



Fiscal 2015-2016

Quarterly Conference Report

(ARCH)DIOCESAN COUNCIL: Charleston, SC District Council: Midlands District

CONFERENCE NAME: St Vincent de Paul – Garden City, SC St John Paul II

ADDRESS: 542 Cypress Ave. Murrells Inlet SC 29576 843-651-0343
 Street City State Zip Phone

REPORTING PERIOD FROM: OCT 1, 2015 TO DEC 31, 2015 (3 MONTHS)

FREQUENCY OF MEETINGS (CHECK ONE): WEEKLY EVERY OTHER WEEK MONTHLY OTHER

IS THERE AN ACTIVE SPIRITUAL ADVISOR: YES No

IS THE CONFERENCE INCORPORATED? YES No

DOES CONFERENCE HAVE ITS OWN 501C3? COUNCIL NAT'L GROUP RULING CATHOLIC DIRECTORY NONE

Membership*

(*Ethnic breakdown required for government reporting, grant applications, etc. Please assign each member to one category only.)

	Asian	Black	Caucasian	Hispanic Latino	Alaskan Native American Indian	Native Hawaiian/ Other Pacific Islander	Mixed/ Other
Active (Full) – under 19							
Active (Full) – 19 through 39							
Active (Full) – 40 and over			44	1			1
Total Active (Full)			44	1			1

	Asian	Black	Caucasian	Hispanic Latino	Alaskan Native American Indian	Native Hawaiian/ Other Pacific Islander	Mixed/ Other
Associate – under 19							
Associate – 19 through 39							
Associate – 40 and over			1	1			1
Total Associate							

Total Membership

Total Active (Full)	46
Total Associate	3
TOTAL MEMBERS	49

Comparative Membership	Number	New This Year
Total All Vincentians		46
Total – under 19		
Total – 19 through 39		
Total Minority (Non-Caucasian)		3
Total Non-Vincentian Volunteers		

Treasurer's Report (includes Receipts and Expenses from Conference, Stores and Special Works)

Last Quarter's Ending Balance (Required)	\$ 4,611.00
Adjustments to Last Quarter's Ending Balance – attach an explanation	\$
Beginning Balance (Required)	\$ 4,611.00

Receipts (Please round all figures to the nearest dollar)

1. Donations from Members	\$ 3,403.00		
2. Church/Poor Box Collections	\$ 3,712.00		
3A. Fund Raising - Special Works	\$0		
3B. Fund Raising - Stores	\$0		
3C. Fund Raising - Special Events/Other	\$0		
4. Other SVdP Contributions	\$0		
5A. Other - Grants	\$0		
5B. Other - Disaster Funds	\$0		
5C. Other - Capital Campaign Funds	\$0		
5D. Other - Other Restricted Funds	\$0		
5E. Other - Misc. Receipts	\$ 0		
Total Receipts (1 thru 5E)			+ \$ 7,115.00

Expenses (Please round all figures to the nearest dollar)

6. Those We Serve	\$ 5,943.00		
7. Disaster Contributions	\$ 160.00		
8A Domestic Twinning	\$0.		
8B International Twinning**	\$0		
**Attach contact list for International Twinning Partners			
Subtotal (A) (6 thru 8B)		\$ 6,103.00	
9. Solidarity Contributions (Dues/Tithing)	\$0		
10. Contributions to Upper Councils	\$0		
11A. Operating Expense - Special Works	\$0		
11B. Operating Expense - Stores	\$0		
11C. Operating Expense - Special Events	\$0		
11D. Operating Expense - Other	\$0		
12. Other	\$ 1,181.00		
Subtotal (B) (9 thru 12)		\$ 1,181.00	
Total Expenses (Subtotal A + Subtotal B)			- \$ 7,284.00
Ending Balance: Beginning Balance + Total Receipts – Total Expenses =		\$ 4,442.00	

“In Kind” Goods and Services Provided (Non-Cash Contributions) (ALL RESPONSES BELOW INCLUDE CONFERENCE, STORES AND SPECIAL WORKS)

