

Quarterly Conference Activity Report (CAR) EXCEL Form Instructions

This CAR report form is intended to be completed and submitted via email as an Excel spreadsheet. If that is not possible, a printed report is acceptable

Note that in the spreadsheet there are 3 Tabs at the bottom. Tab 1 includes the bulk of the information to be entered. Information regarding Fixed Assets is entered on Tab 2. Tab 3 is for any explanations, such as other assets, other receipts, other expenses, etc. **Do not change, add, or delete any line items on the report or try to change its format, instead enter any necessary explanations, etc. on Tab 3.**

NOTE: The Reconciliation Box on the form compares the beginning and ending balances listed in the Assets Section with the automatically calculated totals on the form, so that any errors are more easily detected and resolved before submission of the form to the Council.

A downloadable copy of this form and instructions will be posted on the website svdpstlouis.org under the Vincentians tab. If you have any questions or need assistance completing the report, contact the Council Office 314-881-6000.

Following are descriptions of the data to enter in each specific box on the form. The fields where data may be entered will appear white. Data cannot be entered directly into any fields that are colored grey – the form will automatically calculate those fields from the data entered.

Conf No: Your conference number. (See attached list of conference numbers).

Conference Name/District: Usually the name of your parish, e.g. St Joseph, Bonne Terre or St Joseph, Farmington. If unsure which district you are in, see attached list.

EIN #: This is the tax ID number assigned to the St Louis Council and all its conferences. If the EIN number associated with any of your bank accounts, CDs, etc. is different than this number, contact the Council Office 314-881-6018.

Reporting Period: Please enter the beginning and ending dates for the report using MM/DD/YEAR format. (for example, 01/01/2020, 3/31/2020).

ASSETS

105-150 Current Assets

In this section enter the balances of the various asset accounts of the conference, including main checking account and any other accounts/liquid assets (such as gift cards). Gift cards are treated like cash and reported in the Other Assets field. For each account, enter the beginning balance and the ending balance in the appropriate column. If there are Other Assets entered, also enter a description/explanation in the Explanations tab (Tab 3).

Bank Account balances should reflect the actual balance in the Check Book/Register as of the actual beginning and ending dates of the quarter – not the Bank Statement balance. Frequently, the bank statement balances will differ from the check book balances due to checks that were written but did not yet clear the bank. By using the check book beginning and ending balances, a comparison can be made to the totals of the receipts and expenses that are reported below. (Pledges are not included in the expenses until the check is written.)

159 - Total Current Assets (This Field is Automatically Calculated)

The beginning balance of the Total Assets (line 159) should be the same as the ending balance for these accounts from the previous quarter. If it is not, address any errors and enter an explanation in the Explanations Tab.

160-165 Endowments (160 Non-Restricted Endowments / 165 Restricted Endowments)

If your conference has received a grant, or an endowment (restricted or unrestricted) that is administered by the Council or Archdiocese, list the status of these on the explanations tab. For new grants or endowments, please enter the amount, purpose, and grantor/endower's information in the Explanations tab.

199 - Total Assets (This Field is Automatically Calculated)

(This total is for information only. It is not the beginning balance used to calculate cash available.) The beginning balance of the Total Assets (line 199) each quarter should be the same as the ending balance of the previous quarter's CAR report. If it is not, please provide an explanation in the Explanations tab.

RECEIPTS:

205 - Donations from Members: This category includes financial contributions made directly to the conference by Active and Associate members, including the secret collection taken up at conference meetings. (It is not necessary to separately count contributions from members that were included in the parish/offertory collections.)

210 - Church/Poor Box Collections: This category 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, such as special collections at Thanksgiving, etc.

215 - Fundraising - Special Works: Enter the total gross income from all special works operated by the conference

220 - Fundraising - Stores: Enter the total gross income from all thrift stores operated by the conference and any Thrift Store/Clothing Donation Box revenue. **Do not include any thrift store credits earned.**

225 - Fundraising - Special Events/Other: * Enter the total gross income from special fundraising activities, such as Friends of the Poor Walk and other fund raising activities of the conference such as dinners, golf tournaments, etc. *For all fundraising events over \$5,000, enter event name, date, total donations and expenses in the Explanations tab.. This information is needed for IRS filing by Council.

230 - Funds received from other conferences: This category includes financial support received by your conference from any other Vincentian conference. Friends of the Poor grants are included in this category. (Do not include funds that are transferred to the conference from stores or special works operated by the conference.) Only include payments made directly to the conference; do not include funds that were paid to third parties/vendors directly by other conferences on behalf of requests from your conference.

235 - Funds received from District: This category includes funds received from the District Council. Only include payments made directly to your conference. Do not include funds that were paid to third parties/vendors directly by the District on behalf of requests from your conference.

240 - Funds received from the St Louis Council: This category includes funds received by your conference from the St Louis Council. Only include payments made directly to the conference by the Council; do not include funds that were paid to third parties/vendors directly by the Council on behalf of requests from your conference.

