



SOCIETY OF ST. VINCENT DE PAUL

NEIGHBORS HELPING NEIGHBORS

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Issued January 2023

COUNCIL PROPERTY MANAGEMENT HANDBOOK

**Society of St. Vincent de Paul
St. Louis Archdiocesan Council**

This Handbook is designed to help the Conferences manage physical property including the purchase or lease of vehicles, trailers, land or buildings. Because the Conferences and Council operate under the same tax identification number, the handbook also helps the Council ensure appropriate insurance coverage and to meet tax and other regulatory requirements. We hope this Handbook will help Conferences understand and utilize the financial and administrative support offered by the Council.

The Council maintains Commercial General Liability Insurance for all land and buildings owned or operated by the Council and Conferences. For example, coverage is maintained for the buildings leased by the Council to support thrift stores in St Charles, Fenton and other locations. Insurance coverage is also maintained for the thrift stores operated by Conferences. The insurance premium depends on the size and specifications of a building, and the type of operations being conducted in the building. For example, a building being used for warehousing would have a lower premium than an equivalent sized building being used for thrift operations. Therefore, to obtain insurance coverage, Council staff will need the specifications of the building and a description of the operations being conducted.

The Council maintains insurance on all vehicles owned or operated by the Council and Conferences. For example, coverage is maintained for the leased SVdP delivery trucks operated by employees. Insurance coverage is also maintained for the cargo vans, pickup trucks and trailers operated by Vincentians in Conferences. The insurance premium depends on the make, model, year, and parking location of the vehicle. Additionally, insurance is maintained on the authorized drivers, whether employees or Vincentians, who operate the vehicles. Therefore, it's important for the Council staff to be aware of the vehicles and drivers requiring coverage.

This handbook provides a checklist of **REQUIRED DOCUMENTS** needed for any leased or purchased property. The checklists outline actions and responsibilities of the Council and Conference.

Like other resource documents, this handbook shall be posted on the SVdP website <https://svdpstlouis.org/>, under the “Vincentians” tab, and under the “Programs, Forms and Resources” folder.

If you have any suggestions to improve or update this handbook, please contact Steve Poppe, Council Office Manager, email stevep@svdpstl.org, or office tel 314-881-6024.

Lease or Rental of Vehicles or Trailers

WHAT

Occasionally, a Conference may need to rent a vehicle or trailer. If so, the Conference will designate a Vincentian to rent and operate the vehicle and cover the cost. If it is a short-term or rental period of two days or less and the cost is under \$500, the rental agreement can be signed and approved by the Vincentian. For the company name on the rental agreement, the Vincentian will list "Society of St Vincent de Paul (SVdP)". If the Vincentian does not list SVdP as the company, then the Vincentian is liable for any damage. Vincentians will only use rental companies that offer comprehensive insurance. The Vincentian is responsible for purchasing the comprehensive insurance offered by the rental company. Such a short-term rental cannot be utilized for more than a maximum of two days per month.

If the lease period exceeds two days or if the cost is between \$501 and \$25k, the lease must be reviewed and approved by the Executive Director. If the cost of a lease exceeds \$25k, the lease must be reviewed by the Executive Director and Finance Committee and approved by the Board of Directors. If you have any questions, please contact Steve Poppe, Council Office Manager, email stevep@svdpstl.org, or office tel 314-881-6024.

WHO

COUNCIL	CONFERENCE
<input type="checkbox"/> Review and approve the lease if period exceeds two days or if the cost is between \$501 and \$25k. <input type="checkbox"/> If the cost exceeds \$25k, forward the rental agreement to the Finance Committee and Board of Directors for approval. <input type="checkbox"/> Consider applying hired vehicle insurance	<input type="checkbox"/> If for a rental period of two days or less, rent the vehicle and pay for comprehensive insurance <input type="checkbox"/> Pay for the rental <input type="checkbox"/> Coordinate any insurance claims with the rental company <input type="checkbox"/> If the rental period exceeds two days or \$500, forward the rental application to the Council for approval.

Required Documentation:

- Short-term rental agreement or longer term lease for review and approval
- Valid drivers license to rent the vehicle

Purchase of Vehicles or Trailers

WHAT

Occasionally, a Conference may wish to purchase a vehicle or trailer. If so, Conference Leadership will contact the Council Finance Director to coordinate the purchase. Unless other arrangements are made, the Conference will cover the cost. Because vehicles are considered to be capital assets, any proposed purchase under \$25k must be reviewed and approved by the Executive Director. For a purchase price over \$25k, the purchase must be reviewed by the Executive Director and Finance Committee, then approved by the Board of Directors.

