

<b>Agency</b>	Society of St Vincent de Paul
<b>Program</b>	Emergency Assistance
<b>San Marcos Service Address</b>	218 Roosevelt Street
<b>Requested</b>	\$30,000
<b>Recommended</b>	\$20,000

Application Completeness Check for HSAB	Society of St Vincent de Paul Emergency Assistance
<b>Questions</b>	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
<b>Required Attachments</b>	
<b>BUDGETS</b>	
1. Agency budget for current fiscal year	Yes
2. Agency budget proposed for next fiscal year	Yes
3. Program budget for current fiscal year	Yes
4. Program budget proposed for next fiscal year	Yes
5. Budget showing the exact uses of the HSAB funding	Yes
<b>BOARD OF DIRECTORS INFORMATION</b>	
6. Board of Directors membership roster	Yes
7. Board of Directors Meeting Attendance Record for current year	Yes
8. Board of Directors City of Residence	Yes
9. Board of Directors membership criteria	Yes
<b>ORGANIZATION INFORMATION</b>	
10. Organizational chart with names and titles of staff	Yes
11. Current IRS Form 990, pages 1 and 2 (not required for churches)	NA
12. Non-discrimination policy statement	Yes
<b>Preferred Attachments - 3 Letters of Support</b>	
Letters of support from members of the San Marcos Community	Yes
<b>Attachments if Applicable</b>	
Latest audit or CPA signed review, if applicable	Yes
Policies and Procedures for the proposed Program, if available	
<b>Note: We are not requiring Texas Secretary of State registration</b>	

**City of San Marcos Human Services Grants  
2025 Application**

**I. SUMMARY INFORMATION**

Applicant Organization: **The Society of St. Vincent de Paul, San Marcos, TX**

Contact Name: **Warner Davis** Telephone: **512-787-1454**

Contact E-Mail Address: **[warnerdavis@yahoo.com](mailto:warnerdavis@yahoo.com), [svdpsanmarcos@gmail.com](mailto:svdpsanmarcos@gmail.com)**

Website: **[svdpsanmarcos.org](http://svdpsanmarcos.org)**

Mailing Address: **624 E. Hopkins St., San Marcos, TX 78666**

San Marcos Service Address for the Program: **218 Roosevelt St., San Marcos, TX 78666**

Who is authorized to execute program documents? (Name, Title) **Warner Davis, Vice-President**

Program Name: **Emergency services to the poor and needy in the San Marcos area**

Amount of Funds Requested: **\$30,000**

What percentage of the cost of this program is requested as funding through this application? **16%**

**II. QUESTIONS**

**All questions must be answered. Please type your answers.**

**OVERVIEW**

1. What is the agency's or organization's mission?

**The mission of the Society of St. Vincent de Paul, San Marcos Conference, is to assist the poor and needy of the San Marcos area with emergency financial assistance and to provide counseling for long term solutions to financial problems.**

2. Briefly summarize the program for which funding is being requested and the services it provides.

**The Society of St. Vincent de Paul is an international organization, founded in 1833, with the purpose of providing direct aid and assistance to the poor and needy. The San Marcos Conference, using the time-tested principles and guidelines of the Society, provides direct aid and assistance to individuals and families of the San Marcos area.**

**COMMUNITY NEED AND JUSTIFICATION - 20 POINTS**

1. Describe in detail the need for this program in San Marcos.

**The growing number of individuals and families that come to our office requesting help with utility bills, food, emergency housing, rent assistance, predatory loan counseling, medications, auto repairs and other types of assistance . The City of San Marcos acknowledges this need for help as they list organizations, including The Society of St. Vincent de Paul, that provide assistance on the Utility Customer Services webpage.**

2. Has the need for this program been increasing in recent years?

**Yes. Significantly, due to expiration of Covid relief programs, reductions in SNAP benefits, increased cost of housing and the overall increase in number of requests for assistance.**

3. Client Information

**Definitions:**

Direct Client - individuals or families immediately affected or personally served by the helping agency.

**Questions:**

a. Describe the direct clients for this program.

**An individual or family that contacts the Society of St. Vincent de Paul, San Marcos, Texas directly and clients referred by other organizations or agencies.**

b. How is the program marketed to direct clients? How do you find these clients?

