

Transaction Types

The taxonomy for recording transactions in the system has several layers - one for the description of the aggregate used in reporting, several for granular types of direct aid, Categories for that direct aid, and check register level labeling. Caseworkers may make a decision as to what sort of direct aid an assistance effort is, but it not be the way the treasurer wants to record it. In addition, there are many types of transactions that have nothing to do with direct aid (deposits and expenses) which all have their own transaction types and end up appropriately in the financial reports.



Receipts

These are transactions that account for income into the conference - whether as donations from individuals and institutions or transfers of monies from other conferences.

Donation - from Members - Financial contributions from Active, Associate and Contributing Members including blue bag collections taken in conference meetings. These monies appear on line 1) Donations from members (active/associate/contributing) of the Monthly Financial Report.

Donation - Church and Poor Box Collections - This includes any monies drawn as support from church collections, alms distribution at the church door, and any actual poor box collections. Any money transferred from the parish treasury to the conference should also be recorded using this entry. These donations appear on line 2) Church & Poor Box Collections of the Monthly Financial Report.

Funds Receipt - Fundraising Projects - Money collected from fundraising and special works. These credits appear on line 3a) Fund Raising - Special Works of the Monthly Financial Report.

Funds Receipt - SVdP Thrift Store - Money deposited from the thrift store accounts for the use of the conference in assistance projects. These transactions appear on line 3b) Fund Raising - Stores of the Monthly Financial Report.

Funds Receipt - Special Events/Other - This transaction type is for recording donations not made in church and financial support from activities not directly or exclusively church related - such as memorial donations, dinners, or Friends of the Poor Walks. It appears on line 3c) Fund Raising - Special Events Other of the Monthly Financial Report.

Funds Receipt - from Other SVdPs - monies transferred from within the diocese from another conference to this one. This can include thrift stores and special works run by other conferences as well as direct financial assistance. Many times wealthier conferences donate money to ones exhibiting greater need that lack the financial capability to deliver necessary assistance. Friends of the Poor Grants should use this Transaction Type. These credits are considered exempt from suggested solidarity contribution calculations. They appear on line 4) Other SVdP Contributions of the Monthly Financial Report.

Funds Receipt - Grants - grant money given to the conference often for specific needs, or deposits earmarked for the conference for specific programs. These can originate from foundations, government agencies, or private sector groups. These funds appear on line 5a) Other - Grants of the Monthly Financial Report.



Note: the Agular CMS system does not store earmarked funds in a special balance. It is up to the conference treasurer to manage monies that have been collected for specific purposes.

Funds Receipt - Disaster Funds - This is used to record money received for local disasters for which a special non-operating fund has been established. These funds appear on line 5b) Other - Disaster Funds of the Monthly Financial Report.

Funds Receipt - Capital Campaign Funds - This transaction type is to record money received and earmarked for formally defined non-operating credits for construction and renovation of conference facilities (Thrift Stores/Food Pantries/ etc). These funds appear on line 5c) Other-Capital Campaign Funds of the Monthly Financial Report.

Funds Receipt - Other Restricted Funds - This is a transaction type for designating deposits that have been received specifically for the use of particular campaigns. It is money that has been brought into the conference earmarked for the purpose of conducting a special event or fund raising event. These monies tally to line 5d) Other - Other Restricted Funds of the Monthly Financial Report.

Funds Receipt - Miscellaneous - This transaction type is a catchall for other sources of income (legacies, bank adjustments, interest, etc). These appear on line 5e) Other - Misc Receipts in the Monthly Financial Report.

Adjustment - Credit - These are 'adjusting entries' - a way to balance the books to account for mistakes in previous months that are closed. As months do not re-open for the purpose of changing ledger entry details - it may become necessary to enter an adjusting entry (either credit or debit) to bring the books back into line. These entries are there specifically to offset errors to get the systems balances to reflect reality. They also appear on line 5e) Other - Misc Receipts in the Monthly Financial Report.



Direct Aid

Direct Aid transactions are driven primarily by caseworkers making assistance requests. As such they arrive on the treasurers desk mapped to categories of direct aid and with pre-determined transaction types. The treasurer has the ability to override these (if for some reason the caseworker's categorization of assistance is deemed incorrect. These are neither in-kind donations nor are they vouchers - these are entries related to financial assistance rendered to the client only.



Note: Direct Aid does not include in-kind assistance. Items purchased and distributed by caseworkers in the field (such as gas cards) should count as a direct aid expense. On the other hand, vouchers for the thrift store - where the conference receives items at no cost and passes them directly to individuals are not direct aid. Consult with your district treasurer if you have questions as to what should and should not be considered a direct aid transaction.