	# of People Helped (Included in Visits and Services – below)	\$ Value
Goods		
I. Food	98	2,450.00
II. Furniture	0	0
III. Clothing	0	0
IV. Other	0	0
Subtotal 1 (I thru IV)	98	\$ 2,450.00
Services		
V. Legal	0	0
VI. Medical	0	0
VII. Dental	0	0
VIII. Other	0	0
Subtotal 2 (V thru VIII)	0	\$0
Totals (Subtotal 1 + Subtotal 2)	98	\$ 2,450.00

Visits and Services to People

(ALL RESPONSES BELOW INCLUDE CONFERENCE, STORES AND SPECIAL WORKS)

	Column 1 # of Visits	Column 2 # of People Helped (Includes In-Kind)
Person-to-Person Visits		
A. Home Visits	9	9
B. Prison Visits	0	0
C. Hospital Visits	0	0
D. Eldercare Visits	0	0
E. Other In-Person Visits	0	9
Subtotal (A thru E)	9	
Telephone-Only Contacts		
F. Telephone-Only Contacts	# Contacts	# of People Helped
Services		
G. Jobs Obtained	# of Services	
H. Referrals		
I. Travel Aid		
J. Spiritual Aid/Sacraments		
K. Other		
Subtotal (G thru K)		
TOTAL PEOPLE HELPED (ADD COLUMN 2: A THRU F)		90

TOTAL HOURS OF SERVICE: MEMBERS	4618
TOTAL HOURS OF SERVICE: NON-MEMBERS	
ESTIMATED MILES IN VINCENTIAN SERVICES	2010

Special Comparative Data

Systemic Change

NUMBER OF VINCENTIANS TRAINED IN BRIDGES OUT OF POVERTY	0
NUMBER OF FRIENDS GRADUATED FROM GETTING AHEAD	0
NUMBER OF FRIENDS BEING MENTORED	0
NUMBER OF VINCENTIANS ENGAGED IN ADVOCACY	0
NUMBER OF VINCENTIANS ENGAGED IN SYSTEMIC CHANGE PROGRAMS	0
NUMBER OF LIVES CHANGED (FUTURE USE-DO NOT ENTER)	XXXXXXXXXXXXXXXXXXXX

For Those Conferences that Operate Stores A Separate Stores Reports is Required In Addition to Providing the Following Information

NUMBER OF STORES	0
TOTAL SQUARE FOOTAGE OF STORES	
TOTAL NUMBER OF DONORS	
RETAIL PROGRAM – REVENUE FROM DONATED GOODS	\$
RETAIL PROGRAM – REVENUE FROM GOODS PURCHASED FOR RESALE	\$
RETAIL PROGRAM – EXPENSES FROM DONATED GOODS	\$
RETAIL PROGRAM – EXPENSES FROM GOODS PURCHASED FOR RESALE	\$
TOTAL NUMBER OF NEW EMPLOYEES HIRED IN THE STORES	
DONATION SOURCES USED BY STORES (CHECK ALL THAT APPLY)	
DONATION BOXES	
DONATIONS AT STORE OR WAREHOUSE	
PARISH COLLECTIONS	
HOME PICKUPS	
SPECIAL EVENT DONATIONS	

For Those Conferences that Operate Special Works A Separate Special Works Report Is Required for Each Special Work

__Deva Chari_____
Signature of Conference President

(_843) 712-1322_____
Phone

12/31/15_____
Date

__James Leonard_____
Signature of Conference Treasurer

(_843) 691-9290_____
Phone

12/31/15_____
Date



INSTRUCTIONS FOR COMPLETING CONFERENCE MONTHLY REPORT

This report form is intended to promote more timely, accurate, and consistent reporting. It is essential to have your Conference Monthly report completed properly and returned on time so that we can responsibly publish our consolidated National results and comply with the requirements of our tax-exempt status.

