



GUIDELINES

FOR SSVP

ACCOUNTING PROCEDURES

St. Vincent de Paul Society

INCOME

CASH

Date	Deposit slip no.	Details	Opening Balance	Collection Boxes	Secret Collection	Interest	Income from SSVP	Legacy	Other Income	TOTAL Income	Pres Init
		Carried forward									

INCOME

Opening Balance (closing balance at the end of March) should be entered in April at the top of columns Opening Balance, Total Income and also Balance column on Expenditure page.

Entries should be made on a weekly basis in the relevant columns for all income received. Members who count the income from boxes should sign in the "Details" column to confirm the amount entered. The total for each row should be calculated and entered into the Total Income column and new balance including any expenditure entries should be calculated and entered in the Balance column.

Other income may include donations or income from fund raising events e.g. flag day.

At the **end of each month**, all columns should be totalled.

The figure calculated for the Total Income column should be equal to the sum of all of the other columns.

Each of the totals at the bottom of the page should be carried forward to the top of the same columns on the following page **except** at the end of the financial year when only the final balance is carried forward to April.

St. Vincent de Paul Society

BOOK

Conference

EXPENDITURE

Date	Cheque no.	Details	Relief	Dues	Twinning	Other paid to SSVP	Expenses	Other payments	TOTAL Payments	Balance
		Home Visits	xxx.xx						xxx.xx	xxx.xx
		Hospital/Nursing Homes	xxx.xx						xxx.xx	xxx.xx
		Assist Clients	xxx.xx						xxx.xx	xxx.xx
		Transport to Mass	xxx.xx						xxx.xx	xxx.xx
		Outings/Dinners	xxx.xx						xxx.xx	xxx.xx
		Christmas Parcels	xxx.xx						xxx.xx	xxx.xx
		Diocesan Projects				xxx.xx			xxx.xx	xxx.xx
		Disaster Appeals (Office)				xxx.xx			xxx.xx	xxx.xx
		Donations to Group or to other Conferences				xxx.xx			xxx.xx	xxx.xx
		Use of Parish Room					xxx.xx		xxx.xx	xxx.xx
		Member's Transport					xxx.xx		xxx.xx	xxx.xx
		National Meeting Costs					xxx.xx		xxx.xx	xxx.xx
		Postage & Stationery					xxx.xx		xxx.xx	xxx.xx
		Mass Stipends					xxx.xx		xxx.xx	xxx.xx
		Carried forward	xxx.xx			xxx.xx			xxx.xx	xxx.xx

EXPENDITURE (1)

The new balance should be entered into the balance column. Entries should be classified as per column headings.

Relief column should include all forms of relief e.g.

- home visits
- hospital or nursing home visits
- help given to clients
- transport to mass

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 will be collected quarterly by Standing Order. The amount will be calculated on the previous year's income at the notified rate, to be reviewed annually.

N.B. Entries should be made in the Cash Book (Dues column) on the 28th of June, September, December and March.

Exemption from Dues

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

- Donations from other parts of SSVP
- Legacies received. (All paperwork to be sent to the Head Office).
- Any grants received from outside agencies (All paperwork also to be sent to the Head Office).

Twinning will be collected in the same way as Dues and should be entered in the Cash Book (Twinning column). Any donations to projects, Students and Appeals should be entered in this column and sent to National Office.

EXPENDITURE (2)

Other Payments to SSVP should include any payments within the Society e.g.

- any payments made to Head Office
- Donations to Diocesan Projects
- any payments made to other Conferences

Expenses should include

- Members or Conference expenses incurred in carrying out the work of the Society.
- Postage & Stationery
- Transport
- Mass stipends

Other Payments.

Donations should not be given to other registered charities. Examples of payments in this column may be to a group either within or outwith the parish where there is a person to person contact with the Conference. **The total amount of other payments should not exceed £500 per year.**

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.

N.B. CAPITAL EXPENDITURE

(e.g. Caravans, mini-buses, furniture vans).

New assets for the Society have to be purchased through Head Office to enable the correct depreciation procedure. The transaction should be supervised by the Archdiocesan President.

EXPENDITURE (3)

At the **end of each month**, all columns should be totalled.

The figure calculated for the Total Payments column should be equal to the sum of all of the other columns.

The **balance** should be calculated by subtracting the Total Payments from the Total Income. This balance should then be reconciled with the Bank statement for the relevant month.

Each of the totals at the bottom of the page should be carried forward to the top of the same columns on the following page **except** at the end of the year when only the final balance is carried forward to April.

RECONCILIATION OF BALANCE ON BANK STATEMENT WITH THE BALANCE IN THE CASH BOOK

Bank Balance:-

- 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.

NB It is the duty of the Conference President to initial the appropriate column in the cash book to show that entries and calculations have been checked.

General Notes

Income & Expenditure entries should normally be recorded at the Conference Meeting.

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

A record of **Petty Cash** must be kept and in a manner decided by the Conference.

A Treasurer with any problems or difficulties should contact their Group or Diocesan President, or those nominated by them.

Recording of Cash Book entries may alternatively be made using the computer spreadsheets which can be downloaded from the SSVP website.