

ST VINCENT DE PAUL SOCIETY - QUARTERLY RESTRICTED INCOME RETURN

To be completed by any Conference or Council with Restricted Income received in the quarter or brought forward.

<p>Definition of restricted income: Restricted income is money given to your Conference/Council for a specific purpose, as specified by the donor. <u>It is the specific intention of the donor that makes the income restricted.</u> Where you receive income, say a church collection, and later decide to use it for a special purpose, then that is not restricted income.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">CONFERENCE/COUNCIL DETAILS</th> </tr> <tr> <td style="width: 50%;">Date Quarter ends :</td> <td></td> </tr> <tr> <td>Conference Number:</td> <td></td> </tr> <tr> <td>Conference Name :</td> <td></td> </tr> <tr> <td>CC Area :</td> <td></td> </tr> </table>	CONFERENCE/COUNCIL DETAILS		Date Quarter ends :		Conference Number:		Conference Name :		CC Area :	
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Examples of restricted income	Examples of income that is NOT restricted
Church collection when announced in advance all funds raised will go to the Sudan Appeal.	A regular church collection for the use of the Council/Conference.
Donation from a parishoner who asks you spend it on helping young people.	Surplus money that the Conference decides to use on helping young people.
A donation from a local business to fund a Christmas Party for people in need.	Donations received in lieu of flowers for a funeral that you later decide to use to fund a Christmas party for people in need.

Balance of restricted funds brought forward from previous return	Received from (name of donor/event)	Restriction instructions received from donor/as guaranteed to donor in fundraising materials	Backing documents kept & available? (YES/ If no, explain)
RESTRICTED INCOME (must be shown gross)			
1002 Non-member donations			
1003 Church collections			
1004 Gift Aid refunds on restricted donations			
1005 Fundraising income & grants			
1007 Other income			
SUBTOTAL EXTERNAL RESTRICTED INCOME	-	-	[Should agree to Restricted Income (1010) per return]

INCOME FROM OTHER PARTS OF THE SOCIETY	Name of deceased:	Restriction instructions received per legacy
2001 Restricted legacies received via National Office		
TOTAL RESTRICTED INCOME	-	

RESTRICTED EXPENDITURE	Spent out of income received from (donor/event/legacy)	Details of how the funds were spent in line with the restrictions in place
COST OF VISITS & MATERIAL ASSISTANCE		
3001 Material assistance to families		
3002 Elderly - own home		
3003 Elderly - residential/nursing homes		
3004 People in hospitals		
3005 Homeless		
3006 Refugees/Asylum seekers/ migrants		
3007 People with mental health issues		
3008 Offenders/Ex Offender local activities		
3009 Travellers (Gypsy, Roma etc)		
3010 Others in need		

OTHER LOCAL COSTS		
4002 Local spiritual development/ members training		
4003 Mass stipends		
4004 Local youth development (not internal)		

PAYMENTS TO OTHER PARTS OF THE SOCIETY		
5003 Disaster Fund		
5004 Twinning - Twin payments		
5005 Twinning - projects and other payments		
5006 Special Funds & David Young		
5007 Payments to SVP Conf's/Councils		
5008 Payments to National Office/CSPs/SVP Projects & Camps		
TOTAL RESTRICTED EXPENDITURE	-	

Balance of restricted funds carried forward to next return	-
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NOTE: Do not allow restricted funds to become 'overdrawn'. If you received £100 from a donor but spent £150 then record £100 restricted expenditure. The remaining £50 expenditure will be unrestricted and will have come out of your Conference/Council funds. £nil carried forward.

Summary of restricted fund balances:

Restriction in place	Brought forward	Income	Expenditure	Carried forward	When will the balance be spent?
				-	
				-	
				-	
				-	
				-	
Total restricted funds	-	-	-	-	
Check [Totals should agree to return above]	-	-	-	-	

Please return the RI Form with your Quarterly Financial form no later than one month after the quarter end. Thank you for sending this form in on time.