245 - Other Capital Campaign Funds: This only includes funds received for a formally defined, 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.

250 - 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 to that use. (This does not include "memo" designations on checks or 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 as part of a budget do not restrict funds.)

255 - Other - Miscellaneous Receipts: ** All other sources of income such as donations from private individuals or groups not included in Church collections, donations from groups like the Knights of Columbus, memorial donations, amounts received from the archdiocese in connection with an endowment or grant, bank adjustments, interest, legacies, etc. Include a description of the source of the funds in the Explanations tab. If there are multiple donations from various sources, provide details in explanations tab.

***For donations over \$5,000 - enter name and address of donor and amount of donation in the Explanations tab. This information is needed for IRS filing by Council.*

259 - Total Receipts (This Field is Automatically Calculated): Sum of lines 205 through 255.

299 - Cash Available (This Field is Automatically Calculated): Beginning Balance (line 159) plus Total Receipts (line 259).

EXPENSES

Lines 305 – 375 are for all payments made for direct assistance to a neighbor in need. (NOTE: PLEDGES ARE NOT REPORTED AS EXPENSES UNTIL THE PAYMENT IS ACTUALLY MADE.)

305 - Utilities - Gas/Propane: Include payments made to local gas company or a local propane company.

310 - Utilities - Electric: Include payments made to local electric company (normally Ameren or another electric company.)

315 - Utilities - Water: Include payments made to local water company (if combined water/sewer bill, it goes on this line)

320 - Utilities - Other: Include funds disbursed for other utilities, such as sewer, phone, cable, internet, trash hauling, wood

325 - Food (Vouchers/Pantry): Include payments made to purchase food or food vouchers.

330 - Clothing: Include payments to buy clothing. (Only include payments for clothing made using conference funds, do not include clothing purchased using store credits for SVDP Thrift Stores, those will be reported as In-Kind expenses below.)

335 - Furniture/Appliances: Include payments to purchase furniture or appliances, and for appliance repairs. Do not include purchases made using store credits for SVDP Thrift Stores, those will be reported as In-Kind expenses below.

340 - Medical/Prescriptions: Include payments made for medical/dental needs, such as appointments, medical equipment, medications (do not include value of prescriptions supplied from Council Pharmacy Program).

345 - Housing: Include payments for rent, mortgage payments or hotel bills.

350 - Transportation (Car Repair): Include payments made for automobile repair costs.

355 - Transportation (Car Purchase): Include payments made for car purchase.

360 - Transportation (Other): Include all other payments made for other transportation expenses, e.g. bus tickets, gas for cars, licensing fees, etc.

365 -Tuition Assistance: Include payments made for tuition fees.

370 - Burial: Include payments made for burial costs (This does not include council funds provided by council burial program or payments made for masses or flowers for deceased members).

375 - Other: Include any payments made to assist a neighbor not included in above categories. (Please also enter a complete description of the expense in the Explanations tab)

379 - Sub-Total for Those We Serve (This field will be Automatically Calculated. It is the Subtotal of Lines 305 thru 375.)

405 - Disaster contributions: Payments made for contributions to local, national, or international SVDP disaster funds.

410 - Domestic twinning: Conference funds sent to another conference or District or to the St Louis Council, other than disaster contributions which are reported on Line 405 above. [Note: any funds paid directly to a vendor to assist a neighbor in response to a request from another Conference should be included in Direct Aid 305-375 and not be included here.]

415 - International twinning: Funds sent to a conference or council outside the United States for other than disaster relief (must be coordinated through the National Council)

429 - Sub-Total Disaster/Twinning Contributions (This field is Automatically Calculated. Equals Subtotal of Lines 405 through 415)

440 - Solidarity Contributions: Payments to the St Louis Council for the Annual Dues (due in the first quarter of each fiscal year)

455 - Operating Expenses - Special Works: Includes all funds spent for operating costs of special works programs (for example shelving for a food pantry). **This does not include any expenses for direct aid to those in need. All Direct Aid to those in need should be recorded in lines 305-375.**

460 - Operating Expense - Stores: Includes any expenses to operate stores, such as rent, utilities, wages etc. **This does not include any expenses for direct aid to those in need. All Direct Aid to those in need should be recorded in lines 305-375.**

465 - Operating Expense - Special Events: Include any funds expended for fundraising events such as dinners, Friends of the Poor Walk, etc. **This does not include any expenses for direct aid to those in need. All Direct Aid to those in need should be recorded in lines 305-375.**

470 - Operating Expenses - Other: Include any conference operational expenses such as checks, bank fees, postage, stationery, printing, travel, training, phone, rent, and utilities paid by the conference for use of facilities, etc. **This does not include any expenses for direct aid to those in need. All Direct Aid to those in need should be recorded in lines 305-375.**

475 - Other expenses: Any other expenses not used for direct aid to a neighbor and not covered by another operating expense category, such as memorial donations, having masses said for members, benefactors, etc. (enter a complete description of the expense in the Explanations tab).