**Our neighbors in need come to us by word of mouth, referred by other agencies, the City of San Marcos Utilities Department. We are in the list of parish organizations in the weekly church bulletin. The poor and needy are referred to us by the receptionist at the St. John's Church office.**

c. Expected total annual unduplicated direct clients who are City of San Marcos residents:

**150 with 350 family members**

1. How exactly will these funds be used?

**To the poor and needy of the San Marcos Area, the San Marcos Conference provides assistance with utility bills, prescriptions, gasoline, and bus tickets (mostly to Austin and San Antonio where shelters are more readily available) emergency food and emergency shelter (motels), rent assistance, – as well as other essentials. This assistance is designed to meet emergency situations. If additional assistance is required beyond our means, the individual or family is referred to other organizations and agencies. During FY 2023, \$49.0K was paid to the City of San Marcos for utilities.**

2. What specific, measurable outcomes or results do you hope to achieve with this program?

**The success of the program is measured by the number of individuals and families that did not have their utilities turned off, how many families were able to remain in their homes, how many individuals did not go hungry, how many persons were able to remain on the job, and how many sick people were assisted back to health and by the number of families that achieved financial independence through counseling.**

3. List the title of each position for which funding is requested and the activities associated with those positions.

**NO STAFF FUNDING. ALL MEMBERS ARE VOLUNTEERS.**

4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?

**Grant funding is not required to run the program. Less grant funding would result in less financial resources to help our poor and needy neighbors**

**IMPACT AND COST EFFECTIVENESS - 25 POINTS**

1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.

**The impact of this program will increase the number of individuals and families that did not have their utilities turned off, increase the number of families were able to remain in their homes, how many individuals did not go hungry, how many persons were able to remain on the job, and how many sick people were assisted back to health and by the number of families that achieved financial independence through counseling.**

2. Discuss the amount of overhead compared to program costs.

**Overhead is limited to office needs and supplies; and, phone and internet service; or about 2 percent of budget.**

3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.

**The program receives donations of money and goods from Church parishioners and others. Our conference has 28 volunteers that receive prescribed training in assisting our neighbors in need. In-kind assistance (clothing, furniture, household goods) is provided from donations from the community brought to our office.**

4. What has your organization done in the past two years to raise different funding for this program?  
**Each year the Conference holds a River Walk for the Poor as a fund raiser. The Conference has received small grants from our National organization and a grant from the COSM Community Development Block Grant.**

### COMMUNITY SUPPORT - 10 POINTS

1. Please submit 3-5 letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application. **Please see attached**

2. How is the Board of Directors selected?

**The president is elected to a maximum of 2, 3year terms. Officers (Vice-president, Secretary, and Treasurer) are appointed by the president. Members are selected after a recommendation by another member, completing an Ethics and Integrity Workshop, and receiving a detailed orientation and instruction and working under the supervision of a veteran member. Active members are required to attend twice monthly training and business meetings.**

3. How often does the Board meet? **Twice a month**

4. What actions do Board members take to support the programs of the agency or organization?  
**In addition to their respective official duties, they are on teams that serve our neighbors each day of the week.**

5. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

**There are 28 active and 3 associate members. Members do not solicit for funds, except they may solicit for pledges for our annual River Walk for the Poor fund raiser.**

### COUNCIL PRIORITIES - 30 POINTS

1. How long has this program served San Marcos residents? (5 points if at least 2 years) **29 Years**

2. Does the agency have an office in San Marcos? (5 points if yes) **Yes. 218 Roosevelt St.**

3. Describe how this funding creates an increase in services or an increase in the number of people served. (5 points)  
**An increase in funding proportionately increases the number of individuals and families that receive help with utility bills, food, emergency housing, rent assistance, predatory loan counseling, medications, auto repairs and other types of assistance.**

### II. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Program has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

### SUBMITTED AND APPROVED BY:

*Warner Davis*

25 July 2024

Signature

Date

**Warner Davis, Vice-President**

Printed Name, Title



## HUMAN SERVICES ADVISORY BOARD GRANT 2023 FINAL PERFORMANCE REPORT

**Agency Name:** Society of St. Vincent de Paul

**Program Name:** Emergency Services to the Poor and Needy

**Program Year:** 2023

**Reporting Period:** January – December, 2023 (preferred deadline January 31, 2024)

*NOTE ON DEADLINE: This report must be received by October 24, 2024, or your organization's application for 2025 funding for this program will not be considered.*