This Conference report form must be used by all Conferences. **Please do not use older versions of this form.** Remember that the key to good reporting is keeping good records throughout the reporting year [i.e., monthly and quarterly reporting]. Please read these instructions carefully. More detailed explanations may be found in the Treasurer's Manual and Secretary's Minute Book. If you have any questions on reporting, contact your local Council for support.

This report is a reflection of the Conference, its Special Works and Stores whether they are separately incorporated or not.

Your cooperation is appreciated.

DEFINITIONS AND QUESTIONS:

(Arch)Diocesan Council Name: Enter the name of the (Arch)Diocesan Council in which this Conference exists. If no (Arch)Diocesan Council exists, enter the name of the Diocese.

District Council Name: Enter the name of the District Council of which this Conference is part. If this is an Isolated Conference, leave this blank.

Conference Name: Enter the Conference Name.

Address: Enter the address, city, state, zip code, and phone number of the Conference.

REPORTING PERIOD: Always a 3-month period

FREQUENCY OF MEETINGS: The Rule specifies that Conferences must meet at least twice monthly. Check off the frequency that your Conference meets. Do not enter multiple frequencies.

IS THERE AN ACTIVE SPIRITUAL ADVISOR? Is there a Spiritual Advisor who actively attends and participates in the meetings regularly? If this is not the case, the answer should be "no."

IS THE CONFERENCE INCORPORATED? Please answer "yes" or "no." Most Conferences are NOT formally incorporated in their state.

DOES THE CONFERENCE HAVE ITS OWN 501(C)(3)? In order for donors to receive a tax deduction for the funds they donate to the Society, the Conference must be recognized as a non-profit organization. Indicate the source of the Conference's tax exempt status: through its own independent status, through its Council, through the National Group Ruling, through the Catholic Directory, or it has none. Please note that the option of "through the Catholic Directory" is no longer to be used and all Conferences should have their own 501(C)(3), be covered by their Council or be part of the National Group.

MEMBERSHIP: This format requires a distinction between Active and Associate members **under age 19, ages 19 through 39, and 40 and over**, by race/ethnic category. (This breakdown is required for government reporting, grant applications, etc.) Please note that a Vincentian member can be counted in **one age group and in one race/ethnic** category only.

Active (Full) Members must belong to the Catholic Church; accept the Rule, Statutes, and Basic Requirements of the Society; be accepted as an Active Member by a Conference; and be enrolled in it. In addition, they need to take part in the life of the Conference to which they belong. Participation implies a reasonable degree of involvement in SVdP meetings, charitable activities, and religious observances.

Associate Members, like Active Members, are affiliated with the Society by formal action of the Conference or Council with which the members will be joined. Associate Members include those who sincerely and publicly accept the Society's Rule but may or may not belong to the Catholic Church. Associate Members are kept informed of the developments and activities of their immediate groupings, as well as the general progress of the Society, particularly in the local area or diocese. Associate Members are invited to attend the general meetings and special observances of the Society. They participate, as they are able, in the charitable activities of the Society in their area. Conferences should have a specific list of Associate Members. The National membership database allows for membership type to be identified.

COMPARATIVE MEMBERSHIP: Comparative data is used for reflecting progress from one year to another. In this area, a membership breakdown is being requested. For each category specified, the total number of members and the total number of new members this year is being requested. "Total Vincentians," "Total – under 19," and "Total – 19 through 39" are easily understood. "Total Minority" refers to the sum of all race/ethnic categories other than Caucasian. "Total Non-Vincentian Volunteers" is a category that a typical Conference probably would not use. For those that operate stores, special events (such as Friends of the Poor Walk/Run) or special works, there may be volunteers who help out who are doing community service hours, those doing court ordered service, members of the general community who want to help, or other non-Vincentians. In many Conferences, members' family or friends also help out on occasion; these may be included as Associate Members or non-Vincentian volunteers.

TREASURER'S REPORT: This portion of the report includes the combined financial data from the Conference, its stores, and its special works. Please keep in mind that this is not a reconciliation of a single account. **This reflects all activity in all accounts.**

Balance Forward – when entering Balance information, include the balances of **ALL accounts** owned by the Conference: checking, savings, CDs, investment accounts, reserve accounts, store accounts, special works accounts, etc.

