

**ST VINCENT DE PAUL SOCIETY (England and Wales) - CONFERENCE QUARTERLY FINANCIAL RETURN**

Balance brought forward from previous return (A) 228.43 *Please ensure that this balance agrees with the previous return and make any changes under income or expenditure below.*

Code		£.p
1001	Members' donations - gross	136.88
1002	Gift Aid tax refund	200.00
1003	Non-member donations - gross	100.00
1004	Church collections - gross	845.00
1005	Street collections - gross	
1006	Interest	
1009	Fund Raising income - gross	250.00
1011	Legacies	750.00
1013/4	Other	0.23
4015	Fund raising expenses	(42.00)

**SUBTOTAL (1001 to 1013 less 4015) (B)** 2,240.11

1010	National Raffle income - gross	120.00
1012	Help from confs/DC/CC/NO	125.00
1017	External grants	200.00

**TOTAL INCOME - (B) to 1017 (D)** 2,685.11

**EXPENDITURE**

SVP Support payment - box (C) above		448.02
4001	Youth development	50.00
4002	Families	85.00
4004	Elderly - own home	128.49
4005	Residential Homes	100.00
4006	Hospital visits	28.00
4008	Homeless	55.00
4009	Refugees/Asylum Seekers	33.00
4016	National Raffle paid over	96.00
4017	Mass stipends	15.00

If you enter any figures below then please show brief details on the right hand side. Thank you.

4010	Others in need	23.46
4011	Twin payments	25.00
4012	Other Twinning payments	80.00
4013	Disaster Fund	95.00
4014	Administration Costs	4.00
4023	Local special funds	150.00
4030	Payments to confs/CC/DC	250.00
4033	Holiday/Camps	323.28
	National Special Funds	80.00

*Other expenditure - PTO for codes*

4018	Transport	340.00
4019	Offender care local activities	98.32
4045	Youth SVP 18-33	100.00

**TOTAL EXPENDITURE (E)** 2,607.57

**Balance carried forward to next return (F)** 305.97

Quarter to :	30 June 2008
Conference number:	M123456
Conference Name:	St Vincent de Paul
District Council:	Any District Council
Central Council:	Any Council
If you have any queries on this form then please contact the Finance Officer - 020 7234 9565	

*(1011 Legacies, please show name of deceased and stated purpose of will)*

1011 specify: Mrs Brown decd.

1013/4 specify: Difference on opening balance

4015 **Deduct** and specify: tickets and prizes

**(C) Calculation of SVP Support payment**

Income at (B) £2,240.11 x 20% = £ 448.02 \*

1012 specify: Central council for family

1017 specify: Catenians for coach hire

*\*\*Please check the percentage with your CC*

**As per (C) above - please date your cheque as at the quarter end**

**BANK RECONCILIATION**

Closing balance as per box (F) below	305.97
LESS cash in hand at quarter end	(25.00)
Bank funds at end of quarter (G)	<span style="border: 1px solid black; padding: 2px;">280.97</span>

*This reconciles with the bank statements as follows:*

Bank balance at end of quarter per bank statement	699.66
LESS cheques written, not on bank statements	(448.02)
ADD funds banked, not on bank statements	29.33
<b>Balance - (should equal (G) above) (H)</b>	<span style="border: 1px solid black; padding: 2px;">280.97</span>

Please provide details here for amounts opposite. Thank you.

4010 specify: children's party

*Please show twin payments separately from other Twinning (4012)*

4012 specify: Project in India

4014 specify: stationery

4023 specify: local furniture store

4030 specify: repayment of loan from Central council

4033 specify: Family to Ozanam Centre N Wales

specify: Young Mothers and children

*Please insert code(s) and description(s) for other expenditure*

specify: mini bus costs

specify: person on probation

specify: contribution to fund

*Equals (A) plus (D) minus (E) - complete the bank reconciliation above.*

**TREASURER'S DETAILS:** Address 123 Any Street, Any Town

Any county, AB2 3 CD

Phone: day 01234 56789

eve 01234 89234

**We certify that this return shows the total income received by the Conference, including all income collected for the use of the Conference, as well as the total expenditure paid out for the period and that income has been shown gross without deductions or contras and that that this form may be used to satisfy the legal obligations of the Society. We have included all the bank accounts that the Conference owns.**

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**Treasurer Name (PRINT)** A Treasurer

**President Name (PRINT)** A President

**\*Please make cheque(s) for the SVP Support Payment payable to: St Vincent de Paul Society**

Please send the **PINK and GREEN** copies of this form TOGETHER with your payment to your **District Council Treasurer** by the end of the month after the quarter end.

For National Office use: Entered on Database [ ] Receipt number:

**March 2008**