### PROGRAM STATUS

**Please provide a brief written description of actions taken this period and how they helped achieve your program goals.**

In 2023 the San Marcos Conference of the Society of St, Vincent de Paul provided assistance with utility bills, prescriptions, gasoline, and bus tickets, food, emergency shelter (motels), rent assistance, car repairs and payments, birth certificate fees, medical bills, clothing and shoes for work, as well as other essentials. Donated food and clothing is distributed to the homeless and needy at our office. This assistance is designed to meet emergency situations of our poor and needy neighbors in the City of San Marcos area.

## PROGRAM BENEFICIARIES

For the program that received HSAB funding, please report either number of unduplicated individuals served or number of unduplicated households served.

Check one: \_\_\_\_\_ Unduplicated Individuals    X \_\_\_\_\_ Unduplicated Households

	Jan – Dec, 2023
Total # Served	874
# San Marcos Residents Served	830
% San Marcos Residents	95%

## PROGRAM EXPENDITURES

For the final report of the year, 2023, please provide a bulleted list that briefly summarizes what the HSAB funding (\$20,000.00, rec'd in May) was spent on any part of the following.

- **January 2023:**            Utilities Assistance \$6,741, Rent Assistance \$2,296
- **February 2023:**        Utilities Assistance \$6,688, Rent Assistance \$1,923
- **March 2023:**            Utilities Assistance \$5,786, Rent Assistance \$ 989
- **April 2023:**             Utilities Assistance \$4,839, Rent Assistance \$4,906
- **May 2023:**              Utilities Assistance \$5,480, Rent Assistance \$6,555
- **June 2023:**             Utilities Assistance \$4,290, Rent Assistance \$4,369
- **July 2023:**              Utilities Assistance \$7,788, Rent Assistance \$5,273
- **August 2023:**          Utilities Assistance \$8,037, Rent Assistance \$3,672
- **September 2023**        Utilities Assistance \$7,624, Rent Assistance \$2,090
- **October 2023:**         Utilities Assistance \$7,992, Rent Assistance \$2,180
- **November 2023:**      Utilities Assistance \$6,323, Rent Assistance \$1,950
- **December 2023:**      Utilities Assistance \$5,996, Rent Assistance \$4,155

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**Certification:**

*I certify that to the best of my knowledge and belief the information reported in this Quarterly Performance Report is factual and accurate.*

Warner Davis  
Signature

January 8, 2024  
Date

Warner Davis  
Printed name

Vice-president  
Title

**The Society of St. Vincent de Paul, San Marcos, Texas**

**Agency Budget for FY 2024  
(Organization & Program Budget)**

	<b>Income</b>	<b>Expend.</b>
<b>Utilities</b>		<b>85,000</b>
<b>Rent</b>		<b>40,000</b>
<b>Food</b>		<b>5,000</b>
<b>Medical, Dental, Rx</b>		<b>2,000</b>
<b>Motel/Lodging</b>		<b>8,000</b>
<b>Gas Vouchers (Auto)</b>		<b>4,000</b>
<b>Bus Vouchers, Transportation</b>		<b>4,000</b>
<b>Council Support</b>		<b>15,000</b>
<b>Operational</b>		<b>4,000</b>
<b>Miscellaneous</b>		<b>3,000</b>
<b>Total</b>		<b>170,000</b>
<b>Church Collections/Other Donations</b>	<b>125,000</b>	
<b>Fund Raiser/Other</b>	<b>12,500</b>	
<b>City of San Marcos</b>	<b>32,500</b>	
<b>Total</b>	<b>170,000</b>	

