

ST VINCENT DE PAUL SOCIETY (England and Wales)

Guidance notes on the SVP Support Charge (SVPS)

Please refer to the enclosed worked example of a Conference quarterly return and to the Summary guidelines for Treasurers printed on the inside back pages of the new Accounts book. From the quarter ending 30 June 2007, the financial return has been simplified and is based on the SVPS charge.

Treasurers are asked to enter all income figures on the quarterly return gross without deductions or contras. The Central Council for your area will notify you of the percentage to be used for calculating the SVPS. There are three lines of income exempt from SVPS: Raffle money; previous payments to Conferences/Councils now repaid to the Conference; External Grants that are restricted.

The Twinnage Committee has set the following net payments for Twins from April 2007 for Conferences only (Councils continue to pay the full gross amount):

India, Sudan and Guyana	£100 pa	or	£25 per quarter
Grenada	£130 pa	or	£32.50 per quarter
Romania	£200 pa	or	£50 per quarter

National Office will pay the balance from SVPS. If you make all other payments to Twinnage net of the SVPS charge then these will also be topped up to gross. Please see the worked examples on Twinnage payments overleaf.

Both the pink and green copies of the Conference quarterly return should be sent to the District Treasurer with a cheque for the SVPS payment payable to "St Vincent de Paul Society". This should be done by the end of the month after the quarter for the return. Districts may wish to hold a District Council meeting within this period to collect the returns and payments.

The District Treasurer is asked to complete a Summary return once a quarter showing the returns and payments received. The green copy of the summary has to be sent to the National Office within six weeks of the end of the quarter together with the pink copies of the Conference returns and all cheques received to date. **It is important that the District Treasurer does not hold on to forms and cheques after the six week deadline.** The Treasurer can send an additional summary form for late receipts. The yellow copy of the summary has to go to the Central Council Treasurer.

District and Central Council Treasurers are asked to assist in the collection of SVPS returns and payments by contacting Conferences who are late in their submissions. Where a District Council is in abeyance the Central Council is requested to notify Conferences of the steps to take to pay their SVPS. Where the post of District Treasurer is vacant or the District Treasurer is unavailable for any reason, then the District President is asked to take any steps necessary to provide cover for the Treasurer.

The form asks you to specify how certain items of income or expenditure are made up. When we prepare our accounts for auditing we can often end up with large sums of money under the heading of "other". We need the breakdown of this expenditure to make our accounts more meaningful and to give information to the auditors.

Please remember to complete and return the enclosed Annual Supplementary Return as at 31 March 2007. It is also important that the Treasurer completes a bank reconciliation for their Conference on at least a monthly basis. There is space for this in the new Accounts book.

Further Assistance

If you need further assistance on the new financial quarterly forms or the SVP Support Charge then please contact our Finance Officer on 020 7234 9565 or our Finance Manager on 020 7234 9552. Please also check if your Central/District Council is providing any training on the SVP Support charge and forms.

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Twinnage payments - worked examples from 1st April 2007

Example 1 - Twin payments

	Tithe system to 31 March 2007 £	SVP Support charge from 1 April 2007 £
Annual twin payment - India	120.00	100.00
Tithe deduction at say 20%	(24.00)	0.00
Cost of Vincentian Concern	20.00	0.00
Net cost to Conference	<u>116.00</u>	<u>100.00</u>
Top up from SVP Support Charge*		<u>20.00</u>
Amount received by Twinnage	<u>120.00</u>	<u>120.00</u>

Example 2 - Twin project

	Tithe system to 31 March 2007 £	SVP Support charge from 1 April 2007 £
Agreed Conference Project p.a. paid gross	90.00	
paid net of SVPS		70.00
Tithe deduction at say 22.5%	(20.00)	0.00
Net cost to Conference	<u>70.00</u>	<u>70.00</u>
Top up from SVP Support Charge*		<u>20.00</u>
Amount received by Twinnage	<u>90.00</u>	<u>90.00</u>

Example 3 - Other payments to Twinnage

	Tithe system to 31 March 2007 £	SVP Support charge from 1 April 2007 £
Church collection for Sudan paid gross	200.00	
paid net of SVPS		140.00
Tithe deduction at 30% (Tyne)	(60.00)	0.00
Net cost to Conference	<u>140.00</u>	<u>140.00</u>
Top up from SVP Support Charge*		<u>60.00</u>
Amount received by Twinnage	<u>200.00</u>	<u>200.00</u>

*These examples assume that the Conference has paid SVPS in the year at least equal to the top up.