If the purchase is to be financed, the loan must be reviewed and approved by the Executive Director. If the loan exceeds \$25k, it must be reviewed by the Finance Committee and approved by Board of Directors.

The vehicle will be registered in Missouri using a Form 108, application for vehicle registration. In the “owner” block, enter “Society of St Vincent de Paul Archdioc. of St Louis”. When submitting the Form 108, a copy of Appendix C (Tax Exempt Form), should be presented, and there should be no property tax or sales tax as part of the transaction.

If you have any questions, please contact Steve Poppe, email stevep@svdpstl.org, or office tel 314-881-6024.

WHO

COUNCIL	CONFERENCE
<ul style="list-style-type: none"><input type="checkbox"/> Review and sign the proposed purchase agreement. If required, forward to the Finance Committee and Board of Directors for review/approval.<input type="checkbox"/> Review and sign the any loan document. If required, forward to the Finance Committee and Board of Directors for review/approval.<input type="checkbox"/> Engage a legal review of if required	<ul style="list-style-type: none"><input type="checkbox"/> Identify the vehicle and funding<input type="checkbox"/> Negotiate the purchase price<input type="checkbox"/> Forward the proposed, unsigned purchase agreement to the Council Finance Director<input type="checkbox"/> Forward the proposed, unsigned loan document to the Council Finance Director

<ul style="list-style-type: none"> <input type="checkbox"/> If a title is offered, sign the back of the title as buyer <input type="checkbox"/> Pay for insurance coverage for the vehicle and provide an insurance card to the Conference <input type="checkbox"/> Ensure authorized drivers have insurance coverage <input type="checkbox"/> Account for the vehicle as a capital asset <input type="checkbox"/> Maintain the final title issued by the state of Missouri 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide the vehicle description and parking location to the Council Office Manager to obtain insurance coverage <input type="checkbox"/> Pay for the purchase price, titling and registration. To avoid property and sales taxes, utilize the Tax Exemption certificate from Appendix D. <input type="checkbox"/> Maintain the vehicle and annual registration <input type="checkbox"/> Manage the list of authorized list of drivers of the vehicle <input type="checkbox"/> For each authorized driver, provide the name, driver's license number and state of issue to the Council Office Manager to obtain insurance coverage <input type="checkbox"/> Maintain a copy of the title
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Required Documentation:

- Unsigned purchase agreement
- Unsigned loan document or promissory note
- Insurance ID card
- Vehicle title

Lease of Land or a Building

WHAT

Occasionally, a Conference may need to lease a building. The Conference will cover the cost. If the total estimated lease cost is under \$25k, the lease must be reviewed and approved by the Executive Director. For a lease over \$25k, the lease must be reviewed by the Executive Director and Finance Committee, then approved by the Board of Directors. The Council will cover the cost of insurance for the property.

If you have any questions, please contact Steve Poppe, Council Office Manager, email stevep@svdpstl.org, or office tel 314-881-6024.

WHO

COUNCIL	CONFERENCE
<ul style="list-style-type: none"> <input type="checkbox"/> Review and approve the lease. If required, forward to the Finance Committee and Board of Directors. <input type="checkbox"/> Engage a legal review if required <input type="checkbox"/> Arrange and pay for insurance coverage, and provide a Certificate of Coverage to the landlord <input type="checkbox"/> Maintain the final signed lease <input type="checkbox"/> Periodically audit the lease payments to ensure payments are current. 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the property <input type="checkbox"/> Negotiate terms of the lease <input type="checkbox"/> Provide property specifications to the Council Office Manager to obtain insurance <input type="checkbox"/> Pay for the lease <input type="checkbox"/> Maintain a copy of the final signed lease. <input type="checkbox"/> Maintain the property <input type="checkbox"/> Manage renewal of the lease. Any renewal of the lease should follow the same procedures as the initial lease.

Required Documentation:

- Proposed lease for review and approval
- Insurance Certificate of Coverage
- Final signed lease

Purchase of Land or a Building

WHAT

Occasionally, a Conference may wish to purchase land or a building. If so, Conference Leadership should contact the Council Finance Director to coordinate the purchase. Unless other arrangements are made, the Conference will cover the cost. Because land and buildings are considered capital assets, any proposed purchase under \$25k must be reviewed and approved by the Executive Director. For a purchase price over \$25k, the purchase must be reviewed by the Executive Director and Finance Committee, then approved by the Board of Directors.

