



# 2018

## Annual Report of the District Council

<b>Fiscal year:</b>	<b>10/1/2017 – 9/30/2018</b>	<b>1/1/2018 – 12/31/2018</b>
Deadline:	December 31, 2018 (90 Days)	February 28, 2019 (60 Days)

Reporting Period: From \_\_\_\_\_ to \_\_\_\_\_.

(Arch)Diocesan Council Name: \_\_\_\_\_

District Council Name: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_

Office e-mail address: \_\_\_\_\_

### ***PART 1 – District Council Data***

**Please answer the following about the District Council:**

How often does the District Council meet?

Annually\_\_\_\_\_ Quarterly\_\_\_\_\_ Bi-Monthly\_\_\_\_\_ Monthly\_\_\_\_\_ Other\_\_\_\_\_

Number of Ozanam Orientations conducted by the District Council: \_\_\_\_\_

Total number of Ozanam Orientation attendees: \_\_\_\_\_

Total hours worked by members doing District Council business (including District operated Stores and Special Works) - not reported on Conference Reports: \_\_\_\_\_

Total hours worked by non-member volunteers doing District Council business (including District operated Stores and Special Works): \_\_\_\_\_

Total number of people served by the District Council (including District operated Stores and Special Works): \_\_\_\_\_

Total value of direct service from District Council operated Stores and Special Works: \$ \_\_\_\_\_

Total value of in-kind goods from District Council operated Stores and Special Works: \$ \_\_\_\_\_

Total value of in-kind service from District Council operated Stores and Special Works: \$ \_\_\_\_\_

**FINANCIAL REPORT OF THE DISTRICT COUNCIL**

(This page is to include all special works and stores of the District Council, even if separately incorporated.)

*Please enter 0 if no money was collected or spent in a particular category.*

<b>LAST YEAR'S ENDING BALANCE:</b>	\$ _____
<b>ADJUSTMENTS TO LAST YEAR'S ENDING BALANCE:</b>	\$ _____
<b>BEGINNING BALANCE:</b>	\$ _____

**Receipts collected (cash basis)**

1. Solidarity Contributions received from Conferences	\$ _____
2. Contributions from Conferences within the Council	\$ _____
3. Contributions from the (Arch)Diocesan Council	\$ _____
4. Contributions from other SVDPs	\$ _____
5. Contributions from members at District Meeting(s)	\$ _____
6. Contributions from the general public	\$ _____
7. Legacies received	\$ _____
8. Qualified Government Grants ONLY received	\$ _____
9. Disaster Funds received	\$ _____
10. Capital Campaign Funds received	\$ _____
11. Other Restricted Funds received	\$ _____
12. Receipts from Special Works (DO NOT include Stores)	\$ _____
13. Receipts from Stores ("Total Revenue" from the Stores Report)	\$ _____
14. Receipts from Special Fundraising Events	\$ _____
15. Other Income	\$ _____
<b>TOTAL INCOME:</b>	\$ _____

**Expenses (cash basis)**

1. Solidarity Contributions to the National Council	\$ _____
2. Other Contributions to the National Council <i>(Not including Solidarity Contributions)</i>	\$ _____
3. Regional contributions	\$ _____
4. General administrative and operational costs	\$ _____
5. Expenses of Special Works (DO NOT include Stores)	\$ _____
6. Expenses of Stores "Total Expenses (Wages, Benefits, Operating)" from the Stores Report	\$ _____
7. Expenses of Special Fundraising Events	\$ _____
8. Contributions to Disaster	\$ _____
9. Contributions to Domestic Twinning	\$ _____
10. Contributions to International Twinning	\$ _____
11. Other Expenses <i>(Funds spent by the District Council that are not covered in items 1-10)</i>	\$ _____
<b>TOTAL EXPENSES:</b>	\$ _____

<b>ENDING BALANCE:</b>	\$ _____
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## PART 2 – Consolidated Report of the Conferences

### MEMBERSHIP\*

(\*Ethnic breakdown required for government reporting, grant applications, etc. Please assign each member to one category only.)

