



**Society of
St. Vincent de Paul
Scotland**

Bookkeeping Procedures For SSVP Conferences

Society of St. Vincent de Paul (Scotland) is a Company Limited by Guarantee
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Index

1. Introduction
 2. Cash Book
 - 2.1 General
 - 2.2 Income
 - 2.3 Expenditure
 - 2.4 Reconciliation (Monthly, Quarterly, Yearly)
 3. Financial Year End (31st March) & SSVP Annual Audit
 - 3.1 Introduction
 - 3.2 Sample Annual Financial & Statistics Audit Form
 - 3.2.1 Financial Summary Income – supporting notes
 - 3.2.2 Financial Summary Expenditure – supporting notes
 4. Dues
 - 4.1 Calculation of dues
 - 4.2 Exemption from Dues
 5. Gift Aid
 6. Conference Bank Account
 - 6.1 Opening a bank account
 - 6.2 Change of Signatories
 - 6.3 Closing a bank account
 7. Closed Conference Procedure
 8. General Notes
 - 8.1 Legacies
 - 8.2 Purchase of Fixed Assets
 - 8.3 Payments/Donations within SSVP
 - 8.4 Receipts for payments made from Conferences
 - 8.5 Relief Book
 - 8.6 Petty Cash
 - 8.7 Destruction of Confidential financial records
- Appendices:
- 2.2 Cash Book Income – Sample / 2.3 Cash Book Expenditure - Sample
 - 2.4.1 Reconciliation – Blank Template
 - 2.4.2 Reconciliation – Monthly Reconciliation Procedure – Supplementary Notes
 - 3.2 Annual Financial & Statistics Audit Form - Sample
 - 5.1 What is Gift Aid?
 - 8.3 Payments / Donations within SSVP recipient info.

1. Introduction

Willingness to hold office as a vocation

"It is not against humility to be willing to make your contribution by taking office, if your principal motive is to serve, and if you have the time, ability and energy to do so.

Indeed, every member should be willing to take office at some time in their Vincentian life. The offices of President, Vice-President, Secretary and Treasurer provide great opportunities to serve the other members and to enable our work to flourish".

The Mind & Heart of a Vincentian - David Williams

It is in this spirit, that the Society appreciates the important contribution which members contribute to the financial management of SSVP Scotland.

A Treasurer with any concerns or difficulties can contact their Group or Diocesan President, or those nominated by them e.g. Diocesan Treasurer, for guidance and advice. Additionally, staff at the National Office are also available to offer advice or guidance.

2. Cash Book

2.1 General

It is suggested that income & expenditure entries are recorded at the Conference Meeting.

It is the responsibility of the Conference President to initial the appropriate column in the cash book to show that entries and calculations have been checked. If a Conference has a President/Treasurer doing a dual role, then another signatory or office bearer should initial the books as correct.

There is a Spread Sheet template for the Cash Book that can be downloaded from the SSVP Scotland Website which Conferences may find helpful:

[https://www.ssvpscotland.com/members/publications/cash book](https://www.ssvpscotland.com/members/publications/cash%20book)

Weekly

Complete the relevant columns for all income and expenditure.

Members who count the income from collection boxes must sign in the "Details" column to confirm the amount entered.

The total for each row is calculated and entered into the Total columns.

The new balance is calculated and entered in the Balance columns.

Monthly

At the end of each month, all columns are to be totalled. The sum of the total income columns should represent the TOTAL Income and the sum of the total expenditure columns should represent the TOTAL payments.

Additionally, at the end of each page column totals are carried forward to the top of the same columns on the following page.

At the end of the financial year (31st March) the final balance only is carried forward to the new financial year (1st April).

2.2 Income (Appendix 2.2/2.3)

Entries are classified as per column headings:

Opening Balance: On 1st April the closing balance at 31st March is entered at the top of columns Opening Balance and Total Income.

Deposit slip no.: Conferences may not bank the entire amount they may withhold funds for relief etc. therefore it may not be possible to tie the income to the bank lodged per the deposit slip. You might need to analyse the income over several rows, in order to tie exactly to a pay-in slip.

Collection Boxes: Money collected in SSVP collection boxes.

Secret Collection: Money collected at Conference Meeting.

Interest: Interest received from Conference Bank Account.

Income from SSVP: Money received from other Conferences, Group Council, Diocesan Council or National Council. A template is available from the National Office for those Conferences which receive regular contributions e.g. Special Works Conferences. This record will be particularly helpful at the time of the Annual Audit when a full analysis of this income is required, it is therefore recommended that it is maintained throughout the year.

Legacies and Grants: Income received from any Legacy or Grants received from Local Authorities or others. Retain supporting paperwork, to be sent to the National Office for the Annual Audit.

Other Income: Donations, Fundraising or Flag Day etc.

Total Income: Represent the sum of each row.

Pres Init: President to initial to confirm accuracy of entries.

Carried forward: At the end of each month, all columns are to be totalled. The sum of the total income columns should represent the TOTAL Income.

