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

**Diocese Code:**

**Return for Year End 31st March 2021**

**Diocesan Annual Financial Audit Form**

Diocesan Officials are asked to ensure this form is accurately completed and signed.

Audit Form & supporting information to be sent to your Diocesan Representative

By Saturday 8th MAY 2021

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**Diocese:**

**Meetings held every: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spiritual Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  **Financial Checklist:**1. The opening balance on the return and in the cashbook agrees with the closing  balance on the previous year's return.  2. The closing “Balance at 31st March 2021” on the annual return reconciles with the “Balance on Bank Statement” after adjustments.  3. Each box in the “Financial Summary” equals the cumulative total in the  corresponding column of the cashbook, and the “TOTAL” of the income and expenditure columns agree. 4. The breakdown of “Income Analysis” and “Expenditure Analysis” are correctly totalled and agree with the respective figure in the “Financial Summary”. 5. The amount of Dues and Twinning is entered correctly. 6. The Diocesan Representative has checked the Bank Statement attached covers  31st March 2021.7. The Diocesan Representative has checked all supporting documents for Legacies  and Grants are attached and correct. | **Treasurer Checker** **Please Please** **Tick Tick** ******************** **************** |
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| **For Dio Use:** Date received:Checked by:Dio Financial Summary Completed:Date completed: |  | **Notes** |

**FINANCIAL SUMMARY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME** | **£** | **P** |   | **EXPENDITURE** | **£** | **P** |
| **Opening Balance** |   |   |  | **Direct Relief**  (All expenses relating to the delivery of personal support or group activities) |   |   |
| **Monies received from SSVP Conferences for** **Diocesan Dues**  |   |   |  | **Indirect Relief****Project/SWC** **Running Costs (A)**  (inc. Rent, Utilities, Insurance, Fuel, Fundraising Expenses) |   |   |
| **Monies received from SSVP****Conferences for****Diocesan Projects/SWC (A)** |   |   |  | **All Payments WITHIN SSVP (B)** (inc. all payments to National Office, Diocesan Councils, Conferences, SWC/Projects with own SSVP code) |   |   |
| **Other monies received from Conferences/Nat. Office (B)** |   |   |  | **All Payments to Twinning** (inc Special Donations & Students) |   |   |
| **External Income (C)**  (inc. Donations & Bank Interest)  |   |   |  | **Diocesan Administration Expenses (C)** |   |   |
| **Legacies/Grants** (include paperwork) |   |   |  | **All payments/donations to NON SSVP (D)** |   |   |
| **Fundraising** (external) |  |   |  | **Balance at 31 March 2021 †**  |   |   |
| **TOTAL** |   |   |   | **TOTAL** |   |   |

**List details of closing balance adjustments at 31st MARCH 2021: -**

Balance on Bank Statement £

Deduct total of cheques issued but not presented

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add total of cheques received but not presented + £

Add Cash in Hand + £

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance at 31stMarch 2021 (this must agree with **†** above) = £

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**INTERNAL REPORT**

**Before you sign this form, please:**

1. Ensure the Treasurer has completed the Financial Checklist.

2. Check the Income & Expenditure figures balance.

3. Enclose a copy of the Bank Statement at 31st March 2021 with copy of the Annual Return to be sent to your

 Diocesan Representative.

We certify this to be a correct and accurate statement of the Council accounts.

President’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIOCESAN REPRESENTATIVE REPORT

1. Complete the Financial Checklist.

2. Please comment below on the outcome of your inspection of the Audit Form, detailing any relevant

 comments or advice given.

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**I confirm that I am independent from the Diocesan Council.**

Diocesan Representative’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supplementary Income & Expenditure templates may be printed from www.ssvpscotland.com**

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| **INCOME** |  |  | **EXPENDITURE** |  |
| **(A) Diocese Projects / SWC from SSVP** |  | **(A) Project/SWC Running Costs** |  |
| Conference/Dio/Nat Office Name | **£** |  | Description | **£** |
|   |   |  |   |   |
|   |   |  |   |   |
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|   |   |  | **TOTAL** |   |
|  |   |  | **(B) All Payments within SSVP** |   |
|  |   |  |  Description | **£** |
| **TOTAL** |  |  |  |  |
| **(B) Other monies received from Conferences/National Office**  |  |   |   |
| Conference/Dio /Nat Office Name | **£** |  |   |   |
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|  |  |  | **(C)** **Diocesan Admin Expenses**  |
|  |  |  | Description | **£** |
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|   |   |  |  |  |
|   |   |  |   |   |
| **TOTAL** |   |  |  **TOTAL** |   |
| **(C) External Income** |  |  | **(D) All Payments/Donations to NON SSVP** |
| Description | **£** |  |  Description | **£** |
|   |   |  |   |   |
|   |   |  |   |   |
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|   |   |  |   |   |
|   |   |  |   |   |
| **TOTAL** |  |  | **TOTAL** |  |

**Diocesan Council Members**

**Please give names of all members of your Diocesan Council**

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| --- | --- | --- | --- | --- |
| **Code** | **Conference Name** | **First Name** | **Surname** | **Office held** |
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| **Please give details of any particular area of work your Diocese has been involved with this year** |
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**V4 2021**