If the purchase is to be financed, the loan must be reviewed and approved by the Executive Director and, if the loan exceeds \$25k, must be reviewed by the Finance Committee and approved by Board of Directors.

The property will be registered under the SVdP EIN 43-0652684. There should be no property tax charged in the transaction.

If you have any questions, please contact the Council Finance Director.

WHO

COUNCIL	CONFERENCE
<ul style="list-style-type: none"> <input type="checkbox"/> Review and sign the proposed purchase agreement. If required, forward to the Finance Committee and Board of Directors for review/approval. <input type="checkbox"/> Attend the closing <input type="checkbox"/> Review and sign the any loan document. If required, forward to the Finance Committee and Board of Directors for review/approval. <input type="checkbox"/> Engage a legal review if required <input type="checkbox"/> Arrange and pay for insurance coverage for the property. <input type="checkbox"/> Account for the property as a capital asset 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the property and funding source(s) <input type="checkbox"/> Negotiate the purchase price <input type="checkbox"/> Conduct or have the title company conduct a title search <input type="checkbox"/> Conduct a professional appraisal <input type="checkbox"/> Check history of use of the land or building. If hazardous materials were present, consider the need for an environmental report <input type="checkbox"/> Forward the proposed, unsigned purchase agreement, appraisal and title search to the Council Finance Director for review

<input type="checkbox"/> Maintain the final deed and loan documents	<input type="checkbox"/> There should be no property tax charged as part of the transaction. If needed, provide a copy of the tax exempt certificate (Appendix D). <input type="checkbox"/> Forward the proposed, unsigned loan document to the Council Finance Director <input type="checkbox"/> Provide the property description to the Council Office Manager to obtain insurance coverage <input type="checkbox"/> Pay for the purchase and recording of deed <input type="checkbox"/> Maintain the property <input type="checkbox"/> Maintain a copy of the deed and a copy of the loan documents
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Required Documentation:

- Unsigned purchase agreement
- Appraisal
- Title search
- Unsigned loan document or promissory note
- Insurance Policy Endorsement
- Signed loan documents
- Deed

Insuring drivers of vehicles

WHAT

The Council maintains insurance for drivers of vehicles owned by SVdP. If anyone is regularly driving on company business (employee or volunteer), and regardless whether driving an SVdP vehicle or pulling a SVdP trailer, then the driver should be covered under the SVdP insurance policy. To be added as a driver, the Office Manager requires the name, driver's license number and state of issue. Updates of the driver list is required at least once per year in the Feb/Mar timeframe, when the insurance policy is renewed. Special circumstances may require additional input during the year, such as when a new conference is stood up or significant changes are required. The Council will communicate to Districts and Conferences when the input is requested. Occasionally during the year, a Conference may wish to make changes to who is authorized to drive a SVdP vehicle. If so, Conference Leadership should notify the Council Office Manager, and provide the provide the name of the driver, driver's license number and state of issue.

WHO

COUNCIL	CONFERENCE
<input type="checkbox"/> Manage the insurance policies <input type="checkbox"/> Manage the authorized list employee drivers of vehicles and trailers <input type="checkbox"/> Ensure authorized drivers are covered by insurance	<input type="checkbox"/> Manage the authorized list drivers of vehicles and trailers for Vincentians <input type="checkbox"/> For each driver, provide the name, driver's license number and state of issue to the Council Office Manager

Required Documentation: none.

Reporting Damage to a Vehicle or Trailer

WHAT

If a SVdP vehicle or trailer insured by the Council and operated by the Conference is damaged by weather, accident or criminal activity, the damage will be reported as quickly as possible to the Council Office manager at 314-881-6024.

The conference should take pictures of the damage and forward to the Council Office Manager. If the damage was caused by criminal activity, a police report should be filed. A copy of the police report will be provided to the Council Office Manager.

If another driver was involved in the accident, every effort should be made to obtain the name of the driver and copy/picture of the vehicle insurance card.

The Conference will obtain at least two estimates for the repairs. For at least one of the estimates, Conferences are encouraged to use one of the Car Repair Partners listed in the Program Handbook. Depending on what is damaged, how the damage was done and the repair estimates, the Council will determine whether a claim will be filed with the insurance company.

The Conference is responsible for the cost of repairs.

If you have any questions, please contact Steve Poppe, email stevep@svdpstl.org, or office tel 314-881-6024.

