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:

(Arch)Diocesan Council Name: Enter the name of the (Arch)Diocesan Council in which this Conference exists. If no (Arch)Diocesan Council exists, enter the name of the Diocese.

District Council Name: Enter the name of the District Council of which this Conference is part. If this is an Isolated Conference, leave this blank.

Conference Name: Enter the Conference Name.

Address: Enter the address, city, state, zip code, and phone number of the Conference.

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.

OUR CONFERENCE HAS FORMALLY ADOPTED AND IS IN COMPLIANCE WITH THE 2019 VERSION OF "DOCUMENT 1: BYLAWS FOR CONFERENCES," WHICH CAN BE FOUND ON www.svdpusa.org. Every Conference is expected to have adopted a set of bylaws corresponding to the nationally approved set of the 2019 version bylaws that are located on our main national website. Document 1 is the standard set of bylaws that is appropriate for 90% of all Conferences. The website documents have all of the wording that has been required by IRS and approved by various resolutions of the National Council. If your Conference has adopted this set of the 2019 version of bylaws (Document 1) without changes, check off "Yes." If your Conference is using a different set of

bylaws or if you are using Document 1 with modifications, check off "No." If you checked off "No," then your bylaws are required to have been formally approved by an upper Council or the National Vice President of your region.

MEMBERSHIP: Our effort is to capture the age groups of our members to better identify those who serve others and provide communication to our Vincentian members in medium and platforms for each age group audience.

This format requires a distinction between Active and Associate members by age groups shown in the table on page 1 and is required for determining the number of members serving in the Society in the United States.

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.

COMPARATIVE MEMBERSHIP: This section is a recap of the total membership in comparison to age groups focusing on youth (under 19), young adult (19 through 39), total minorities and total volunteers that are not otherwise members of the Society.

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. **NOTE: These instructions, to attach an explanation for adjustments made to last year's ending balance, only applies to hard copy annual report form submissions. The online annual report instructions do not require an explanation for adjustments made to last year's ending balance.**

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 and Associate 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. Member donations which come through any type of Church collections are counted under "Church and Poor Box Collections", not under "Donations from Members".

   Examples:
   Secret collections
   Online donations from Members
   Separate checks from Members
   Donations from Members for breakfasts following Mass

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. Also includes donations made directly to SVdP via online donations and individual checks.

   Examples:
   Church collections received via check from the church
   5th Sunday SVdP collection
   Online donations to the Conference from non-members
   Individual Checks from non-members
   Unrestricted grants from the (Arch)Diocese

3A. Fund Raising - Special Works: Enter the total gross income from all Special Works operated by the Conference. (other than Stores)

3B. Receipts from Conference owned Store(s): 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). This is the gross amount collected, not the net profit.

   Examples:
   Friends of the Poor Walk/Run
   Bake sales
   Rummage sale proceeds
   Memorial donations

4. Contributions from other SVDP Entities: 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 – Qualified Government Grants Only: This includes ONLY grants received from federal, state, and local government agencies that individually exceed $50,000 with documentation that the grant provides an administrative allowance of ten percent or less. **DO NOT ENTER ANY AMOUNT LESS THAN $50,000.**

All other grants **($50,000 & under)** are to be included in 5D below (Other – Other Restricted Funds).

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. This category also includes all grants for a specific purpose unless qualified and included in 5A above.

Examples: Funds requested for a Christmas or Back-to-School Program
Grant designated for a specific project or purpose (such as rent assistance) from any non-Vincentian organization (including church-related)

5E. Other – Miscellaneous Receipts: All other sources of income (e.g., interest, bank adjustments, legacies, etc.)

Examples: Bank interest
Bank adjustments
Legacies (money left in a will)
Employer donation-matching program
Donor-advised funds
Unrestricted grants from any non-Vincentian organizations

Note: Donated gift cards are considered "in-kind" donations, not financial donations.

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.

Examples: Food purchased for food pantry
Utility assistance payments
Gift cards purchased to give to those we serve

7. Housing Assistance/Eviction Prevention; Funds expended for housing assistance to those we serve, including rental assistance, rental eviction prevention, mortgage, and foreclosure assistance as well as hotel/motel stays are forms of housing assistance. This will allow us to measure the financial help provided annually for housing. The amount in line 7 must not be included in the amount in line 6.

8. Disaster Contributions: Include all monies expended for disaster relief locally, nationally, and internationally.

9. A. Domestic Twinning: Funds sent to another domestic (within the United States) Conference or Council (over and above the solidarity contribution). This is a general contribution to another Conference or Council to use as they see fit. It does not include co-pays, where one Conference helps another Conference to pay a specific bill for someone in need. Co-pays are included in 6 or 7.

B. International Twinning: Funds sent to a Conference or Council outside of the United States. Note: These funds must be disbursed through the National Council International Twinning Program.

10. Solidarity Contribution: The Annual solidarity contribution to upper Councils, and any expenses invoiced to a Conference by its Council.

11. Contributions to Upper Councils: Funds sent to an upper Council (over and above disaster, Twinning, and solidarity contributions).

12A. 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 to those in need is not an operational expense.

12B. 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 to those in need is not an operational expense. On the Stores Report, this item is titled “Total Expenses (Wages, Benefits, Operating).”

12C. Operating Expense – Special Events: This includes all funds expended for fund raising events such as dinners, Friends of the Poor Walk, memorial donations, etc.
Note: Profit on fundraising = Income in 3C minus Expenses in 12C

12D. 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.
Note: This normally is not zero.