	Asian	Black	Caucasian	Hispanic Latino	Alaskan Native American Indian	Native Hawaiian/ Other Pacific Islander	Mixed/ Other
Active (Full) – under 19							
Active (Full) – 19 thru 39							
Active (Full) – 40 and over							
<b>Total Active (Full)</b>							

	Asian	Black	Caucasian	Hispanic Latino	Alaskan Native American Indian	Native Hawaiian/ Other Pacific Islander	Mixed/ Other
Associate – under 19							
Associate – 19 thru 39							
Associate – 40 and over							
<b>Total Associate</b>							

#### Total Membership

Total Active (Full)	
Total Associate	
<b>TOTAL MEMBERS</b>	

Comparative Membership	Number	New This Year
Total All Vincentians		
Total – under 19 (Youth)		
Total – 19 through 39 (Young Adult)		
Total Minority (Non-Caucasian)		
Total Non-Vincentian Volunteers		

### TREASURER'S REPORT

<b>Last Year's Ending Balance (Required)</b>	\$
<b>Adjustments to Last Year's Ending Balance</b>	\$
<b>Beginning Balance (Required)</b>	\$

#### Receipts

(Please round all figures to the nearest dollar)

1. Donations from Members	\$		
2. Church/Poor Box Collections	\$		
3A. Fund Raising - Special Works	\$		
3B. Fund Raising - Stores	\$		
3C. Fund Raising - Special Events/Other	\$		
4. Other SVdP Contributions	\$		
5A. Other – Qualified Government Grants	\$		
5B. Other - Disaster Funds	\$		
5C. Other - Capital Campaign Funds	\$		
5D. Other - Other Restricted Funds	\$		
5E. Other - Misc. Receipts	\$		
<b>Total Receipts (1 thru 5E)</b>			+ \$

#### Expenses

6. Those We Serve	\$		
7. Disaster Contributions	\$		
8A. Domestic Twinning	\$		
8B. International Twinning**	\$		
<b>**Attach contact list for International Twinning Partners</b>			
<b>Subtotal (A) (6 thru 8)</b>		\$	
9. Solidarity Contributions (Dues/Tithing)	\$		
10. Contributions to Upper Councils	\$		
11A. Operating Expense - Special Works	\$		
11B. Operating Expense - Stores	\$		
11C. Operating Expense - Special Events	\$		
11D. Operating Expense - Other	\$		
12. Other	\$		
<b>Subtotal (B) (9 thru 12)</b>		\$	
<b>Total Expenses (Subtotal A + Subtotal B)</b>			- \$

**Ending Balance:** Beginning Balance + Total Receipts – Total Expenses = \$

<b>Person-to-Person Visits</b>	<b>Column 1 # of Visits</b>	<b>Column 2 # of People Helped (Includes In-Kind)</b>
A. Home Visits		
B. Prison Visits		
C. Hospital Visits		
D. Eldercare Visits		
E. Other In-Person Visits		
<b>Total Visits and Services to People (A thru E)</b>		

<b>"In Kind" Services</b>	<b># of Times</b>	<b>"In Kind" Value</b>
F. Legal		
G. Medical		
H. Dental		
I. Other		
<b>Subtotal 1 (F thru I)</b>		<b>\$</b>
<b>"In Kind" Goods</b>	<b># of Times</b>	<b>"In Kind" Value</b>
J. Food		
K. Furniture		
L. Clothing		
M. Other		
<b>Subtotal 2 (J thru M)</b>		<b>\$</b>

<b>Total "In Kind" Services and Goods (F thru M)</b>		<b>\$</b>
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<b>TOTAL HOURS OF SERVICE: MEMBERS</b>	
<b>TOTAL HOURS OF SERVICE: NON-MEMBERS</b>	
<b>ESTIMATED MILES IN VINCENTIAN SERVICES</b>	

District Council President: \_\_\_\_\_ Date: \_\_\_\_\_

District Council Executive Director\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If District Council has no executive director, please leave blank.*

**Enter this report online. If not entered online, send report to your (Arch)Diocesan Council or mail to:**

**Annual Report  
National Council – Society of St. Vincent de Paul  
58 Progress Parkway  
Maryland Heights, MO 63043-3706**



## **INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT OF THE DISTRICT COUNCIL**

This report form is intended to promote more timely, accurate, and consistent reporting. It is essential to have your District Council 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 report form must be used by all District Councils. **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. If you have any questions on reporting, contact your upper Council for support.

**This report is a reflection of the District Council, its Special Works and Stores whether they are separately incorporated or not.**

Your cooperation is appreciated.