**The Society of St. Vincent de Paul, San Marcos, Texas**

**Agency Proposed Budget for FY 2025  
(Organization & Program Budget)**

	<b>Income</b>	<b>Expend.</b>
<b>Utilities</b>		<b>90,000</b>
<b>Rent</b>		<b>45,000</b>
<b>Food</b>		<b>8,000</b>
<b>Medical, Dental, Rx</b>		<b>3,000</b>
<b>Motel/Lodging</b>		<b>5,000</b>
<b>Gas Vouchers/Auto</b>		<b>5,000</b>
<b>Bus Vouchers, Transportation</b>		<b>5,000</b>
<b>Council Support</b>		<b>15,000</b>
<b>Operational</b>		<b>4,000</b>
<b>Miscellaneous</b>		<b>5,000</b>
<b>Total</b>		<b>185,000</b>
<b>Church Collections/Other Donations</b>	<b>125,000</b>	
<b>Fund Raisers/Other</b>	<b>16,000</b>	
<b>City of San Marcos</b>	<b>44,000</b>	
<b>Total</b>	<b>185,000</b>	

**The Society of St. Vincent de Paul, San Marcos, Texas**

**Program Budget for FY 2024**

	<b>Income</b>	<b>Expend.</b>
<b>Utilities</b>		<b>\$15,000</b>
<b>Rent</b>		<b>\$5,000</b>
<b>City of San Marcos HSAB</b>	<b>\$20,000</b>	
<b>Total Program FY24</b>	<b>\$20,000</b>	<b>\$20,000</b>

**Proposed Program Budget for FY 2025**

	<b>Income</b>	<b>Expend.</b>
<b>Utilities</b>		<b>\$20,000</b>
<b>Rent</b>		<b>\$10,000</b>
<b>City of San Marcos HSAB</b>	<b>\$30,000</b>	
<b>Total Proposed Program FY25</b>	<b>\$30,000</b>	<b>\$30,000</b>

## **FY 24 Board of Directors (Officers)**

Society of St. Vincent de Paul, San Marcos Conference  
Office: 218 Roosevelt St., San Marcos TX, 78666  
Mailing Address: 624 East Hopkins Street, San Marcos, Texas 78666  
[svdpsanmarcos@gmail.com](mailto:svdpsanmarcos@gmail.com), [svdpsanmarcos.org](http://svdpsanmarcos.org)

President: Christine Winek, COSM Resident  
1 st Vice President: Warner Davis, Hays County, SM Post Office  
2 nd Vice President: Gloria Delgado, COSM Resident  
Secretary: Mary Alice Moreno, COSM Resident  
Treasurer: Jon Grosch, COSM Resident

## **Organizational Chart**

### **Duty Teams**

#### **Members who will work with this service project**

Team A: Patricia Becker\*, Jane Murray, Charlene Viscardi,  
, Jon and Cindy Grosch, Sharman Smithson

Team B: Mary Lou Castaneda\*, Lourdes Bedford, Lupe Hernandez  
Dana Reynolds, Kathleen Richardson, Gil Vargas

Team C: WarnerDavis\*, Roberta Hale, Ana Marie Puente,  
Judith Dishman, Jan Fillman

Team D: Mary Alice Moreno\*, Dennis Dunn, Bree Buchannan,  
Tom and Ann McDonald

Team F: Christine Winek\*, Brigitte Basurco, Claudio Rios-Fratecelli  
Diane Davis, Jeffery Smithson

\*Team Leader

A team is on duty Monday through Friday. The team on duty receives requests for assistance via a message recorder or by answering the phone directly whenever in the office; the team also responds to the needs of those who come directly to the office or makes home visits.

The team on duty responds to requests by making home and office visits, assessing the needs, and providing appropriate assistance, to include referring clients to other agencies and organizations for additional assistance.

All members receive training conducted locally and by the Austin Area Council.

## **FY24 Board of Directors (Officers)**

Society of St. Vincent de Paul, San Marcos Conference

Office: 218 Roosevelt St., San Marcos, TX 78666

Mailing Address: 624 East Hopkins Street, San Marcos, Texas 78666

[svdpsanmarcos@gmail.com](mailto:svdpsanmarcos@gmail.com), [svdpssanmarcos.org](http://svdpssanmarcos.org)

### **Membership Criteria**

Board members must be active members in good standing. That means they attend meetings regularly and carry out the work and mission of the conference.

### **Meeting Attendance**

The Board of Directors (Officers) meets when there are Conference meetings, usually twice a month. Minutes are kept for all meetings. Attendance is recorded of all members, including Officers, at the meetings and put in the meeting minutes.

