



### 9.3 ANNUAL STATISTICAL REPORT GUIDELINES

This revised Annual Report document is designed to provide a consistent reporting format that will accomplish three things:

- a) provide a template that will lend itself to assisting the members of the National Council of Canada to speak with some authority and knowledge regarding the activities of all conferences and councils in Canada;
- b) provide a template for conferences and councils to measure the scope of service according to the Rule and Canadian statutes;
- c) enable a comprehensive annual report to be prepared for International Council General.

The report and guide has been redesigned into the following three parts:

- a. statistical data related to activities
- b. administrative information for councils
- c. financial reporting

**Conferences and councils should keep a monthly running total so that year end report is entry of the total for the calendar year.**

Most of what is requested is statistical data. This statistical information is important for the National Council's reports to several areas that include, (a) to the federal government, (b) to the International Council General, (c) the public, (d) donors, (e) church authorities as information, and (e) to all members of the Society.

If the National Council is to become more actively involved in areas of, (a) Advocacy – Voice of the Poor, (if we are to succeed in assisting to make any substantive systemic change, then we have to prove what it is that we do; “estimates” do not carry any weight with political figures in government), (b) make applications to foundations, (c) seek grants to assist in its work, and (d) public relations/media activities then accurate and complete information is required.

No longer can we seem to be nebulous in our responses. It is imperative to be knowledgeable at all level of the Society of who is doing what.

Most of the information requested therein is already being reported or accounted for in conference and council reports. The enhanced reports will now also assist conferences and councils by providing a snapshot of where attention may need to be focused in your area or region.

As well, these annual reports will assist the Canadian National Council to focus in areas of growth and development, special activities, education and support.

The Section A (activities report)

Section B is designated (for council reports).

Using one format will assist the Particular, Centrals and Regional Councils to collate reports into one report.

Section C (financial report) is used for all conferences, councils.

**Regional reports are due in to the National Office in Ottawa by March 30<sup>th</sup> of the following year in order that the annual report may be compiled for the AGA Annual Report in June.**

**Please forward the report to the next higher Council.**



## SECTION A Conferences and Councils

### STATISTICAL INFORMATION GUIDE

*In all areas, please enter information or NA if not applicable.  
This will ensure that an area is not forgotten.*

#### 1. CONFERENCE ACTIVITIES

##### 1.1 Home Visitations

- a) Enter in number of homes visited in the reporting period, e.g. 12 homes...or 12 different addresses.
- b) Enter in number of visits to the families or single person in (a) above; example: you can have four visits to one home address in a year, so the total number of visits may end up being 23 to the 12 homes.
- c) Enter in the number of adults that were served in (a) above.
- d) Enter in the number if children (under 18) in (a) above.

##### 1.2 Visits to the Sick/Shut-Ins

**NOTE:** Generally, these are the sick and shut-ins of your parish. Certainly a very integral part of Vincentian work. This is defined as friendly visiting, not for the purpose of bringing food or other types of assistance.

- a) Enter in the number of visits to the sick you have conducted in your conference area.
- b) Enter in number numbers of visits to the shut-ins you have conducted in your conference area.

##### 1.3 Prison Ministry

- a) Enter in total number of inmates visited, e.g. 50; enter in number of men, e.g. 25, and or women visited, e.g. 25. This total should equal the first number of 50.
- b) Enter in the number of times the conference or group visited the prison building.
- c) Enter in the number of those inmates that were released from prison to which you provided assistance; then break down the number into the number of men and the number of women. This should add to your first number.
- d) Check off the type of assistance given to these released inmates. For financial assistance, please enter in the total dollar value of assistance given to the overall number in (c) above.

**NOTE:** this will provide valuable information for advocacy purposes. SSVV bridging the time gap of providing assistance that the government should be providing for these released inmates.

##### 1.4 Tax Receipting – enter in information

##### 1.5 Charitable Number – enter in information



## 1.6 Conference Membership

- a) Enter in number
- b) Enter in number
- c) Ensure these numbers add up to the total number at Conference Membership
- d) Enter in number
- e) Enter in number
- f) Enter information

2.0 **Other types of assistance provided** – enter in, or list types of assistance.

## 3.0 SPECIAL WORKS ACTIVITIES

### Notes:

**Definitions:** Stores versus Outlets

**Stores** – is defined as a location where goods are both sold and given away via vouchers. Usually a store has employees and volunteers, or only volunteers.

**Outlet** – is defined as a location that provides goods free of any charges. Usually volunteer operated.

If this form is being completed by a conference and they do not operate a store or outlet, soup kitchen etc, then enter in 0, if a Particular Council is completing the form, and one store/soup kitchen is operated by that PC, then enter in 1. If a Central Council is completing the form and 5 stores/soup kitchen exists in the area then enter in 5. The Regional Council will correlate all number received and enter in number – e.g. 45 stores/outlets/soup kitchen in the entire region.

National will then be able correlate all 5 regional reports to determine how many stores/outlets/soup kitchens etc exist in all of Canada.

Where **dollar values** are requested, this again will enable the SSVP to correctly speak about its scope of work and charity that is provided to the poor.

**Employees** – this will provide a picture of the SSVP as an employer, thus contributing to the economy of the country by employing persons. We do not simply ask for charity, we also put donations to work.

**Volunteer hours** are important in advising the government of our status as a volunteer organization in the business of special works. The total hours contribute to the charitable nature of the Society.