Burials / Funeral - Burial expenses (headstones, plots, etc) and Funeral expenses (mortuary costs, service related costs etc). Burial / Funeral transactions map to line 6a) Burials/Funeral in the Monthly Financial Report.

Education / Daycare - Transactions related to education related expenses (books, tuition, etc) and daycare services. These debits supply line 6b) Education/Day Care (Tuition & Books) in the Monthly Financial Report.

Medical / Prescriptions / Counseling - Transactions related to helping pay medical related costs. As with legal fees, any non-financial assistance provided by membership can be delineated in casework - but only financial transactions affecting the treasurer through the use of a check request will appear here. This will appear on line 6c) Medical/Prescriptions/Counseling of the Monthly Financial Report.

Clothing / Household Items - Monetary assistance falling within the Clothing, Furniture, and Household item set of resources. These transactions contribute to line 6d) Clothing/Furniture/Appliances/Household Items in the Monthly Financial Report.

Food / Groceries - Transactions related to Food and Grocery purchases. These are direct aid food purchases and financial outlays by the conference associated with stocking the food pantry. Appears on line 6e) in the Monthly Financial Report.

Housing / Rent - Transactions related to rent, mortgage, and temporary lodging assistance. These figures feed line 6f) Housing (Rent, Mortgage, Storage fees) on the Monthly Financial Report.

Temporary Lodging - Transactions related to temporary lodging or hotel assistance. These debits map to line 6g) Temporary Lodging (Hotel/Motel, Shelter) in the Monthly Transaction Report.

Transportation - Transactions related to transportation related assistance (vehicles, vehicle repair, and gasoline). Often gas cards are purchased in lots and distributed to the needy as non-financial assistance - and the purchase of these could be recorded as a line item here. This maps to line 6h) Transportation (Tokens, gas, bus/plane tickets, vehicle repair) in the Monthly Financial Report.

Utilities - transactions related to making utility payments for individuals. These map to line 6i) Utilities (Gas, Electric, Water, Propane, Firewood) in the Monthly Financial Report.

Legal Fees / Licenses - The payment of Fines, Licenses and financial support with legal bills. Non-financial legal work performed by SVdP members can be defined by caseworkers as non-financial assistance, which should not be recorded here and should not appear in the check register. These transactions appear on line 6j) Legal Fees (Licenses, Fines, Court Costs, Lawyer Fees) of the Monthly Financial Report.

Recreation / Camp Fees - monies related to recreation or camp expenses for youth or the elderly. These appear on line 6k) Recreation (Camp Fees, Parties/Outings for Elderly/Youth) in the Monthly Financial Report.

Miscellaneous Expenses - If from casework, these transactions will either be for disaster relief that is being covered specifically by the conference outside of any disaster relief fund set aside or for other financial assistance that is not covered by any of the other resource categories. The transactions here feed line 6l) Miscellaneous in the Monthly Financial Report.

Special Works - Direct Aid - Conference money spent on direct service to those in need. This is non-operational - and should only encapsulate money that is actually spent on items given to those in need through special works. For example, money spent on families in a Christmas event. Special Works events are not driven from the casework - so these are more likely recorded as large treasury level checks. This will appear on line 6m) Special Works (Direct Aid) in the Monthly Financial Report.



Expenses

These are mostly operational in nature and in some cases are directly related to receipts of a similar nature.

Disaster Relief - This includes all monies expended for disaster relief locally, nationally, and internationally. Transactions recorded here appear on line 7) Expense: Disaster Relief in the Monthly Financial Report.

Twinning - Domestic - donated money from your donating conference to a recipient conference. It maps to line 8a) Domestic Twinning in the Monthly Financial Report.

Twinning - International - similar to domestic twinning, these represent funds given to an SVdP group outside of the United States. These map to line 8b) International Twinning in the Monthly Financial Report.

Solidarity Contribution - As per the national guidelines: "Faithful to the spirit of non-accumulation of wealth, the next higher Council may determine annually the percentage of the funds of each Council or Conference within their area that may be made available to them." Each conference records its actual solidarity support in the ledger using this transaction type. This links to line 9) Council Solidarity Support in the Monthly Financial Report.

Contribution to Upper Councils - Funds sent to an upper council over an above solidarity, twinning, and disaster relief contributions. This links to line 10) Contributions to Upper Councils in the Monthly Financial Report.

Special Works Expenses - These include all funds expended to operate Special Works (such as holiday programs). This does NOT include money used to purchase items delivered as assistance to those in need. This appears on line 11a) Operational Expense - Special Works in the Monthly Financial Report.

Fund Raising Expenses - these are special events expenses and monies spent in fundraising activities (dinners, Friends of the Poor Walk, etc). They appear as a cost item on line 11b) Operational Expense - Special Events of the Monthly Financial Report.

