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

**SWC/Project**

**Conference Code:**

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

**Annual Financial & Statistics Audit Form**

SSVP Office Bearers are asked to ensure this form is accurately completed and signed.

Following completion liaise with your Diocesan representative by email or telephone (see cover letter).

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

By Saturday 8th MAY 2021

Reminder: after agreement with your Diocesan Representative, you will be advised what address to send your completed Audit form and any supporting information to.

Please do not send this form to the National Office

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**SW Conference/Project Name: Group:**

**Meetings held every: Week/Two Weeks Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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” (or deposit book) 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”. 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** ******************** ******** |

**Annual Members’ Data Audit Form is not being completed this year.**

**Please email** **admin@ssvpscotland.com** **with any changes to Membership and Office Bearers, as they occur. Thank You.**

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| **For Dio Use:** Date received:Checked by:Dio Financial Summary & Dio Statistics 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) |   |   |
| **Internal Income from Conferences (A)** |   |   |  | **Indirect Relief****Running Costs (A)**  (inc. Rent, Utilities, Insurance, Fuel, Fundraising Expenses) |   |   |
| **Internal Income from Diocesan Council (A)** |   |   |  | **All Payments WITHIN SSVP (B)** (inc. all payments to National Office, Diocesan Councils and Conferences) |   |   |
| **Other Income (B)**  (inc. Donations, Secret Collection & Bank Interest)  |   |   |  | **All payments toTwinning**(inc. Special Donations, Projects & Students) |   |   |
| **Legacies** (please include paperwork) |   |   |  |  |   |   |
| **Grants** (please include paperwork) |   |   |  |  |   |   |
| **Fundraising** (external income) |   |   |  | **Balance at 31st 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) = £

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

**INTERNAL REPORT**

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

1. Complete the Financial Checklist – see front page.

2. Check the Income & Expenditure figures balance.

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

 Diocesan Representative.

I certify this to be a correct and accurate statement of the Project/SW Conference accounts.

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

NEXT: Contact your Diocesan representative by email or telephone (see cover letter).

DIOCESAN REPRESENTATIVE REPORT

1. Complete the Financial Checklist – see front page.

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

 comments or advice given. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I confirm that I am independent from the Conference.**

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

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

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

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| **Supplementary Income & Expenditure templates may be printed from www.ssvpscotland.com** |
| **INCOME** |  |  | **EXPENDITURE** |  |
| **A) Internal Income from Conferences**  **& Diocese** |  | **A) Indirect Relief**  **Running Costs** |  |
| Conference/Diocese Name | **£** |  | Description | **£** |
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| **TOTAL** |   |  |  **TOTAL** |   |
|  |  |  |   |   |
| **B) Other Income** |  |  |  **(B) All payments within SSVP** |   |
| Description | **£** |  |  Description | **£** |
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| **TOTAL** |   |  | **TOTAL** |   |

**Statistics**

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| Description e.g. meals served, food parcels given, persons assisted, clothing provided, furniture provided, social activities provided. | Totals |
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# Members Deceased During the Year

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| Name | Office Held |
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## Please detail all other caring work and social justice activities

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## Any Other Comments

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**Please do not send this form to the National Office**

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