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**OPENING PRAYER**

As the sun rises, shining its light upon all of Your creation, we can see clearly the many gifts You have given us, Lord.

Help us to always receive them in gratitude, filled with the peace of Your Holy Spirit to start each day.

Lord, we share Your peace with all of our brothers and sisters by offering forgiveness, compassion, and the joyful news of salvation.

In Jesus' Name, we pray. Amen

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## DUTIES OF SECRETARY

- Keep records on services provided and number of people served.
- Keep records on in kind donations
- Keep up to date records on members and report changes promptly to Council office.
- Prepare minutes of the conference meetings.

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## DUTIES OF TREASURER

- Keep an accurate and appropriate record of all receipts and expenditures.
- Prepare timely financial reports and share this information at conference meetings and with parishioners.
- Deposits conference funds promptly in a bank account in the conference name.
- Reconcile bank statements on monthly basis.
- Prepare treasurers portion of Annual Report and submit to Council office by OCTOBER 31<sup>st</sup> a copy of the reconciled bank statement which includes September 30<sup>th</sup> and a listing of all checks issued during the fiscal year (date, check number, amount, who payable to).

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## IRS AND STATUTORY RELATED REQUIREMENTS

- Money donated should be used for works of the Society only.
- Maintain receipt and expense journals and keep for a period of (2) years.
- Keep meeting minutes for seven (7) years.
- Do not accept donations "earmarked" for a particular person.

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## SVDP RULE REQUIREMENTS

- Prepare and submit to the Council of Milwaukee an Annual Report by October 31 of each year.
- Reports all assets, including: savings accounts, checking accounts, CD's, etc... on the Annual Report.
- Audit accounts at least once a year by two members (not including the treasurer) or by a qualified person or organization.

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## SVDP RULE REQUIREMENTS (CONT.)

- If a member of a conference or a person related to a conference member requests assistance the member must not take part in the decision making process.
- At regular intervals, conferences must take stock of their treasury and forward surplus funds to the Council to support programs run by the Council, including:
  - Neighbors Helping Neighbors Fund
  - SVDP Meal Programs
 Or donate funds to another SVDP conference.

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## TREASURER'S REPORT - RECEIPTS

- **Beginning balance** – Please be sure the beginning balance is equal to the ending balance reported on the last year's annual report. Our office will be calling you if this is not correct - please call if you don't know it. This is the first thing the auditor's check.
- 1. **Donations From Members:** Donations from Active and Associate members including the secret collection taken at meetings. It is not necessary to try to isolate and count checks from members that come through Church collections.

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## RECEIPTS (CONTINUED)

- 2. **Church/Poor Box Collections:** Financial support from Church collections, poor box collections, alms from distribution of religious papers at the Church and other church-related offerings.
- 3. **Other SVDP Units' Contributions:** Financial support from the Council, including Neighbors Helping Neighbors grants, volunteer credits to the conference store account, and all "twinning" donations received from another SVDP group. Include SVDP National Friends for the Poor grant funds here.

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## RECEIPTS (CONTINUED)

- 4. **Other- Miscellaneous Receipts:** All other income that cannot be classified into any of the categories above. Examples include, legacies, bank interest, etc....

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## EXPENDITURES

- 5. **Those we served:** All funds expended for goods and services provided to those served including food, store purchases of furniture, household and clothing, delivery fees paid by conference to deliver items to someone's home, utilities, books, tuition, scholarship aid, gift certificates, milk purchased for meal program.
- 6. **Housing Assistance/Eviction prevention:** All funds expended for rent and or security deposit.

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## EXPENDITURES (CONTINUED)

- 7. **Disaster Contributions:** All funds expended for disasters locally, nationally and internationally.
- 8a. **Domestic Twinning:** All funds sent to SVDP conferences in the US.
- 8b. **International Twinning:** All funds sent to SVDP conferences outside the USA.

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## EXPENDITURES (CONTINUED)

- 9. **Contribution to Upper Council:** All contributions to the Council for programs operated through the Council such as SVDP Meal programs, Neighbors Helping Neighbors, Vincentian Services, etc....
- 10. **Operating Expense – Special Works:** All expenses to operate special works, such as rent, utilities, etc.... This does not include dollars spent as direct aid to those in need in those special works. Money spent on food for a food pantry would NOT be reported here; report as aid to those we serve.

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## EXPENDITURES (CONTINUED)

- 11. Operating Expenditures Other: All conference operational expenses such as postage, stationary, conference supplies, printing, travel or registration expenses for business meetings or trainings, etc...

