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| --- | --- | --- | --- |
| EXAMPLE OF FINACIAL REPORTING FOR EACH CONFERENCE |  |  | PAGE 1 |
|  |  |  |  |  |  |  |  |
| Example of Bank recording for XYZ Conference |  |  |  |  |
| Bank of Down the Street |  |  |  |  |  |  |
|  |  |  |  |  | Running | Item |  |
| Date | Description | Ck # | Income | Expense | Balance | Class  | Bank Rec. |
|  |  |  |  |  |  |  |  |
| 09/30/16 | Beginning Balance |  |  |  | 975.00  |  |  |
| 10/01/16 | 5th Sunday Collection |  | 2,800.00  |  | 3,775.00  | 2  |  |
| 10/01/16 | Member contribution |  | 200.00  |  | 3,975.00  | 1  |  |
| 10/03/16 | Mary Boyd - PG&E  | 1211 |  | 129.18 | 3,845.82  | 6  |  |
| 10/06/16 | Ed Smith - Auto Repair | 1212 |  | 150.00  | 3,695.82  | 6  |  |
| 10/09/16 | ABC Market - Food Pantry | 1213 |  | 900.00  | 2,795.82  | 6  |  |
| 10/20/16 | St. Edward - Twinning | 1214 |  | 100.00  | 2,695.82  | 8A |  |
| 10/22/16 | Purchase Target Gift Cards- $25Each | 1215 |  | 500.00  | 2,195.82  | 6  |  |
| 10/25/16 | Paid for Lois Eddy - Clothing Voucher | 1216 |  | 28.00  | 2,167.82  | 6  | 11/05/16 |
| 11/01/16 | Member Contribution |  | 250.00  |  | 2,417.82  | 1  |  |
| 11/06/16 | Ed Sandusky - Reimburse - Poor Walk | 1217 |  | 120.00  | 2,297.82  | 11C |  |
| 11/03/16 | Mary Jones - PG&E | 1218 |  | 184.55  | 2,113.27  | 6  |  |
| 11/15/16 | Proceeds Poor Walk |  | 1,500.00  |  | 3,613.27  | 3C |  |
| 11/18/16 | Grant - CCC Conference |  | 500.00  |  | 4,113.27  | 5A |  |
| 11/25/16 | Solidarity Contribution | 1219 |  | 195.00  | 3,918.27  | 9  |  |
| 11/25/16 | Voided ck - Mary Jones - PG&E- LOST | 1218 |  | (184.55) | 4,102.82  |  |  |
| 11/25/16 | New Ck - Mary Jones - PG&E | 1220 |  | 184.55  | 3,918.27  |  |  |
| 11/30/16 | Bank Interest |  | 2.00  |  | 3,920.27  | 5E | 12/06/16 |
| 12/05/16 | ABC Market - Food Pantry | 1221 |  | 852.00  | 3,068.27  | 6  |  |
| 12/08/16 | Ed Jones - PG&E | 1222 |  | 98.24  | 2,970.03  | 6  |  |
| 12/15/16 | Christmas fund raiser supplies | 1223 |  | 697.15  | 2,272.88  |  11A |  |
| 12/20/16 | Christmas Fund raiser |  | 2,550.00  |  | 4,822.88  | 3A |  |
| 12/23/16 | Client Christmas Deliveries |  |  | 412.00  | 4,410.88  | 6  |  |
| 12/28/16 | 5th Sunday Collection |  | 3,200.00  |  | 7,610.88  | 2  | 01/05/17 |
|   | 1st Qt Total |   | 11,002.00  | 4,366.12  |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| SOCIETY OF ST.VINCENT DE PAUL OF CONTRA COSTA COUNTY |  |  | PAGE 2 |
| Treasurer's Quarterly Report |  | First Quarter of Year |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Confernce Name:  | XYZ Parish |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| President's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ed Workman |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Prepared by: |   | James Balance |   |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Date: |   |  | 1/15/XX |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Last Quarter's Ending Balance |  |  |  |  | **975** |  |  |
| Adjustment to Last Quarter's Ending Balance |  |  | **0** |  |  |
| Adjusted Ending Balance |  |  |  |  |  |  | **975** |
|  |  |  |  |  |  |  |  |  |
| **RECEIPTS:** |  |  |  |  |  |  |  |
|  | 1 | Donations from Members |  | **450** |  |  |
|  | 2 | Church/Poor Box Collection |  | **6000** |  |  |
|  | 3A. | Fund Raising - Special Works |  | **2550** |  |  |
|  | 3C. | Fund Raising - Special Events-Other | **1500** |  |  |
|  | 4 | Other SVDP Contributions |  |  |  |  |
|  | 5A. | Other - Grants |  |  | **500** |  |  |
|  | 5B. | Other- Distaster Funds |  |  |  |  |
|  | 5C. | Other- Capital Campaign Funds |  |  |  |
