bank reconciliation as of September 30<sup>th</sup>. **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 form with your secretary and president so they can do their portions.

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](mailto:mmartin@svdpmilw.org)) at the Milwaukee Council Office (414-462-7837 ext. 108).

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 21, 2020**

## THANK YOU!

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