**SPECIAL WORKS ANNUAL REPORT**

Updated 9-2-25

**OVERVIEW**

The District Council has been derelict in not doing the National annual report for all of the pantries that are in the District. It has been decided that in October 2024 those conferences that have pantries will need to submit one for the 2023-24 fiscal year. Hopefully this is not too much of a burden on the conferences since it only needs nine numbers and most of those numbers are already in the annual report.

**BACKGROUND**

A Special Work is defined as something you devote a special location and people resources all year around. Otherwise, it is considered a project. A pantry fits perfectly into this definition. If you give out turkeys at Christmas, that is not a Special Work, but a project. Unless you do it at the same time as your normal food pantry operation. If you have some food stored away to take on a home visit or to give in an emergency, that is also not a Special Work.

National asks for a lot of data and to be truthful I do not know what they do with it. Some of it may be to prove to the IRS that we are a non-profit and deserve our 501(c)(3) designation, but most of it probably has to do with communicating to the world what we do. It helps when going to donors if you can tell them how many people you fed, how many pounds of food that you gave out and what the value of that food was. Conferences would be wise to share this data with their parish and funders. One local conference shared their data and it helped them get a grant for their food pantry.

**DETAILS**

 It is important to read several times the definitions that National gives at the end of the instructions. Some are confusing.

DIRECT SERVICES – Most people think of services not as an item, but as an actual service, like giving someone legal help. For a pantry Direct Service means food being given to our neighbors. This is how much money the conference spent buying the food it hands out.

OPERATIONAL COSTS – Dollars spent on bags, shelving, electricity for refrigeration, rental for storage, a computer to track distribution and gas for vehicles that pick up the food are operational costs. Practically every cost associated with a pantry except paying for food is an Operational Cost.

VALUE OF IN-KIND GOODS – This will be an educated guess. With all the different items that are donated to a pantry there is no way a conference can price everything and get a number to the exact dollar. Don’t spend a lot of time on this but try to give a reasonable number.

VALUE OF IN-KIND SERVICES – For a pantry this is zero. In this context Services means something different than the way it is used in DIRECT SERVICES. This would be used for a lawyer giving legal advice.

US1 Number of box/bags handed out – Notice that National doesn’t care about the size of the bag. They just want to report that X number of bags of food were handed out.

US2 Weight of food distributed – DO NOT WEIGH all of your food. Weigh a couple of bags to get an idea and then make an educated guess.

US3 Percent of food that was purchased – You don’t need to guess on this one. Here is the formula that you should use: % bought = (Direct Services \* 100)/(Direct Services +Value of In-Kind Goods)

**SUBMITTING THE DATA**

The form can be found at the same site on National’s website that has the annual report:

<https://members.ssvpusa.org/annual-report-forms-2/>

The form is entered into the national database just like the annual report. However, the annual report must be done first and then it will prompt you on whether you have a special works report. Like with the annual report, do not finalize it. The district council will do that.