489 - Total Expenses (This field will be Automatically Calculated.)

492 - Ending Balance (This field will be Automatically Calculated. It is equal to Cash Available (line 299) less(minus) Total Expenses (line 489). This amount should equal the Ending Balance of Total Assets (line 159)

505 - 559 IN-KIND GOODS AND SERVICES (Distribution of Non-cash Contributions that were NOT included above)

This portion of the report includes the value of In-Kind distributions by the conference, its stores, and special works. This includes the values of all distributions not included in the cash expense section above.

In-Kind refers to any non-cash distributions from non-cash contributions that the conference receives without cost and distributes directly to neighbors. It includes both goods (such as food, clothing, furniture, other goods) or professional services provided free of charge (such as legal, medical, dental, or other services). Do not include any goods or services that the conference bought or paid for. (For example, if the conference buys some food and gets some donated, only the value of the donated food is included in this category. If the conference distributed 500 bags of food valued at \$10/bag but purchased \$300 worth of food to put in those bags, the In-Kind total would be \$4700. [\$5000 (500bags @ \$10/bag) MINUS \$300 (Cost of purchased food) = \$4,700] (The \$300 expense is reported on line 325 above)

THRIFT STORE CREDITS When thrift store credits are used to pay for thrift store vouchers the conference issued, they are reported as In-Kind distributions on the appropriate line (clothing, furniture, other). When conference funds (cash) are used to pay for a thrift store voucher it is not an in-kind distribution, rather it should be reported as an expense on lines 305-375 above. Do **not** include the value of beds provided through the council bed program.

Value is the **estimated** retail value of the goods distributed or services provided at no direct cost to the conference or neighbor.

The number of people helped through distribution of in-kind goods or helped with in-kind services should also be included below in the number of people helped. For example, if you provided 50 people with food, these individuals would be counted below in the appropriate person to person visit categories.

VISITS, HOURS/MILES SERVICE AND MEETINGS HELD

605 - Home Visits: Visits to a person's home. More than one home visit may be made to the same neighbor. (When 2 members make a HV, report 1 Home Visit.) If a family of 4 is visited 3 times, report 3 Home Visits and 12 People Helped (4 persons x 3 visits).

610 - Prison Visits: the total number of person-to-person visits to prisoners. If you visit multiple persons in prison multiple times, multiply the number seen each visit by the number of visits.

615 - Hospital Visits: Patients visited at a hospital (two members visiting the same patient counts as one visit.)

620 - Eldercare Visits: Visits to nursing homes, rest homes, assisted living facilities, convalescent hospitals, or other facility for the aged.

625 - Church/Pantry Visits: Neighbors seen at the church or pantry. You count every individual seen as one visit, but if that individual reports 4 people in the home, the # of people helped with that visit is 4. For example, you see 30 people at your food pantry, but those people report a total of 90 people in their households. The number of visits is 30, the number of people helped is 90.

630 - Other Visits: Any other person to person contact at any other location, not included above.

639 – Total Visits/people helped: (Automatically Calculated). (This is the total for all person to person visits).

650 – Telephone-Only Visits: Number of Telephone-only Visits and total number of people helped (if known). Typically, these are calls that result in a referral to another conference or organization, although they could also be telephone calls that result in the conference providing assistance, such as pledging on a utility bill, but when no in-person visit is made.

659 - Total number of Visits/People Helped (Automatically Calculated): This includes both those helped via person to person visits or telephone only contacts.

805 - Vincentian Hours of Service: All member hours spent in any activity related to your Society of St Vincent de Paul conference, including all hours helping people, attending meetings, preparing reports, travel time, workshops, SVDP Spiritual gatherings, etc. Include member hours of service at the conference owned stores or special works also. DO NOT include member hours worked at a store or special work NOT OWNED by the conference.

810 - Hours of service by non-members: This includes hours of service at conference owned stores or special works or with special conference projects that are performed by persons who are not active or associate members of the conference, including persons volunteering to complete community service hours or court ordered hours.

815 - Estimated Miles in Service: Estimate the miles driven by members to assist those we serve and related activities.

SUGGESTION: Prepare a “cheat sheet” that gives the average number of hours spent routinely by members on conference business, such as president, call takers, treasurer, etc. Determine the average length of each visit/telephone visit so you can quickly calculate Vincentian and/or volunteer hours. Do the same for routine mileage for visits or other regular conference activities such as meetings and other routine conference activities. This should make it much easier to calculate hours and mileage.

820 – Number of Meetings: Report the number of Conference Meetings that were conducted during the quarter. Only report formal meetings that were open to all members, included prayer and reflection as well as conference business and for which Minutes were recorded.

Prepared by: This information is needed in case there are questions about the report, so we know who to contact and how to best reach that person. In compliance with the National Council, the conference president must also sign the report (may sign electronically)

Date Submitted to Council: Please remember, all reports are due within 30 days following the end of the quarter.