### **DEFINITIONS AND QUESTIONS:**

**REPORTING PERIOD:** Always a 12-month period; either the standard fiscal year of the Society (Oct. 1 – Sept. 30) or a calendar fiscal year (Jan. 1 – Dec. 31). New Councils will typically have less data than 12 months, but the dates should reflect the fiscal year.

**(Arch)Diocesan Council Name:** Enter the name of the (Arch)Diocesan Council, if one exists.

**District Council Name:** Enter the name of the District Council.

**Office Mailing Address:** Enter the mailing address, city, state, zip code, and office phone number of the District Council office.

**Office e-mail Address:** Enter the standard office email address if one exists.

## ***PART 1 – District Council Data***

**NUMBER OF OZANAM ORIENTATIONS CONDUCTED IN THE DISTRICT COUNCIL:** In this question, “Ozanam Orientations” specifically refers to the nationally designed program that is intended to be used throughout the country. Enter the number of these sessions presented.

**TOTAL NUMBER OF OZANAM ORIENTATION ATTENDEES:** Please enter the number of people who have attended the Ozanam Orientation presentations.

**TOTAL HOURS WORKED BY MEMBERS DOING DISTRICT COUNCIL WORK (INCLUDING DISTRICT OPERATED STORES AND SPECIAL WORKS) - NOT REPORTED ON CONFERENCE REPORTS:** Enter the number of hours members have spent doing Council business, working on committees, attending Council meetings, putting on retreats, formation programs, etc. This includes hours worked at Special Works or Stores operated by the District Council. These are not included in Conference hours.

**TOTAL HOURS WORKED BY NON-MEMBER VOLUNTEERS DOING DISTRICT COUNCIL WORK (INCLUDING DISTRICT OPERATED STORES AND SPECIAL WORKS):** Enter the number of hours non-member, community service, court ordered volunteers have spent doing Council business, working on committees, attending Council meetings, putting on retreats, formation programs, etc. This includes hours worked at Special Works or Stores operated by the District Council.

**TOTAL NUMBER OF PEOPLE SERVED BY THE DISTRICT COUNCIL (INCLUDING DISTRICT OPERATED STORES AND SPECIAL WORKS):** Enter the number of people who benefitted from the service provided by the Stores and Special Works.

**TOTAL VALUE OF DIRECT SERVICE FROM DISTRICT COUNCIL OPERATED STORES AND SPECIAL WORKS:** Enter the total funds that were used as direct service for those in need. For example, if the service of the Store or Special Work included rent, utilities, bus passes, laundry tokens, etc., the amount spent for this direct aid should be entered here.

**TOTAL VALUE OF IN-KIND GOODS FROM DISTRICT COUNCIL OPERATED STORES AND SPECIAL WORKS:** In-Kind goods includes items (such as food, clothing, furniture, etc.) that are donated at no cost to the Society and given directly to someone in need or put into use by the Society. Enter the estimated value of this merchandise.

**TOTAL VALUE OF IN-KIND SERVICES FROM DISTRICT COUNCIL OPERATED STORES AND SPECIAL WORKS:** In-Kind Services includes services (such as legal, medical, dental, etc.) that are donated at no cost to the Society and provided directly to someone in need or to the Society. Enter the estimated value of these services.

## **FINANCIAL REPORT OF THE DISTRICT COUNCIL – CASH BASIS**

**TREASURER’S REPORT:** This portion of the report includes the combined financial data from the District Council, 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 Council: 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 Report of the District Council.
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.