In FY 23 all Board of Directors (Officers) have attended all Conference meetings with only a few exceptions.

**The Society of St. Vincent de Paul, San Marcos  
Statement of Non-Discrimination**

**“Non-Discrimination Policy**

**The Conference provides services to individuals without regard to race, creed, color, gender, sexual orientation, criminal justice status, disability, marital status, veteran status, national origin, age, or physical handicap.”**

**THE SOCIETY OF ST. VINCENT DE PAUL  
OF THE UNITED STATES OF AMERICA  
BYLAWS For San Marcos Conference, San Marcos, TX**

SVdP ANNUAL INTERNAL AUDIT WORKSHEETS  
FY2023

OPERATIONS REVIEW QUESTIONNAIRE

Region South Central Diocese Austin

Diocesan Council Austin District Council Centex South

Conference San Marcos Date of Audit November 17, 2023

Names of Reviewers: 1) Cindy Grosch

2) Diane Davis

- A. Have all issues from previous audits been resolved?  Yes  No
- B. Has the Conference adopted a set of bylaws that is in compliance with the Nationally Approved Bylaws for Conferences?  Yes  No
- C. Does the Conference exclude any person or group from membership?  
 Yes  No
- D. Does the Conference meet at least twice monthly – fulfilling the minimum requirements of a meeting?  Yes  No
- E. Does the Conference have at least five members, four of whom are designated as officers: President, Vice President, Secretary, and Treasurer – each office held by a different person?  
 Yes  No
- F. Does the Conference meeting have opening and closing prayer and also a spiritual reading followed by a discussion among the members of the reading?  
 Yes  No
- G. Does the Conference have an active Spiritual Advisor, who attends all meetings, attends the full meetings and participates in the meetings as prescribed for a Spiritual Advisor?  
 Yes  No
- H. Does the Conference have a letter of Aggregation from the Council General or is the Conference in the process of being aggregated?  Yes  No

**The Letter of Aggregation is framed and hanging on a wall in the Conference office.**

- I. The Society has a non-discrimination policy toward those we serve. Does the Conference ever violate this policy?  Yes  No
- J. It is traditional within the Society that ALL works of Vincentians are to be performed in pairs. Does the Conference ever violate this?  Yes  No

**When interviewing over the phone or sometimes in the office where other Vincentians are present**

- K. Does the Conference ever perform service to those we serve that does not entail person-to-person contact by members?  Yes  No
- L. Does the Conference use home visits as the primary method of providing service to those in need?  Yes  No

**Majority of face to face interviews were in the office, as many of our neighbors are homeless or living in their vehicles. Home visits are increasing now that covid-19 pandemic restrictions are gone.**

- M. Does the Conference regularly participate in the meetings and activities of the District Council?  Yes  No
- N. Have all of the members of the Conference attended an Ozanam Orientation as required by the Society?  Yes  No

**Some new members are waiting for next scheduled Ozanam orientation.**

- O. Are the members of the Conference encouraged to/sent to attend appropriate training sessions as provided by the Society?  Yes  No
- P. Does the Conference annually fulfill its obligation to submit an Annual Report to the next higher Council?  Yes  No
- Q. Does the Conference submit a summary of its activity to the Pastor and parishioners at least annually?  Yes  No
- R. Have all members of the Conference been given a copy of The Rule and been encouraged to read and understand it?  Yes  No
- S. Does the Conference regularly discuss passages from The Rule during the Conference meetings?  Yes  No

**Comments (please indicate the letter associated with the question and then give explanation)  
Attach an additional page if necessary.**

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# RECORDKEEPING CHECKLIST

Place a checkmark to the right of the record category if the Conference is, in fact, keeping this record schedule.

Annual Conference Report* .....	Permanent	<u>  X  </u>
Letters of Aggregation.....	Permanent	<u>  X  </u>
Bank Deposits.....	3 Years	<u>  X  </u>
Bank Reconciliations.....	3 Years	<u>  X  </u>
Bank Statements.....	7 Years	<u>  X  </u>
Cancelled Checks.....	7 Years	<u>  X  </u>
Invoices Received.....	7 Years	<u>  X  </u>
Case Records & Cards.....	3 Years	<u>  X  </u>
General Correspondence.....	3 Years	<u>  X  </u>
Meeting Minutes.....	7 Years	<u>  X  </u>
Minute Books.....	7 Years	<u>  X  </u>
Treasurer Statements.....	7 Years	<u>  X  </u>

\*including statistics, membership list, and items with historical significance

If the Conference is non-compliant with retention of its records in any of the above categories, please explain what will be done to correct this.