**Incorporation Numbers**- National needs to have reference list of numbers. Often we receive communications intended for entities that have numbers for which we have no record. These communications need to be forwarded to the correct entity. As a National body we should have these records readily available.



### 3.1 Stores/Outlet Operations

- a) Enter in number of stores or outlets in area. Area can be defined as Conference, or Particular, or Central and finally Regional.
- b) Enter in the number of vouchers honoured by stores.
- c) Enter in the estimated total dollar value of these vouchers.
- d) Enter in number of employees; breakdown the number of full time and part time. Check off if the operation is volunteer run.
- e) Enter in the estimated number of hours donated by volunteers.
- f) Check off information; provide list of stores including business numbers
- g) Enter in amounts.
- h) Check off information
- i) Enter information

### 3.2 Soup Kitchens

- a) Enter in number of soup kitchens in area. Area can be defined as Conference, or Particular, or Central and finally Regional.
- b) Enter in number.
- c) Enter in number.
- d) Enter in number of employees; breakdown the number of full time and part time. Check off if the operation is volunteer run.
- e) Enter in the number of hours donated by volunteers
- f) Total cost to run the Soup Kitchen/s
- g) Check off information requested
- h) List information requested.
- i) Enter information

### 3.3 Foodbanks

- a) Enter in number of foodbanks in area. Area can be defined as Conference, or Particular, or Central and finally Regional.
- b) Enter in number.
- c) Enter in number of employees; breakdown the number of full time and part time. Check off if the operation is volunteer run.
- d) Enter in the number of hours donated by volunteers
- e) Total cost to run the foodbanks
- f) Check off information requested
- g) List information requested.
- h) Enter information

### 3.4 Shelters – these can be Emergency residential etc.

- a) Enter in number
- b) Enter in or describe the type of shelter
- c) Enter in number
- d) Break down the number above into the number of men, women, children. This number should equal the number in *a* above.
- e) Enter in number of employees; breakdown the number of full time and part time. Check off if the operation is volunteer run.
- f) Enter in the number of hours donated by volunteers.
- g) Enter in total dollar cost
- h) Check off information



- i) Enter in names of partnership
- j) Enter information

### **3.5 Drop-In Centres**

- a) Enter in number
- b) Enter in or describe the type of centre
- c) Enter in number; Break down the number above into the number of men, women children. This number should equal the number in *a* above.
- d) Enter in number of employees; breakdown the number of full time and part time. Check off if the operation is volunteer run.
- e) Enter in the number of hours donated by volunteers.
- f) Enter in total dollar cost
- g) Check off information
- h) Enter in names of partnerships
- i) Enter information

### **3.6 Low Cost or Affordable Housing**

- a) Enter in number
- b) Enter in locations by city only (do not need addresses)
- c) Enter in numbers; for singles – enter in number of men and women
- d) Check off information/ Enter in names of partnerships
- e) Enter in information
- f) Enter in names of partners
- g) Enter information

### **3.7 Summer Camps**

- a) Enter in number
- b) Enter in locations
- c) Enter in number
- d) Enter in number; breakdown into numbers of boys and girls.
- e) Enter in numbers
- f) Enter in numbers of volunteer hours
- g) Enter in total cost to operate the camp
- h) Check off information
- i) Enter names of partners
- j) Enter information

### **For Conferences**

- k) Enter in numbers; break down boys and girls number- should equal first number.

### **3.8 Other Special Works** – Enter location and describe programs

- a) Enter in number
- b) Break down the number above into the number of men, women, children. This number should equal the number in *a* above.
- c) Enter in number of employees; breakdown the number of full time and part time. Check off if the operation is volunteer run.
- d) Enter in the number of hours donated by volunteers.
- e) Check off information
- f) Enter in names of partnership
- g) Enter information



#### 4. TWINNING

- a) Enter in response
- b) Enter in response
- c) Enter information
- d) Enter information

**Please forward the report to the next higher Council.**



## SECTION B

### FOR COUNCILS ONLY

Enter in number

- a) Enter in response
- b) Enter in date

#### 5.0 ADVOCACY

- 5.1 a) Enter information
- b) Enter information

- 5.2 a) Please describe

- 5.3 **Stores** Enter information

#### 5.4 **Council Twinning Summary**

- a) Enter in number of twins inside of Canada. Some conferences and councils have more than one twin.
- b) Enter in number of twins conference or council has outside of Canada. Some conferences and councils have more than one twin.
- c) List the conferences/council with which you are twinned:  
Internally:      Externally:

**Please forward the report to the next higher Council.**



## NATIONAL COUNCIL ADMINISTRATION INFORMATION GROWTH AND DEVELOPMENT

### 6.0 GROWTH

#### 6.1 Conference Aggregations

- a) Enter in number
- b) Enter in number
- c) Enter in number
- a) Enter in number
- d) Enter in total
- e) Enter in total
- f) Enter in total

#### 6.2 Council Institutions

- a) Enter in number
- b) Enter in number
- c) Enter in number

### 7.0 DEVELOPMENT

#### 7.1 Education

- a) Enter in number
- b) Enter in number
- c) Enter in number

#### 7.2 Spirituality

- a) Enter in number
- b) Enter in number

#### 7.3 Public relations

- a) Enter in information

### 8.0 OTHER

- a) Enter information

## SECTION C – FINANCIAL REPORTS USED BY ALL CONFERENCES AND COUNCILS