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## VISITS AND SERVICES TO PEOPLE

- **The Number of Visits and Services :** If two or more members go on a home visit this is counted as only one visit. This is the same for prison, hospital, eldercare visits ONLY if the visiting members see the same people.
- **The Number of People Helped:** The number of people affected by the aid. (A family of four living in the same house is four people helped).

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## VISITS AND SERVICES (CONTINUED)

- **A. Home Visits:** Visits to a person's home; sometimes there is more than one home visit required. If your team visits a family of four, three times, you should count 3 visits and 12 people helped (4 people x 3 visits).
- **B. Prison/Returning Citizen Visits:** Person-to-person visits to prisoners or visits to those just leaving incarceration. If your team visits three persons once a month for a year, you should report 12 visits and 36 people helped (3 people visited x 12 visits).

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## VISITS AND SERVICES (CONTINUED)

- **C. *Hospital Visits:*** Person-to-person visits at a hospital. Two or more Vincentians visiting the same person counts as one visit and one person served.
- **D. *Eldercare Visits:*** Person-to-person visits at a nursing home, rest home, convalescent hospital or a facility for the aged (retirement, assisted living). Two or more Vincentians visiting the same person counts as one visit and one person served.

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## VISITS AND SERVICES (CONTINUED)

- **E. *Other In-person visits:*** Any other personal visits to any other location not listed above. Includes visits at a food pantry, meal program, rectory or neutral site meetings. Two or more Vincentians visiting the same person counts as one visit and one person served. If your team visits a meal program and serves 150 people this would be counted as 1 visit and 150 people served. All members of team would count their hours.

**TOTAL VISITS: Total of (A) through (E) – show both total number of visits and total people helped**

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## IN KIND SERVICES AND GOODS

- In Kind refers to anything (food, furniture, clothing, Giving Tree gifts, gift cards received, services., etc...) that the Conference receives at no cost and passes on directly to a family or individual.
- Total Number of Times is the total number of times you assisted with in-kind goods.

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## IN KIND SERVICES AND GOODS

- Value is the estimated retail value of goods and services provided. Include only the value of the actual food, furniture, clothing and household items distributed, including the value of food given out that is donated to food pantry. Please do not include any amount for goods given out by the stores.

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## VISITS AND SERVICES (CONTINUED)

- **Total Hours of Service:** The total number of hours for each member and/or non-member spent attending meetings, making phone calls, doing home visits, filling out reports, travel time, volunteering at Council run programs or any other time spent providing any of the above services to people.

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## VISITS AND SERVICES (CONTINUED)

- **Estimated Vincentian Miles:** Estimated miles driven by members to assist those we serve and to attend related meetings.

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## TOOLS FOR REPORTING

- Member Activity Report
- Annual Conference Report & Instructions
- Internal Audit Report Form
- Secretary's Minute Sheet
- Excel version of Treasurer's Journal & Annual Report
- ServWare
- Other suggestions?

<https://svdpmilw.org/vincentians-vicentinos.aspx>

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## SERVWARE FUNCTIONS

ServWare

- Ability to Store Conference Files
  - Meeting Minutes and Treasurer Reports
- Ability to Enter Miles and Hours
  - By Secretary or each member enters individually
- Report Functions
  - Membership
  - Assistance Summary or Detail
  - Conference Activity Report
    - Populates information for Conference Annual Report
- Finance- optional
  - Expenditure/Receipts/Deposits/Donors

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## NEED ASSISTANCE?

*Please remember, the SVDP staff is here to serve you!*

For Annual Report, please contact:

Michelle Martin

414-462-7837 ext. 108

414-667-0244

Email: [mmartin@svdpmilw.org](mailto:mmartin@svdpmilw.org)

For ServWare, please contact:

Maria Welz

414-462-7837 ext. 109

414-667-0245

Email: [mwelz@svdpmilw.org](mailto:mwelz@svdpmilw.org)

THANK YOU FOR ALL YOU DO!

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## CLOSING PRAYER

O God, you provide us with your Holy Spirit as light to guide us on our life's journey and to guide the Saint Vincent de Paul Society. As we recognize that light as an ember in our hearts, help us to fan that flame to be a beacon of hope to others and to revitalize our society.

We ask for your wisdom, strength, and courage to open our mind and heart as you did to the founders of our society. We also ask you to open the hearts of people to consider this ministry as a way to manifest their faith by service to others.

Help all of us to see where transformation in our own lives can bring us closer to You. Help us to grow as we accept new challenges, ideas, and opportunities in the gift of this ministry.

We ask this through Christ our Lord, our healer and source of all hope.

Amen.

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