Are the records maintained in a secure way or place to ensure the confidentiality of the information kept there?      X   Yes           No

Are the records properly destroyed when the retention period is expired?  
  X   Yes           No

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# FINANCIAL REVIEW WORKSHEET

Choose one month from each group:

1<sup>st</sup> Quarter: October – November – December:     NOV 2022  
 2<sup>nd</sup> Quarter: January – February – March:         FEB 2023  
 3<sup>rd</sup> Quarter: April – May – June:                    MAY 2023  
 4<sup>th</sup> Quarter: July – August – September:         AUG 2023

For each selected month, have available:

- Conference Financial Statement
- Bank Statement
- Reconciliation page
- Count sheets and deposit slips for the month
- Case worksheets for the month
- Someone available with access to CMS.

(circle one)

Reviewers are familiar with the Treasurers' Handbook/Appendix.....  Yes    No

The signers on the account have been verified with the bank.....  Yes    No

Funds are collected according to Income Procedures.....  Yes    No

Funds are disbursed according to written Conference Guidelines.....  Yes    No

Letters/e-mails sent to donors who contributed \$250 or more at one time.....  Yes    No

The Conference has separate accounts under the control of the Conference..... Yes     No

**The Conference has one bank account under its control.**

First quarter (Oct-Nov-Dec)

Month/Year selected: NOVEMBER 2022

**DEPOSITS:**

	Yes	No	Comment
Do all deposits on the bank statement match the deposits on the Financial Report?	✓		
Does the bank statement's reconciled amount match the Financial Report balance?	✓		
Select one deposit: \$121.92 Date 11/9/2022 Do the amounts on the count sheet, deposit slip and bank statement all match?	✓		

**EXPENDITURES:** For the month, select at least three disbursement records.

Expenditure #1:

Payee: <u>SUDP Council of Austin</u> Amount \$ <u>2783</u> Check No. <u>1010</u> Date <u>11/16/22</u>	✓		
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #2:

Payee: <u>SUDP LULING</u> Amount \$ <u>300<sup>00</sup></u> Check No. <u>1000</u> Date <u>11/10/22</u>			
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #3

Payee: <u>Hays Co Womens Center</u> Amount \$ <u>59<sup>12</sup></u> Check No. <u>1001</u> Date <u>11/14/22</u>			
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Second quarter (Jan-Feb-Mar)

Month/Year selected: Feb 2023

**DEPOSITS:**

	Yes	No	Comment
Do all deposits on the bank statement match the deposits on the Financial Report?	✓		
Does the bank statement's reconciled amount match the Financial Report balance?	✓		
Select one deposit: \$ <u>2100</u> Date <u>2-14-23</u> Do the amounts on the count sheet, deposit slip and bank statement all match?	✓		

**EXPENDITURES:** For the month, select at least three disbursement records.

Expenditure #1:

Payee: <u>Peedernales Elec.</u>			
Amount \$ <u>91.50</u> Check No. <u>Debit card</u> Date <u>2-7-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #2:

Payee: <u>Warner Davis</u>			
Amount \$ <u>20<sup>44</sup></u> Check No. <u>1052</u> Date <u>2-16-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #3

Payee: <u>HEB</u>			
Amount \$ <u>1025</u> Check No. <u>1044</u> Date <u>2-10-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Third Quarter (Apr-May-Jun)

Month/Year selected: May 2023

**DEPOSITS:**

	Yes	No	Comment
Do all deposits on the bank statement match the deposits on the Financial Report?	✓		
Does the bank statement's reconciled amount match the Financial Report balance?	✓		
Select one deposit: \$ <u>250<sup>00</sup></u> Date <u>May 2, 2023</u> Do the amounts on the count sheet, deposit slip and bank statement all match?	✓		

