

Reporting Requirements for Conference Presidents





7 Duties of a Conference President

(Conference President booklet)

- 1st Duty: Commitment
- 2nd Duty: Comprehension
- 3rd Duty: Communication
- 4th Duty: Cultivation
- 5th Duty: Collaboration
- 6th Duty: Chairperson
- 7th Duty: Contributions



Records and Resources

- Does the treasurer provide a written financial report on a regular basis?
- Are there two signatories on every account?
- Does the conference have an EIN number of its own?
- Is there a complete, accurate and confidential record for every person helped?
- Does the conference have a complete list of local resources and contact people for members to use in their work?
- Has the conference explored the need for insurance coverage?
- Does the conference conduct appropriate and timely audits?
- Does the conference file an annual IRS 990?
- Does the conference have and observe by-laws?



Reporting and “The Rule”

- Rule, Part I, 3.14: “Accurate records must be kept of all money received or spent.”
- Rule, Part III, Statute 22: Conference and Council Annual Review: “At least once a year, each Conference and Council must evaluate their service to the members, to the poor, the effectiveness of their special works, etc., and explore ways to provide better service. They should also consider new types of needs they may seek to alleviate and how to find those who are in need. Each Conference and Council must, at all times, maintain accurate records and submit an annual report to the next higher council on forms provided by the National Office.”
- Rule, Part III, Statute 23: Annual finance and activity reports are published by the National Council, other Councils, and Conferences: “The Society preserves its good reputation for honesty and responsible stewardship. It produces finance reports that include revenue, expenses, assets, and activity reports, at least annually. These reports are published internally and externally and are made available to all members and the public in general. The reports are sent to the (Arch)Diocesan Bishops, federal, state, and local officials for their information.



Required Reporting Items

- IRS Form 990, 990EZ or 990N (All Conferences, due November 30)
- Annual Report (All Conferences, due November 30)
- Annual Census (All Conferences, due November 30)
- RI Basic Needs Grant Report (Conferences that receive RI Foundation funds, due November 30)
- Friends of the Poor Walk Reports (Conferences that participate, within six weeks of the event)



IRS Form 990, 990EZ, 990N

- All conferences must file an IRS Form 990 annually following the fiscal year (September 30).
- All file using **their own** Employer Identification Number (EIN) and **the Society's** 501(c)(3) group tax exemption #5496
- Conferences whose revenue is \$50,000 or less file the e-postcard 990N
- Conferences whose revenue is over \$50,000 but less than \$200,000 file the 990EZ
- When you file, pay attention to Schedule B, which you **MUST** fill out if you have any donations of \$5,000 or more.
- You need to provide a copy of your 990EZ or the electronic receipt for your 990N no later than November 30.



Annual Conference Report

- Blanks are available on the Council website OR Renee can send you a customized form with your conference info and last year's balance
- Use whatever tools you like to track data, but report using the form provided by National, AND COMPLETE IT FULLY.
- One of our conferences has inherited and/or developed some tools you can use throughout the year to track data. Contact Renee for copies of these tools.
- The Annual Conference Report is due no later than November 30.



Annual Census Report

- Blank copies of the census report are available on the Council website OR Renee can send a copy of your last census for you to update by adding, removing or editing entries.
- Make sure these forms are fully completed , including initiation date, the last Ozanam Orientation a member attended, and whether he or she is a full member or associate.
- You should also note whether the member is an officer of your conference.
- Annual Census Reports are due no later than November 30.



RI Basic Human Needs Grant Report

- Begin accounting for this data when your check is received. For instance, if you receive \$2,000 from the Council on June 30, use the next \$2,000 spent on client assistance as your data set
- Be precise about categories, numbers of people and families helped, and funds spent. You do not need to show “big” numbers. If \$2,000 “only” helped two families, that’s sufficient.
- Pay special attention to families receiving funds from the RI Basic Needs Grant, and pass along any success stories, especially if your assistance enabled a family to become self-sufficient.
- RI Foundation Grant Reports are due no later than November 30.



How the Council Helps You

- The Council has provided \$130,000 for cash assistance to conferences this year. The Council has also paid all National solidarity contributions for this year, totaling \$5,100.
- The Council updates the national database on your behalf, including your annual reports; pays for insurance to cover your activities; conducts training programs (Orientation, Home Visitation, Spiritual Director, Member Forum) at no cost; organizes social events like the Banquet; fundraising events like the Friends of the Poor Walk; and spiritual events like the Annual Ozanam Mass.
- We also maintain a website with an array of resources, including videos, links, forms, and a calendar of upcoming events. Upon request, we will create customized for your conference or conference events, including payment processing, registration forms, etc. We also maintain a Facebook and Twitter accounts to increase the visibility of the Society in Rhode Island. And we routinely update you on what's happening locally and around the nation via Constant Contact.
- The Council also provides governance oversight for conferences. We remind you when elections are due and who is eligible or not eligible for office. We make all reporting forms available – preloaded with your data, if possible – for ease of access. We monitor compliance with governance requirements and act as a back-stop when things go wrong. We also provide legal and accounting advice, and assistance with difficult clients.
- The Council also takes the lead on new initiatives such as Disaster Relief and Systemic Change.