Operational Expenses - transactions related to costs related to ongoing operations. Often these reflect office supplies, postage, office rent and utilities or other office equipment expenses. They appear on line 11d) Operational Expense - Other of the Monthly Financial Report.

Other Expense - Miscellaneous expenses that are non-tangible in nature (Bank fees, dues, subscriptions, etc.) These contribute to line 12) Other in the Monthly Financial Report.

Other Expense - Using Member Donations - This is for the dedicated use of member donations for member activities and costs. For example, meal costs for a conference dinner that has had money set aside specifically for this purpose. These appear on line 12) Other of the Monthly Financial Report.

Adjustment - Debit - Much like Adjustment - Credit, this is to record adjustments to the system that balance the books in the event of mistakes in the register. These transactions appear on line 12) Other of the Monthly Financial Report

Receipts		
Transaction Type	Description	Reporting
Donation - From Members		Line 1
Donation - Church and Poor Box Collections		Line 2
Funds Receipt - Fundraising Projects	Proceeds from Fund Raising - Special Works (Gross)	Line 3a
Funds Receipt - SVdP Thrift Store	Store contribution to conference (Net)	Line 3b
Funds Receipt - Special Events Other	Proceeds from Special Events (Gross)	Line 3c
Funds Receipt - from Other SVdPs		Line 4
Funds Receipt - Grants	Qualified Govt Grants Only	Line 5a
Funds Receipt - Disaster Funds		Line 5b
Funds Receipt - Capital Campaign Funds		Line 5c
Funds Receipt - Other Restricted Funds		Line 5d
Funds Receipt - Miscellaneous	Miscellaneous Receipts (Bank Interest, etc)	Line 5e

Direct Aid				
Transaction Type	Resource Category	Resource	Description	Reporting
Burials / Funeral	Burials / Funeral Expenses	Burial	Headstones, Caskets etc	Line 6a
		Funeral	Mortuary costs etc	
Education / Day Care	Education / Day Care	Day Care		Line 6b
		School Supplies		
		Textbooks		
Medical / Prescriptions / Counseling	Medical / Prescriptions / Counseling	Counseling		Line 6c
		Dentist		
		Doctor		
		Other Medical		
Clothing / Household Items	Clothing/Household Items	Clothing	Financial assistance for clothing	Line 6d
		Clothing Voucher	Financial assistance for a gift card	
		Furniture	Financial assistance for furniture	
		Household Items		
Food / Groceries	Food/Groceries	Diapers/Sanitary Items		Line 6e
		Food	Not 'In Kind' Assistance for food	
		Groceries	Not 'In Kind' Assistance for food	
Housing / Rent	Housing/Storage	Home Insurance		Line 6f
		Lodging > 1 Month		
		Mortgage		
		Rent		
		Renter's Insurance		
		Storage Unit		
Temporary Lodging	Temporary Lodging	Hotel Overnight		Line 6g
		Hotel Weekly		
		Hotel up to 1 month		
		Night Shelter		

Direct Aid				
Transaction Type	Resource Category	Resource	Description	Reporting
Transportation	Transportation	Airfare		Line 6h
		Bus Ticket		
		Car Insurance		
		Car Payment		
		Car Tag		
		Drivers License Renewal		
		Gasoline		
		Moving Expenses		
		Public Transport - Passes		
		Public Transport - Tokens		
		Vehicle		
		Vehicle Repair		
Utilities	Utilities	Electric Bill		Line 6i
		Firewood		
		Natural Gas Bill		
		Phone Bill		
		Propane Gas		
		Trash Service		
		Water Bill		
Legal Fees / Licenses	Legal Fees	Court Costs		Line 6j
		Fines		
		Licenses		
Recreation / Camp Fees	Recreation	Camp		Line 6k
		Recreation for Elderly/Youth		
Miscellaneous Expenses	Miscellaneous	Disaster Relief	Specific disaster related direct aid	Line 6l
		Other Financial Assistance	Other uncategorized direct aid	
Special Works - Direct Aid	Holiday Programs	Angel Tree	Direct Aid Assistance	Line 6m
		Christmas		
		Thanksgiving		

Expenses		
Transaction Type	Description	Reporting
Disaster Relief		Line 7
Twinning - Domestic		Line 8a
Twinning - International		Line 8b
Solidarity Contribution		Line 9
Contributions to Upper Councils		Line 10
Operating Expense - Special Works		Line 11a
Operating Expense - Stores		Line 11b
Operating Expense - Special Events		Line 11c
Operating Expense - Other		Line 11d
Other (Expense)		Line 12