2.3 Expenditure (Appendix 2.2/2.3)

Entries are classified as per column headings:

Relief: All payments connected with any help given by your Conference or Council to families/homes or individuals. This **includes** cost of transport to Society caravans, cost of bus outings, Christmas parties, food, clothing, furniture etc. and also monies given to Food Banks, Nursing Homes & Hospices for patients' comforts.

Corresponding entries showing details should be entered in the **Relief Book** (if in use by Conference). The total of the relief column in the Cash Book should be in agreement with the total shown in the Relief Book at the end of each month.

Dues: Paid quarterly by Standing Order to the National Office and Diocesan Council.
N.B. Enter each payment (National & Diocesan) in the Dues column on the 19th of June, September, December and March.

Twinning: If a Conference has adopted an overseas twin (£30 quarterly per twin) this is paid quarterly by Standing Order to the National Office.

N.B. Enter payments in the Twinning column on the 20th of June, September, December and March.

Additional ad hoc donations, sent to the National Office, to support overseas Projects, Students and Special donations to the Conference Twin are also entered in this column.

Other paid to SSVP: Payments **within** SSVP to other Conferences, Group Councils, Diocesan Councils. Also payments to National Office for National Meeting costs, Appeals, Resources e.g. Cash Book, Card & Medal Sets etc.

Expenses: Payments connected with the administration of your Conference or Council. e.g. postage; envelopes; mobile phone top up; costs for local meetings e.g. travel & consumables; stipends for Masses.

N.B. This does not include payments connected in any way with help given in the form of relief.

Other Payments: Payments **out-with** SSVP. This includes monies given to other Vincentian Family Projects e.g. The Space, Daughters of Charity; local groups where the Conference has a direct involvement. The total amount should not exceed £500 per year. **No Payments should be made to any other Organisation.**

Total Payments: represents the sum of each row.

Balance: following entries update Balance column.

The total for each row should be shown and the new Balance calculated by adding income entries to existing balance, deducting payments and entering the new figure into the Balance column.

Carried forward: At the end of each month, all columns are to be totalled. The sum of the total expenditure columns should represent the TOTAL payments.

2.4 Reconciliation (Appendix 2.4.1 & 2.4.2)

It is recommended to reconcile the balance on bank statement to the balance in the Cash Book monthly or at least quarterly.

Make adjustments for entries in the Cash Book not yet showing on the Bank Statement e.g. cheques entered in Cash Book not yet showing on Bank Statement.

Add cash-in-hand to the Bank Balance.

The Bank Balance with the above adjustments should now be equal to the balance showing in the Cash Book.

Bank Balance

Balance on Bank Statement	£592.36
Deduct total of cheques issued but not presented	- £100.00

	£492.36
Add total of cheques received but not presented	+ £ 50.00
Add Cash in Hand	+ £ 57.35

Total Balance	= £599.71
	=====

To assist Conferences in identifying and correcting errors quickly it is recommended that a Monthly procedure is followed (**see appendix 2.4.2**)

3. Financial Year End (31st March) & SSVP Annual Audit

3.1 Introduction Each year, to meet regulatory responsibilities, SSVP are audited by an external Accountant Company. To prepare for the Audit, Conferences complete an Annual Financial & Statistics Audit Form. It is the responsibility of the National Office to collate the financial returns from every Conference.

Additionally, the Accountant randomly selects approx. 30 Conferences. The National Office will write to these Conferences and request the cash book, bank statements and supporting documents for the full financial year.

3.2 Annual Financial & Statistics Audit Form - Sample: (Appendix 3.2)

3.2.1 Financial Summary: Income – supporting notes

Opening Balance: This figure should reflect closing balance at 31st March of the previous financial year.

Insert total annual income from 1st April – 31st March

Collection Boxes: Money collected in SSVP collection boxes.

Secret Collection: Money collected at Conference Meeting.

Interest: Interest received from Conference Bank Account.

Income from SSVP: Money received from other Conferences, Group Council, Diocesan Council or National Council. **Please give details:** complete supporting information to allow a full analysis of this income and an accurate audit trail of internal income. Conferences which receive regular contributions e.g. Special Works Conferences are asked to complete a template which is available from the National Office.

Legacies and Grants: Income received from any Legacy or Grants received from Local Authorities or others within the last financial year. **Include paperwork:** send supporting paperwork, to the National Office.

Other Income: Donations, Fundraising or Flag Day etc. **Please give details.**

Total: Represent the sum of the income column.

3.2.2 Financial Summary Expenditure – supporting notes

Insert total annual expenditure from 1st April – 31st March

Relief: All payments connected with any help given by your Conference or Council to families/homes or individuals. This **includes** cost of transport to Society caravans, cost of

bus outings, Christmas parties, food, clothing, furniture etc. and also, monies given to Food Banks, Nursing Homes & Hospices for patients' comforts.

Dues: Quarterly payments to National Council and Diocesan Council.

All payments to Twinning: All monies relating to Twinning **including** quarterly Twinning payments and payments to support Projects, Students, and Special Donations.