|  | 5D. | Other - Other Restricted Funds |  |  |  |
|  | 5E. | Other- Misc. Receipts  |  | **2** |  |  |
| Total Receipts (1 thru 5E |  |  |  |  |  |  | **11002** |
|  |  |  |  |  |  |  |  |  |
| **EXPENSES** |  |  |  |  |  |  |  |
|  | 6 | Those We Serve |  |  | **3254**  |  |  |
|  | 7 | Disaster Contributions |  |  |  |  |
|  | 8A. | Domestic Twinning |  | **100** |  |  |
|  | 8B. | International Twinning |  |  |  |  |
| Subtotal (A) (6 thru 8) |  |  |  |  |  | **3354**  |  |
|  |  |  |  |  |  |  |  |  |
|  | 9 | Solidarity Contributions (Dues/Tithing) | **195** |  |  |
|  | 10 | Contributions to Upper Councils |  |  |  |
|  | 11A. | Operating Expense - Special Works | **697** |  |  |
|  | 11C. | Operating Expense - Special Events | **120** |  |  |
|  | 11D. | Operating Expense - Other |  |  |  |  |
|  | 12 | Other |  |  |  |  |  |  |
| Subtotsl (B) (9 thru 12) |  |  |  |  |  | **1012** |  |
| Total Expenses (Subtotal A + Subtotal B) |  |  |  |  |  | **4366**  |
|  |  |  |  |  |  |  |  |  |
| **ENDING BALANCE: Beginning Balance + Total Receipts - Total Expenses** |  |  | **7611** |
|  |  |  |  |  |  |  |  |  |
| \* Note: Attach contact list for International Twinning partners |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank of Down the Street |  |  | Account Statement |  |
|  |  |  |  |  |  |  |  |
| The Society of St. Vincent de Paul |  | At Your Service |  |
| XYZ Conference |  |  |  |  |  |  |
| 123 Street |  |  |  |  | 1-800-999-9999 |  |
| Anywhere, CA 99999 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| We Appreciate You |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Basic Business Checking |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Account Summary |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Beginning Balance | $ | 975.00  |  |  |  |  |
| 0 | Credits |  |  |  |  |  |  |
| 2 | Deposits |  | 3,000.00  |  |  |  |  |
| 0 | Withdrawals |  |  |  |  |  |  |
| 4 | Checks | $ | (1,279.18) |  |  |  |  |
| Ending Balance | S | 2,695.82  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Page 2** |  |  |  |  |  |  |  |
| Basic Business Checking |  |  |  |  |  |  |
| Transaction History |  |  | Deposits/ | Withdrawals | Ending Daily |  |
|  |  |  |  | Credits | Debits | balance |  |
| Date | Number |  | Description |  |  |  |  |
| 10/01/16 |  |  | Deposit | 3,000.00  |  | 3,975.00  |  |
| 10/05/16 | 1211 |  | Check |  | 129.18  | 3,845.82  |  |
| 10/08/16 | 1212 |  | Check |  | 150.00  | 3,695.82  |  |
| 10/10/16 | 1213 |  | Check |  | 900.00  | 2,795.82  |  |
| 10/27/16 | 1214 |  | Check |  | 100.00  | 2,695.82  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Page 3 |  |  |  |  |  |  |  |
| Account Balance Calculation Worksheet |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Number | Items Outstanding | Amount |
|  |  |  |  |  |  |  |  |
| Enter |  |  |  | 1215 | Target Gift Cards | 500.00  |
| A. The Ending Balance |  | 2,695.80  | 1216 | Voucher - Lois Eddy | 28.00  |
|  |  |  |  |  |  |  |  |
| Add |  |  |  |  |  |  |  |
| B Any Deposits listed | $ | 0 |  | Total Amount | 528.00  |
|  in your register or | $ |  |  |  |  |  |
|  transfers into you  | $ |  |  |  |  |  |
|  account which are | $ |  |  |  |  |  |
|  not shown on your | $ |  |  |  |  |  |
|  statement | $ |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Calculate the Subtotal | $ | 2,695.80  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Subtract  |  |  |  |  |  |  |  |
| C. Total Outstanding Checks | $ | 528.00  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Calculate Ending Balance |  |  |  |  |  |  |
| (Part A + Part B - Part C | $ | 2,167.82  |  |  |  |  |