

## 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><b>Definition of restricted income:</b> 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)
<b>RESTRICTED INCOME (must be shown gross)</b>				
1002	Non-member donations			
1003	Church collections			
1004	Gift Aid refunds on restricted donations			
1005	Fundraising income & grants			
1007	Other income			
<b>SUBTOTAL EXTERNAL RESTRICTED INCOME</b>		-	-	[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		
<b>TOTAL RESTRICTED INCOME</b>	-	

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
<b>COST OF VISITS &amp; MATERIAL ASSISTANCE</b>		
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	

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

<b>PAYMENTS TO OTHER PARTS OF THE SOCIETY</b>		
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	
<b>TOTAL RESTRICTED EXPENDITURE</b>		-

<b>Balance of restricted funds carried forward to next return</b>	-
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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?
				-	
				-	
				-	
				-	
				-	
<b>Total restricted funds</b>	-	-	-	-	
Check [Totals should agree to return above]	-	-	-	-	

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