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

**Diocese**

**Return for Year End 31st March 2023**

**Diocesan Annual Financial & Statistics Audit Form**

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

National Office, Society of St Vincent de Paul, Regent House, 113 West Regent Street, Glasgow, G2 2RU

Please return the Audit Form and supporting information by Friday 12th MAY 2023 – Thank you

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**Diocese:**

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

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

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

**Closing Balance 31st March 2022 £**

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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 as supplied by National Office (see above).    2. The closing “Balance at 31st March 2023” 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 Independent Checker has evidenced a sample of 3 expenditure items.  7. The Independent Checker has checked copy of the Bank Statement at 31st March 2023,  and any Legacy & Grant paperwork is attached to the National Office copy of the Annual  Return. | **Treasurer Checker**  **Please Please**  **Tick Tick**  ****  ****  ****  ****  ****  ****  ****  ****  **** |
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| **For National Office Use:**  Date received:  Checked by:  Date checked:  Dio Financial Summary Completed by:  Date:  Dio Statistics Completed by:  Date:  Signed off by: |  | **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 2023**  **†** |  |  |
| **TOTAL** |  |  |  | **TOTAL** |  |  |

**List details of closing balance adjustments at 31st MARCH 2023: -**

Balance on Bank Statement £

Deduct total of cheques issued but not presented \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add total of cheques received but not presented + £

Add Cash in Hand + £

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Balance at 31stMarch 2023 (this must agree with **†** above) = £

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**INTERNAL REPORT**

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

1. The Treasurer has completed the Financial Checklist – see front page.

2. The Income & Expenditure figures balance.

3. A copy of the Bank Statement at **31st March 2023,** and any Legacy & Grant paperwork is attached to the National

Office copy of the Annual Return.

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

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

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

INDEPENDENT CHECKER’S REPORT

1. Complete the Financial Checklist.

2. Please comment below on the outcome of your inspection of the Financial Records, detailing any relevant

comments or advice given.

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

Checker’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) Dio 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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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# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Diocesan Office Bearer

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V2023 FINAL**