WHO

COUNCIL	CONFERENCE
<ul style="list-style-type: none"><input type="checkbox"/> Maintain insurance on the vehicle or trailer and pay the insurance premium<input type="checkbox"/> Based on the repair estimates, determine if an insurance claim will be filed. If so, file the claim.	<ul style="list-style-type: none"><input type="checkbox"/> Report the damage to the Council Office Manager<input type="checkbox"/> If another driver was involved, obtain the name of the driver and copy/picture of the vehicle insurance card.<input type="checkbox"/> Take pictures of the damage and forward to the Council

	<ul style="list-style-type: none"><input type="checkbox"/> For any criminal activity, file a police report and send a copy to the Council Office Manager<input type="checkbox"/> If the vehicle is not drivable, arrange for towing to a safe location<input type="checkbox"/> Obtain at least two repair estimates and forward to the Council Office Manager<input type="checkbox"/> Pay for the cost of repairs. If a claim is filed, the cost will be the deductible. The deductible can be obtained from the Council Office Manager.<input type="checkbox"/> Take necessary steps to reduce the likelihood of future incidents<input type="checkbox"/> If required, adjust the list of authorized drivers of the vehicle and provide to the Council Office Manager
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Required Documentation:

- Pictures of damage
- Other driver name and vehicle insurance card
- Copy of the police report
- Repair Estimates

Reporting Damage to Insured Building

WHAT

If a SVdP building insured by the Council and operated by the Conference is damaged by weather, accident or criminal activity, the damage will be reported as quickly as possible to the Council Office manager.

The conference should take pictures of the damage and forward to the Council Office Manager. If the damage was caused by criminal activity, a police report should be filed. The details of the police report will be provided to the Council Office Manager.

If the property is leased, then the landlord may be required to cover the cost of the repairs. Check the terms of the lease to determine the landlord's liability. If you have any questions, contact the Council Office Manager, Steve Poppe, email stevep@svdpstl.org, or office tel 314-881-6024.

If the property is owned by SVdP, the Conference will obtain at least two estimates for repair. Depending on the estimated cost of repair, the Council will determine whether a claim will be filed with the insurance company. If a claim is filed by the Council, the Conference is responsible for the deductible.

If you have any questions, please contact Steve Poppe, email stevep@svdpstl.org, or office tel 314-881-6024.

WHO

COUNCIL	CONFERENCE
<ul style="list-style-type: none"><input type="checkbox"/> Maintain insurance on the building and pay the insurance premium<input type="checkbox"/> Based on the repair estimates, determine if an insurance claim will be filed. If so, file the claim.	<ul style="list-style-type: none"><input type="checkbox"/> Report the damage to the Council Office Manager<input type="checkbox"/> Take pictures of the damage and forward to the Council<input type="checkbox"/> If the building is leased, check the terms of the lease for the liability of the landlord.<input type="checkbox"/> For any criminal activity, file a police report

	<ul style="list-style-type: none"><input type="checkbox"/> Obtain at least two repair estimates and forward to the Council Office Manager<input type="checkbox"/> Pay for the cost of repairs. If a claim is filed, pay the cost of the deductible.<input type="checkbox"/> Take necessary steps to reduce the likelihood of future incidents
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Required Documentation:

- Pictures of damage
- Copy of the police report
- Repair Estimates

Sale of Vehicles or Trailers

WHAT

Occasionally, a Conference may wish to sell or otherwise dispose of a vehicle or trailer. If being disposed of, Conferences are encouraged to utilize the SVdP Car donation program and call 800-322-8284.

If the vehicle is to be sold, Conference Leadership will contact the Council Finance Director to coordinate the sale. Unless other arrangements are made, the Conference will receive the proceeds. Because vehicles are considered capital assets, any proposed sale under \$25k must be reviewed and approved by the Executive Director. For a sale over \$25k, the sale must be reviewed by the Executive Director and Finance Committee, then approved by the Board of Directors.

If you have any questions, please contact the Council Office Manager, Steve Poppe, email stevep@svdpstl.org, or office tel 314-881-6024.