All payments/donations WITHIN SSVP: Complete **Section A:** Details of All Payments/Donations within SSVP and all cheques sent to National Office (e.g. National Meeting Costs, Appeals, National, Diocesan, Group Projects, Stationery Invoices – **Not Dues or Twinning**)

All payments to be listed in Box A & should reflect the total included within the Financial Summary.

Conference Administration Expenses: Complete **Section B:** Details of Conference administration costs & Members expenses e.g. postage, envelopes, mobile phone top up, costs for local meetings, Mass stipends. This does not include payments connected in any way with help given in the form of relief.

All payments to be listed in Box B & should reflect the total included within the Financial Summary.

All payments/donations to NON SSVP Other Payments: Complete **Section C:** Details of all payments **out-with** SSVP. This includes monies given to other Vincentian Family Projects e.g. The Space, Daughters of Charity; local groups where the Conference has a direct involvement. The total amount should not exceed £500 per year. All payments to be listed in Box C & should reflect the total included within the Financial Summary. **No Payments should be made to any other organisation.**

Balance at 31 March: The figure should reflect the current year's closing balance in your Cash Book and the balance carried forward to next year.

Please note it is important that the bank statement that accompanies your audit form includes transactions up to and including 31st March.

Total Figure in Income & Expenditure should be the same.

Adjustments: All cheques issued by 31 March should be treated as the current year's expenditure even if not presented by 31 March.

4. Dues

4.1 Calculation of Dues

Dues levy is calculated using the net income figure from the Annual Audit Form. The Dues are paid quarterly by bank standing order from the 19th December to the 19th September. The National Office calculate and advise Conferences of the payment due by the end of November each year.

The National Dues levy is currently 8% of the net income figure. Diocesan Dues levy rates vary according to each individual Diocesan need.

4.2 Exemption from Dues

Dues are paid on all income, including large donations, except:

- Donations from other parts of SSVP.
- Legacies received.
- Grants received from outside agencies.

5. Gift Aid (Appendix 5.1)

As a recognised charity, SSVP Scotland may apply to HMRC to claim an extra 25p for every £1 donation, which is Gift Aided by the donor.

If your Conference receives a donation of £500 or more from a United Kingdom tax payer, and the donor is willing to complete a Gift Aid form please contact the National Office.

To allow the HMRC Gift Aid claim it is helpful if the donation is payable to SSVP Scotland and sent to the National Office to be banked. The donation and the subsequent Gift Aid claim will be refunded to the Conference.

6. Conference Bank Account

6.1 Opening a bank account

If your Conference opens a new bank account, please remember that the name on the account must be a set format to include SSVP and the Conference code e.g. SSVP GL01 042. This is a legal requirement as we are a Company Limited by Guarantee and all bank account names must have SSVP followed by each Conference's unique code.

It is good practice to have 3 signatories with the option of 2 of the 3 signing for transactions. Where it is not possible the preference would be 2 account holders with 2 signing for transactions. (speak to the National Office if this is not possible).

6.2 Change of signatories

In the event of a change to office bearers, which relate to bank account signatories, please contact your bank to complete the necessary bank mandate. It is worth checking that all previous signatories are removed from the bank records, which will prevent any potential difficulties in the future.

6.3 Closing a bank account

Complete Conference Closure Procedure Checklist – available from the National Office.

7. Closed Conference Procedure

If your Conference has to close please follow the procedures as noted on the Conference Closure Procedure Checklist – available from the National Office.

8. General Notes

8.1 Legacies: If your Conference receives a legacy, please keep a copy of the supporting paperwork. The income should be included within “legacy and grants” box in the Annual Audit Form and a copy of paperwork sent with the audit form to national office.

It is good practice to let your Diocesan Treasurer know of any “special income” which you may receive. Depending on the size of the donation, the Conference may wish to share it with Diocesan Projects i.e. allowing the gift to be shared more widely.

8.2 Purchase of Fixed Assets: (e.g. Caravans, mini-buses, furniture vans). New assets for the Society have to be purchased through the National Office to enable the correct depreciation procedure. The transaction should be supervised by the Diocesan Treasurer/ President.

8.3 Payments/Donations within SSVP: (Appendix 8.3)

See list of relevant recipients, and payee information

8.4 Receipts for payments made from Conferences

The key consideration is always to be able to demonstrate an audit trail.

Payments to the National Office for dues, twinning, CGI donations are all allocated to the Conference account at the National Office. Consequently, no receipts are required. If there is any need to check the payments from the Conference cash book this can be done by cross-checking the records at the National Office. Nevertheless, to support the cash book entries Conferences might also keep a copy of the relevant correspondence e.g. supporting letters or CGI donation template, this simply adds value to their internal records.

Nevertheless, if a Conference makes a payment to Diocesan Projects (Within SSVP) or indeed external donations (Non SSVP), the Conference ought to ask for confirmation of receipt. On these occasions a thank you letter or receipt should suffice.

8.5 Relief Book (where one is used) should be kept by a member of the Conference other than the Treasurer.

8.6 Petty Cash A record is to be kept in a manner decided by the Conference.

8.7 Destruction of Confidential financial records

Financial income and expenditure records only need to be retained for 6 complete financial years plus the current year. It is recommended to keep all records regarding current property, assets etc.