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. Solidarity Contributions received from Conferences: In many District Councils, solidarity contributions are made by the Conferences. Enter the amount collected. (Exempt from the National Council Solidarity Calculation)
2. Contributions from Conferences within the District: Includes any contributions made by Conferences to the District Council that are over and above solidarity. (Exempt from the National Council Solidarity Calculation)
3. Contributions from the (Arch)Diocesan Council: These are contributions made from the (Arch)Diocesan Council down to the District Councils. (Exempt from the National Council Solidarity Calculation)
4. Contributions from other SVDPs: Includes financial support received by your District Council from any other Vincentian Councils and/or Conferences. (Exempt from the National Council Solidarity Calculation)
5. Contributions from Members at General Meeting(s): Many times, at a General Meeting, there is a collection to help offset the expenses of the meeting or for another purpose. Enter the amount collected.
6. Contributions from the General Public: Enter the total of all donations made by the general public. This would be from general appeals, direct mail appeals, special programs, etc.
7. Legacies Received: This includes all legacies/bequests received by the Council.
8. Qualified Government Grants Only Received: 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. All other grants are to be included in 11 below (Other Restricted Funds Received).
9. Disaster Funds Received: This includes all money received for local disasters for which a special non-operating fund has been established. For example, if your Council area suffered from a tornado, hurricane or other disaster for which a special non-operating fund has been established, it can be included here. (Exempt from the National Council Solidarity Calculation)
10. Capital Campaign Funds Received: This includes all money received for a formally defined, non-operating capital campaign fund for your Council. For example, if your Council has established a capital campaign to raise funds to build a new Council office or make major renovations to an existing one, then the funds collected are restricted for that use and can be included here. (Exempt from the National Council Solidarity Calculation)
11. Other Restricted Funds Received: This includes all funds received for special projects for which a fundraising campaign was designated. For example, if your Council 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 Board-designated funds. For example, if someone writes "for food" on their check in the memo area,

these would not be considered restricted funds. Also, Board-designations such as part of a budget do not restrict funds. This category also includes all grants that are not qualified and included in 8 above.

12. Receipts from Special Works (DO NOT include Stores): Enter the total gross income from all Special Works operated by the District Council.
13. Receipts from Stores: Enter the total gross income from all thrift stores operated by the District Council. On the Store Report, this item is titled "Total Revenue."
14. Receipts from Special Fundraising Events: Enter the total gross income from all special fundraising events operated by the District Council. This includes events such as the Friends of the Poor Walk.
15. Other Income: This includes any items not covered by 1 through 14 above.

TOTAL INCOME: This is the total of items 1 through 15 above.

#### TREASURER'S REPORT: Expenses

1. Solidarity Contributions to the (Arch)Diocesan Council: This includes all funds sent to the (Arch)Diocesan Council on behalf of the contributions from Conferences, stores and special works in the jurisdiction of the District Council.
2. Other Contributions to the National Council: Include all monies contributed to the National Council for special programs or purposes – this does not include Solidarity Contributions.
3. Regional Contributions: This includes all funds sent to the National Council as Regional contributions from the District Council. Regional Solidarity is now included in the National Solidarity calculation, so this contribution is not associated with solidarity.
4. General Administrative and Operational Costs: This includes all general expenses of the District Council: salaries, benefits, travel, miscellaneous operating costs, facility costs, etc. This DOES NOT include the expenses associated with operating Special Works or Stores.
5. Expenses of Special Works (DO NOT include Stores): This includes all funds expended to operate Special Works. This DOES NOT include dollars spent as direct aid to those in need in those special works.
6. Expenses of Stores: This includes all funds expended to operate Stores. This DOES NOT include dollars spent as direct aid to those in need in those stores. On the Store Report, this item is titled "Total Expenses (Wages, Benefits, Operating)."
7. Expenses of Special Fundraising Events: This includes all funds expended to operate Special Fundraising Events. For example, this includes dollars spent for events such as the Friends of the Poor Walk.



8. Contributions to Disaster: Include all funds spent in disaster relief. Normally this includes those funds sent to the National Council in response to internationally/nationally declared disasters.
9. Contributions to Domestic Twinning: These are funds given by the District Council as twinning assistance to another Council or Conference in the United States.
10. Contributions to International Twinning: These are funds given by the (Arch)Diocesan Council as twinning assistance to another Council or Conference outside of the United States. International twinning is always and only sent through the National Council Twinning Office.
11. Other Expenses: This includes all funds spent by the District Council that are not covered in items 1 through 10).

TOTAL EXPENSES: This is the total of items 1 through 11 above.

ENDING BALANCE: This is the result of the following calculation: Beginning Balance plus Total Income minus Total Expenses.

**REMEMBER:**

	BEGINNING BALANCE
+	TOTAL RECEIPTS
-	TOTAL EXPENSES
=	ENDING BALANCE

## ***PART 2 – Consolidated Report of the Conferences***

This portion of the District Council Annual Report relates to the consolidation of information gathered from all of the Conferences within the District.