

**SOCIETY OF SAINT VINCENT DE PAUL**  
**National Council of Canada**

**Number:** TW - 002

**SUBJECT:** **TWINNING: EXTERNAL – CONTRIBUTIONS**

**DATE ADOPTED:** JUNE 14, 2003

**PURPOSE:** As per federal government regulations, (Canada Customs and Revenue Agency (CCRA), financial contributions to external entities are accountable by the National council and are subject to an annual report. Therefore, all financial contributions by Conferences/Councils to be sent outside the country must be sent through the National Council.  
Regular (quarterly) contributions help receiving Vincentians plan their charitable activities and ensure an efficient management of the program at the National level. The processing fee covers such expenses as bank transfers and administrative costs.

**POLICY:** **Conferences and Councils conducting external twinning may send quarterly contributions, by cheque, normally in amounts of between \$50.00 and \$250.00 to the National Council General Secretary.**  
**These transmittals are sent through the National office, using the external transmittal form. A five dollar (\$5.00) administration fee from each transmittal will be retained by National Council of Canada.**

**PROCEDURE:** Twinning Conference/Council will send funds to the National Council of Canada General Secretary, using external transmittal forms.  
These funds received by the first day of February, May, August and November are sent quarterly to the receiving National Council  
It is not recommended that large amounts be sent, except for special works, welfare or development projects.  
The Chair of the National Twinning Committee shall be advised of any issues or problems that may create controversy or affect relations with the relevant National Council.

**ACCOUNTABILITY:** The Vincentian responsible for the twinning of each Conference/Council to the President of their Conference/Council and to the Chair of the Provincial/Regional Twinning Committee.  
Chairs of the Provincial/Regional Twinning Committees and Chair of the National Twinning Committee to respectively prepare an annual report of activities and budget forecast.

**LOCAL RESPONSIBILITIES:**

Each twinned Conference or Council is responsible for timeliness of their quarterly contributions to their twin.

The Conference or Council should correspond with their twin at least twice a year.

Each twinned Conference/Council is to submit an annual report to the Chair of the Provincial/Regional Twinning Committee

Each Chair of the Provincial/Regional Twinning Committee is to submit an annual report to the Chair of the National Twinning Committee.

**REFERENCE:** The Rule,(rev 2007)  
National Policies: TW 001 and TW 003

TW = TWINNING- 002\*  
ORIG: May 2003