1. Last Quarter's Ending Balance: This is the Ending Balance as it appeared on last quarter's report.
2. Adjustments to Last Quarter's Ending Balance: It sometimes happens that, after a report is submitted, an error shows up that needs to be corrected, affecting the ending balance. Enter any adjustments here that would correct last quarter's ending balance. Please attach an explanation.
3. Beginning Balance: Apply the adjustments to last quarter's ending balance and show the true beginning balance for this quarter.

TREASURER'S REPORT: Receipts

1. Donations from Members: Financial contributions from Active, Associate and Contributing Vincentian Members, including the secret collection taken up at Conference Meetings. It is not necessary to try to isolate and count checks from Members that come through Church collections.
2. Church/Poor Box Collections: Includes financial support from Church collections, Poor Box Collections, alms from distribution of religious papers at the Church door, allocations from parish funds, and other Church-related offerings.
- 3A. Fund Raising - Special Works: Enter the total gross income from all Special Works operated by the Conference.
- 3B. Fund Raising - Stores: Enter the total gross income from all thrift stores operated by the Conference. On the Stores Report, this item is titled "Total Revenue."
- 3C. Fund Raising – Special Events/Other: This includes donations not made in Church and financial support from activities not directly or exclusively Church-centered, such as suppers, and memorial donations. Fund Raising activities generally include all activities in which financial support is actively solicited (this includes Friends of the Poor Walk donations).
4. Other SVdP Contributions: Includes financial support received by your Conference from any other Vincentian Councils, Conferences, and stores or special works not owned by your Conference. Friends of the Poor Grants are to be included here. Do not include funds that are transferred to the Conference from the stores and special works that the Conference owns and operates.
- 5A. Other - Grants: This includes all grants received from foundations, government agencies, private sector organizations, etc.
- 5B. Other – Disaster Funds: This includes all money received for local disasters for which a special non-operating fund has been established. For example, if your Conference area suffered from a tornado, hurricane or other disaster for which a special

non-operating fund has been established, it can be included here.

- 5C. Other – Capital Campaign Funds: This includes all money received for a formally defined, non-operating capital campaign fund for your Conference. For example, if your Conference has established a capital campaign to raise funds to build a new pantry/office or make major renovations to an existing one, then the funds collected are restricted for that use and can be included here.
- 5D. Other – Other Restricted Funds: This includes all funds received for special projects for which a fundraising campaign was designated. For example, if your Conference has a special campaign to raise funds for a Back-To-School Program, then the funds collected are restricted for that use. This DOES NOT include “memo” designations on checks or special Conference-designated funds. For example, if someone writes “for food” on their check in the memo area, these would not be considered restricted funds. Also, Conference-designations such as part of a budget do not restrict funds.
- 5E. Other – Miscellaneous Receipts: All other sources of income (e.g., interest, bank adjustments, legacies, etc.).

TREASURER’S REPORT: Expenses

6. Those We Served: All funds expended for goods and services provided to those we served, including cash, checks, certificates, bus tickets, and gift cards. The principal method for payment of aid will be check, paid directly to the provider of those goods or services. This also includes the cost of food purchased to stock your food pantry. For those Conferences that operate stores and other Special Works, this includes dollars spent for direct aid to those in need.
7. Disaster Contributions: Include all monies expended for disaster relief locally, nationally, and internationally.
8. A. Domestic Twinning: Funds sent to another domestic (within the United States) Conference or Council (over and above the solidarity contribution).
- B. International Twinning: Funds sent to a Conference or Council outside of the United States.
9. Solidarity Contribution: The Annual solidarity contribution to upper Councils.
10. Contributions to Upper Councils: Funds sent to an upper Council (over and above disaster, Twinning, and solidarity contributions).
- 11A. Operating Expense – Special Works: This includes all funds expended to operate Special Works. This DOES NOT include dollars spent as direct aid to those in need from those special works. Direct aid **to those in need** is not an operational expense.
- 11B. Operating Expense - Stores: This includes all funds expended to operate Stores. This DOES NOT include dollars spent as direct aid to those in need from those stores. Direct aid **to those in need** is not an operational expense. On the Stores Report, this item is titled “Total Expenses (Wages, Benefits, Operating).”
- 11C. Operating Expense – Special Events: This includes all funds expended for fund raising events such as dinners, Friends of the Poor Walk, memorial donations, etc.
- 11D. Operating Expense - Other: Include Conference operational expenses such as postage, stationery, printing, phone, travel, and similar expenses, as well as any rent or utilities paid by the Conference for use of facilities.
12. Other: All other expenditures not covered by another category. (Please attach an explanation.)

