



SOCIETY OF SAINT VINCENT DE PAUL – NATIONAL COUNCIL OF CANADA

GUIDE FOR SUBMITTING OF ANNUAL FINANCIAL REPORTS

Explanation of “Revenue” and “Expenditures” items for the headings used in the forms that are required to be filled out by each SSVP Conference. Please note that this a shortened and user-friendly version of the forms now in use. Lines with reference numbers are for the CRA Charities Reporting form for those entities having a Business Number.

REVENUE

- Line (A): Donations(tax receipted):- This is the total of the donations for which tax receipts were issued and this amount is to be entered at line “(A)”
- Line (B): Bequests (tax receipted):- This is the total of any bequests for which tax receipts were issued and this amount is to be entered at line “(B)”
- Line 4500: The total of Lines (A + B) is to be entered here.
- Line (C): The total amount of money passed down by your Particular Council is to be entered
- Line (D): The total amount received from other registered charities such as the Knights of Columbus, C.W.L., or likewise is to be entered
- Line 4510: The total of Lines (C + D) is to be entered here
- Line (E): The total collections from your “Poor Box” is to be entered here
- Line (F): Amounts obtained from Secret Collections to be entered here
- Line 4530: The total of Lines (E + F) to be entered here
- Line 4570: Any government grants received
- Line 4580: Bank Interest credited to your account
- Line 4650: All revenue from fund-raising activities (please specify)
- Line 4700: The total of Lines 4500+4510+ 4530+4570+4580+4650

EXPENDITURES

- Line 4800: Any expenditures related to fund-raising activities
- Line 4810: Any Conference/Council approved travel expenditures incurred
- Line 4820: Bank charges incurred for the fiscal year
- Line 4840: Office expenses
- Line 4870: All expenses related to SSVP education including seminars and Regional/National Meetings incurred by member volunteers of the Society
- Line 4890: The total costs of ALL charitable works (visits, vouchers/gift cards for food, furniture, prescriptions, etc.)
- Line 4920: Any other expenses incurred that is not already reported(please specify)
- Line 4950: The total of Lines 4800+4810+4820+4840+4870+4890+4920
- Line (G): The total of all amounts passed up to the Particular Council, Regional Council and National Council
- Line (H): The total of the amounts sent to a twin Conference/Council
- Line 5050: The total of Lines (G+H)
- Line 5100: The total of Lines 4950+5050
- Line (Q): The total of Line 4700 minus Line 5100(shows Surplus or Deficit for the fiscal year)

Explanation of “Assets” and “Liabilities”, also “Surplus” or “Deficit” items for the headings used in the forms that are required to be filled out by each SSVP Conference. Please note that this a shortened and user-friendly version of the forms now in use.

ASSETS

- Line 4100: The total amount of cash on hand plus bank balances
- Line 4120: Amounts receivable (such as a refund due or a delayed payment for items sold)
- Line 4150: Inventories(e.g.:- items such as gift cards already purchased but not issued)
- Line 4160: Capital Assets
- Line 4170: Other assets (please specify)
- Line 4200: The total of Lines 4100+4120+ 4150+4160+4170

LIABILITIES

- Line 4300: Accounts payable(invoices received but not paid by year end)
- Line 4330: Other liabilities(please specify)
- Line 4350: Total of Lines 4300+4330

SURPLUS (DEFICIT)

- Line (P): The opening balance for the present year’s report. This should be the same as Line (R) in the previous year’s report.
- Line (Q): This is the same as Line (Q) on the “Revenue & Expenditures” page for the present year
- Line (R): This is the closing balance for the present year and is the sum of Line (P) and Line (Q).

PLEASE NOTE THAT THIS REPORT SHOULD BE SIGNED BY TWO (2) OFFICERS/DIRECTORS OF THE CONFERENCE OR COUNCIL

Explanation of “Activity Report” for the Annual Report of the Conference. Please note that this is a modification of the forms now in use.

HOME VISITS

- Line 101: The total number of families visited
- Line 102: The total number of adults in these families
- Line 103: The total number of children in these families
- Line 104: The total number of single adults visited
- Line 201: The total number of family visits
- Line 202: The total number of single adult visits

MEMBERSHIP

- Line 301: The number of active members in the Conference
- Line 302: The number of associate members
- Line 303: The total number of members

CHRISTMAS ACTIVITY

- Line 401: The total number of gifts collected for distribution among families/shelter
- Line 402: The total number of Hampers & Food Vouchers handed out
- Line 403: The total number of people helped(adults & children)

OTHER ACTIVITY (SPECIAL)

- Line 501: The total number of gifts, hampers, etc. collected for distribution to families or other Charitable organizations other than at Christmas time
- Line 502: The total number of children sponsored for Summer Camp
- Line 503: The total number of prisoners visited
- Line 504: The total number of visits to these prisoners