WHO

COUNCIL	CONFERENCE
<ul style="list-style-type: none"> <input type="checkbox"/> Review and sign the proposed sale agreement. If required, forward to the Finance Committee and Board of Directors for review/approval. <input type="checkbox"/> As seller, sign over the title to the buyer <input type="checkbox"/> Remove the vehicle as a capital asset <input type="checkbox"/> Ensure the vehicle and authorized drivers are deleted from the insurance policy 	<ul style="list-style-type: none"> <input type="checkbox"/> Negotiate the sale price <input type="checkbox"/> Forward the proposed, unsigned sales agreement to the Council Finance Director <input type="checkbox"/> Once sold, provide the vehicle description and parking location to the Council Office Manager in order to delete insurance coverage <input type="checkbox"/> For each driver being removed from insurance coverage, provide the name, driver's license number and state of issue to the Council Office Manager

Required Documentation:

- Unsigned proposed sale agreement

Unsigned loan document or promissory note

Insurance ID card

Sale of Land or a Building

WHAT

Occasionally, a Conference may wish to sell land or a building. If so, Conference Leadership should contact the Council Finance Director to coordinate the sale. Unless other arrangements are made, the Conference will receive the proceeds. Because land and buildings are considered capital assets, any proposed sale under \$25k must be reviewed and approved by the Executive Director. For a sale price over \$25k, the purchase must be reviewed by the Executive Director and Finance Committee, then approved by the Board of Directors.

If you have any questions, please contact the Council Finance Director, 314-881-6044.

WHO

COUNCIL	CONFERENCE
<input type="checkbox"/> Review and sign the proposed sale agreement. If required, forward to the Finance Committee and Board of Directors for review/approval. <input type="checkbox"/> Engage a legal review if required <input type="checkbox"/> Delete insurance coverage for the property. <input type="checkbox"/> Delete the property as a capital asset	<input type="checkbox"/> Negotiate the sale price <input type="checkbox"/> Forward the sale proposal to the Council Finance Director for review <input type="checkbox"/> Prepare the property for sale <input type="checkbox"/> Provide the property description to the Council Office Manager to delete insurance coverage

Required Documentation:

- Unsigned sale agreement

Appendix A – Vehicle or Trailer Rental or Lease Agreement

For background, refer to the section above entitled “Lease or Rental of Vehicles or Trailers”.

These instructions apply to a lease of a vehicle or trailer that does require a Commercial Drivers License (CDL) to operate. For vehicles or trailers that require a CDL license to operate, please contact the Council Office Manager.

To rent a non-CDL truck or trailer, Missouri drivers will require a Class E license and Illinois drivers will require a class C license.

For any short term-rental of two days or less the Vincentian will rent the vehicle or trailer from a company that offers comprehensive insurance. If a company cannot be found that offers comprehensive insurance, then the procedures below will apply.

If the rental period exceeds two days or the cost exceeds \$500, forward the rental application to the Council for approval. SVdP insurance will be utilized, and the following information will be required on the rental application:

- Company name: Society of St. Vincent de Paul, St. Louis Archdiocesan Council.
- Company address (if asked): 1310 Papin Street, St Louis, MO 63103
- Driver’s name, license number, and state of issue

Appendix B – Vehicle or Trailer Purchase Agreement

For background, refer to the section above entitled “Purchase of Vehicles or Trailers”.

This procedure applies when a Conference wants to purchase a vehicle or trailer.

The seller will typically prepare a Bill of Sale. The following information will be used for the Bill of Sale:

- The Purchaser name or company: Society of St. Vincent de Paul, St. Louis Archdiocesan Council
- Purchaser signature: (will be the Executive Director)
- Purchaser County: City of St Louis
- Purchaser address: 1310 Papin Street, St Louis, MO 63103
- Witness: none

Once the Bill of Sale is completed (but not yet signed), the Conference will forward the Bill of Sale to the Council office for signature and notarization. Once the transaction is complete, a copy of the signed Bill of Sale will be provided to the Conference.

Appendix C – Tax exemption certificate

State of Missouri

LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES (Religious)

Issued to:

Missouri Tax I.D.: 12527882

ST VINCENT DE PAUL SOCIETY OF ST LOUIS
1310 PAPIN ST
ST LOUIS MO 63103

Effective Date: 07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMo. This letter is issued as documentation of your organization's exempt status. The organization above must adhere to the exempt status requirements.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your organization only if your organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.
- Sales by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities.
- Sales intended to raise funds, not related to the exempt function of your organization, may be exempt only if such sales are occasional or isolated sales.
- If your organization engages in a competitive commercial business that serves the general public, even if the profits are used for your exempt charitable, religious and educational functions, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Division, P.O. Box 358, Jefferson City, Missouri 65105-0358, Email salestaxexemptions@dor.mo.gov, or call 573-751-2836.