REMEMBER:

BEGINNING BALANCE
+ TOTAL RECEIPTS
- TOTAL EXPENSES
= ENDING BALANCE

“IN KIND” GOODS AND SERVICES: This portion of the report includes the combined in-kind data from the Conference, its stores, and its special works.

DEFINITIONS:

“**In Kind**” refers to non-cash contributions: anything (food, furniture, clothing, services, other) that the Conferences receive at no cost and pass on directly to a family or individual or use internally by and for the Conference. In-Kind Food should reflect only what was donated – not what was purchased.

“**Total number of people helped**” is simply a snapshot total number of people in the family. The “number of people helped” is to be included with number helped by Visits. Help is only given through some type of visit. For example, if you give food to a family or give them a voucher for food, it happens while visiting with the family either in their home or at another location.

“**Value**” is the estimated retail value of goods and services provided.

The two “In Kind” reporting columns are additive and must add downwards.

VISITS AND SERVICES TO PEOPLE: This portion of the report includes the combined statistical data from the Conference, its stores, and its special works.

PERSON-TO-PERSON VISITS

The “number of people helped” during the visits must include the number of people helped with In-Kind goods and Services. Help is only given through some type of visit. For example, if you give food to a family or give them a voucher for food, it happens while visiting with the family either in their home or at another location.

- A. Home Visits: Visits to a person’s home; sometimes more than one home visit is required. If you visit a family of four, three times, you should count 12 people helped (4 people x 3 visits).
- B. Prison Visits: Person-to-person visits to prisoners. If you visit three persons once a month for a year, you should report 36 people helped (3 prisoners helped x 12 visits).
- C. Hospital Visits: Patients visited at a hospital. (Two members visiting the same patient counts as one visit.)
- D. Eldercare Visits: Occur each time a visit is made to a nursing home, rest home, convalescent hospital, or a facility for the aged (e.g., retirement, assisted living). (Two members visiting the same patient counts as one visit.)
- E. Other In-Person Visits: Any other person-to-person contact at any location other than their home.

TOTAL VISITS: Total of (A) through (E). Show both total number of visits and total people helped.

- F. Telephone-Only Contacts: Show number of telephone contacts and total number of people helped. This category represents contact *only* by telephone; no person-to-person visit is made. Typically, these are calls that result in a referral of some type to another organization. Do not count calls that are made to only set up an appointment for a home visit or other visit.

SERVICES

- G. Jobs obtained: Include jobs secured directly through the aid of the Conference. This should include only actual jobs obtained, not appointments or referrals for possible jobs.
- H. Referrals: Referrals must be specific – you must directly provide the name and contact information for the organization being referred to. Simply providing a resource list does not accomplish a referral. This includes any referral to another agency, church, ministry, service provider, etc. Do *not* include referrals to another SVdP Conference or a Catholic priest/deacon/sister, etc.
- I. Travel Aid: Assistance to clients with any travel-related costs or arrangements. This would include bicycles, plane or bus tickets, car repairs, etc.
- J. Spiritual Aid/Sacraments (**ONLY WHEN PERFORMED IN THE CAPACITY OF A VINCENTIAN**): Include

referrals to a Catholic religious for spiritual assistance/guidance/discussion or when a member provides a sacrament (e.g., Communion) or access to a sacrament (e.g., Confession); also include help provided with Catholic books, rosaries, etc. The question comes up: Is my ministry as an Extraordinary Minister of the Eucharist a Vincentian activity and should my visits be counted here? The simple answer is: only if you are participating in that ministry because you are a Vincentian and as a Vincentian? The choice must be made by the Vincentian. We are not simply trying to build up numbers.