13. Other: All other expenditures not covered by another category. (Please attach an explanation.)

REMEMBER:

BEGINNING BALANCE
\+ TOTAL RECEIPTS
\- TOTAL EXPENSES
= ENDING BALANCE

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

Vincentians who are actually doing home visits and going into the homes of our friends in need should report their encounters under: "A. Home Visits."

For visits by phone, zoom (or other electronic video devices), public spaces such as parks or buildings to set up interviews or follow ups to an original visit, should report these visits as "E. Other In-Person Visits."

The "number of people helped" during the visits must include the number of people helped with In-Kind goods and Services. **"**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. ***Sometimes Conferences purchase items for in-kind use to give away, such as food or gift cards. When these items are "purchased" to give away as in-kind goods the cost of the purchase is an expense. It is entered under EXPENSES line 6.***

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/Returning Citizens Visits: Person-to-person visits to prisoners and/or returning citizens. Identify councils or conferences visiting prison facilities and visits with those who have been released from prison and have returned to society from serving prison time. If you visit three persons once a month for a year, you should report 36 people helped (3 prisoners/returning citizens 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, hospice care visits 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: Includes any personal contact that is other than a home visit: pantry, parish office, special work location, gas station, restaurant, and any other place other than the home where we would meet someone in need. This would also include telephone contact.

Total Visits and Services to People: If you provide a family multiple help (e.g., "in kind" goods, a home visit), show it as 1 home visit, 4 people helped (parents with two children). Number of people helped is 4 (show under "Home Visit").

Total Visits: Total of (A) through (E). Show both total number of visits and total people helped.

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

"In Kind" Services and Goods: (F through M)

INSTRUCTIONS FOR ESTIMATING DOLLAR VALUE OF IN-KIND DONATIONS

The Society uses the term "In Kind" to refer to *donated* goods or services given to the those we serve. "In Kind" donations are non-cash donations. The Conference must assign a value to donated goods and services given to those we serve and keep written track of that value. This value will be used in the Annual Report.

In Kind: Food

Conferences normally give out food that is a combination of donated as well as purchased. In the SVDP Annual Report for Conferences, Row J under "**In Kind Services and Goods"** is asking for the value of the donated food only – not what was purchased. Purchased food is listed as an expense.

Most Conferences estimate the average value of the donated food in a box or bag and multiply that value by the number of food boxes or bag distributed.
If your Council provides an average per pound, use that value multiplied by average weight of donated food in your box or bag. If not, a value provided by a large organization such as Feeding America or a large food bank will work. You should state the source of the value in your financial procedures, so the same source is used from year to year and can be quoted in the 990 if necessary. For one source, on your internet server, query "Feeding America value of donated food per pound."

In Kind Things: Furniture, Clothing, etc.:

"Things" donated to us and then given to those we serve covers a wide variety of items: furniture, clothing, household items, automobiles, etc. The following are some general suggestions for assigning value to "things".

1) If the "things" are new, unused and undamaged, choose from the following methods to assign a value:
   - if there is a price tag still on the item, assign that value to it.
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   - if there is no price tag on then item, then the Vincentian should assign a value that he/she believes it would sell for if it were in a store.

- If the Vincentian does not have a good idea of the value, then he/she should check for the price in a store or in advertisements.

2) If the "things" given are used items, the Conference should assign a value by honestly asking what someone would pay for the item(s), taking into consideration the condition of the items(s).

It is acceptable to assign values using a "blanket list" or "donation valuation guide", which states an approximate value for each type of item. Ask your Council if they provide such a list. If not, look for "Donation Valuation Guide" published by a local Goodwill, Salvation Army, or other charity. IRS Publication #561 is helpful for more unusual items such as vehicles or art.

Items assigned the value shown in the valuation guide should be in relatively the same physical condition. If the item is not clean and in good condition, it is worth less.

NOTE: When a Conference writes a voucher to their Council Thrift Store and the Conference does not pay for the voucher, the value of the merchandise is reported on the store report and not the Conference's. If the store is owned and operated by the Conference, the value is recorded by the Conference. If the Conference pays for the purchase, the value is recorded by the conference.

Keep in mind that In-Kind Goods include items that were donated and actually used by the Conference. Some examples of this are donated furniture/appliances used in a Conference office or pantry; donated uniform clothing used by Vincentians, employees or volunteers; donated office supplies; and many other possibilities.

A Word about Gift Cards

Donated gift cards are considered "in-kind" donations, not financial donations. They are reported in line M "Other".

When the Conference *purchases* gift cards to give away, the cost of the purchase is an expense. It is entered under EXPENSES line 6. "Gift cards purchased from Conference funds should not be reported also as other "in-kind" assistance.

In Kind Services

Assign a value to "services" by asking the service provider(s) what they would normally charge for this "service."

> For example: The Conference wishes to help a friend in need get their car running again. A parishioner who owns a garage was willing to donate the labor if the Conference paid for the parts. The garage owner tells the Conference President that the labor at their per-hour rate totaled $200. Therefore, the value of the donated service is $200.

It is advisable to keep accurate and up to date records of the value of "In Kind" services given just as you do with the other finances for the Conference.

Keep in mind that In-Kind Services include items that were donated and actually used by the Conference. Some examples of this are legal services performed by an attorney for the Conference such as review of a lease for a store; repair services of a Conference vehicle or store truck; and other possibilities.

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.