K. Other: Any other service provided. (Please attach an explanation.)

TOTAL SERVICES: Total of (G) through (K).

Total Visits and Services to People

If you provide a family multiple help (e.g., “in kind” goods, a job obtained, a referral, and a home visit), show it as 1 home visit, 4 people helped (parents with two children) with 1 job obtained and 1 referral. Number of people helped is 4 (show under “Home Visit”).

Total People Helped: Total visits (A through E) and telephone contacts (F) to get the total number of people helped.

Total Hours of Service: Members: All member hours spent in *any* activity relative to the Society of St. Vincent de Paul, including all hours helping people, attending meetings, travel time, workshops, SVdP spiritual gatherings, etc. Include member hours of service at the Conference owned stores or special works. Do NOT include member hours worked at a store or special work NOT OWNED by the Conference.

Total Hours of Service: Non-Members: This includes hours of service at the Conference owned stores or special works that are work by non-Vincentians, community service hours, court ordered hours, etc.

Estimated Miles in Vincentian Service: Estimated miles driven by members to assist those we serve and related meetings.

Special Comparative Data

Systemic Change

Number of Vincentians Trained in Bridges Out of Poverty: Enter the number of Vincentian members who have gone through training in the Bridges Out of Poverty constructs. This includes those who have read Bridges Out of Poverty and/or who have viewed the Bridges Out of Poverty video presentations.

Number of Friends Graduated from Getting Ahead: Enter the number of people we serve (investigators) who have successfully completed the Getting Ahead program.

Number of Friends Being Mentored: Enter the number of people we serve who are being formally mentored in our Systemic Change programs.

Number of Vincentians Engaged in Advocacy: Enter the number of Vincentians who are actively engaged in advocating on behalf of those in need. This includes those registered/using CAPWIZ. This also includes Vincentians involved in Voice of the Poor.

Number of Vincentians Engaged in Systemic Change Programs: Enter the number of Vincentians who are actively participating in Systemic Change programs (Getting Ahead facilitating, mentoring, advocacy, etc.)

Number of Lives Changed: Do not enter any information here at this time. This item will be requested in future years.

Number of Friends Moved Out of Poverty: Do not enter any information here at this time. This item will be requested in future years.

For Those Conferences that Operate Stores

Number of Stores: Enter the number of stores owned and operated by the Conference.

Total Square Footage of the Stores: Enter the total square footage (sales area only) of all of the stores owned and operated by the Conference. This does NOT include warehouse/storage space.

Total Number of Donors: Enter the total number of people who have made donations of goods to the stores. If an individual makes donations on five different occasions, count it as five donors. We are not asking for unduplicated numbers.

Retail Program – Revenue from Donated Goods: Enter the dollar value of all sales related only to donated goods (all stores).

Retail Program – Revenue from Goods Purchased for Resale: Enter the dollar value of all sales related to goods that were purchased for resale (all stores).

Retail Program – Expenses from Donated Goods: Enter the dollar value of all expenses related only to donated goods (all stores).

Retail Program – Expenses from Goods Purchased for Resale: Enter the dollar value of all expenses related to goods that were purchased for resale (all stores).

Total Number of New Employees Hired in the Stores: Enter the total number of new employees that were hired this year within the store system operated by the Conference.

Donation Sources Used by Stores: Identify all of the various sources that are used to receive donated goods for the stores operated by the Conference. Check all of the sources that apply: donation boxes or bins, direct donations at a store or warehouse, parish collections, home pickups, special event donations, attended donation centers and/or other sources. Parish collections go by various names, such as Bundle Sundays. Attended donation centers include standalone facilities established for donations only with someone overseeing the operation. This may include a weekly truck at a shopping center, a separate storefront or standalone building used only for donations, etc.