**EXPENDITURES:** For the month, select at least three disbursement records.

Expenditure #1:

Payee: <u>City of San Marcos</u> Amount \$ <u>175<sup>96</sup></u> Check No. <u>Debit card</u> Date <u>5-17</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #2:

Payee: <u>Pedernales Electric</u> Amount \$ <u>150<sup>00</sup></u> Check No. <u>Debit card</u> Date <u>5-31-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #3

Payee: <u>Econo Lodge</u> Amount \$ <u>160<sup>00</sup></u> Check No. <u>Debit card</u> Date <u>5-24-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Fourth Quarter (Jul-Aug-Sep)

Month/Year selected: Aug 2023

**DEPOSITS:**

	Yes	No	Comment
Do all deposits on the bank statement match the deposits on the Financial Report?	✓		
Does the bank statement's reconciled amount match the Financial Report balance?	✓		
Select one deposit: \$ <u>800<sup>00</sup></u> Date <u>Aug 29, 2023</u> Do the amounts on the count sheet, deposit slip and bank statement all match?	✓		

**EXPENDITURES:** For the month, select at least three disbursement records.

Expenditure #1:

Payee: <u>Center Point</u> Amount \$ <u>249<sup>50</sup></u> Check No. <u>debit card</u> Date <u>8-3-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #2:

Payee: <u>Blue Bonnet Electric</u> Amount \$ <u>271<sup>94</sup></u> Check No. <u>debit card</u> Date <u>8-15-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Expenditure #3

Payee: <u>La Quinta Motor Inn</u> Amount \$ <u>1587<sup>0</sup></u> Check No. <u>debit card</u> Date <u>8-24-23</u>	Yes	No	Comment
Does the check amount on the record match the check amount on the bank statement?	✓		
Is the expense category classification correct?	✓		
Did the check clear the bank in the same month or the following month?	✓		
Is there proper supporting documentation? (case record form, receipt, check request form, an/or invoice)	✓		

Comments related to the Financial Review and/or additional comments from the Operations Review.

*No comment. CJ.*

*Record keeping was complete and easily verified. RR*

# VERIFICATION OF CONFERENCE INTERNAL AUDIT SAN MARCOS CONFERENCE

Fiscal Year being Audited 2023 Date audit completed 11-17-2023

The following persons are listed at the bank as signers on our Conference Account:

Christine Winek, President Jon Grosch, Treasurer

Warner Davis, Vice-President Mary Lou Castaneda, Member

Patricia Becker, Member Mary Alice Moreno, Member

Lupe Hernandez, Member

Names of person(s) performing audit (please print) Cindy Grosch and Diane Davis

*Cy DP* I/we, the above named person(s), have completed a Conference Audit of this Conference, using the SVdP Annual Internal Audit Worksheets (attached).

*Cy DP* I/we find that the Conference is in compliance with the standards set by the Society of St. Vincent de Paul and further that I/we discovered no problems that need to be corrected or acted upon.

*Cy DP* I/we find that the Conference is in compliance with the standards set down by the Society of St. Vincent de Paul and that there were only a few problems that were pointed out for correction. I/we feel that intervention by an upper level of the Society is not necessary at this time. A list of the problems uncovered during the audit is attached on the SVdP Annual Internal Audit Worksheets.

*Cy DP* I/we find that the Conference is not in compliance with the standards set down by the Society of St. Vincent de Paul and that there are serious problems that need to be corrected. I/we feel that immediate intervention is needed by an upper level of the Society. A list of the problems uncovered is attached on the SVdP Annual Internal Audit Worksheets.

Signatures and phone numbers of reviewer(s):

Cindy Grosch 11/17/23 Phone 512-203-1871

Diane Davis Phone 512-353-8066

Signature of Conference President:

Christine J. Winek Date 11/17/2023  
Chris Winek



***THE  
SOCIETY OF ST. VINCENT DE PAUL  
OF THE UNITED STATES OF AMERICA***

***BYLAWS***

**For**

***St. John the Evangelist and Our Lady of Wisdom Parishes***

***San Marcos Conference, San Marcos, TX***

## **GENERAL SECTION**

### **Article 1 - OFFICIAL NAME**

The name of the Conference is the **Society of St. Vincent de Paul San Marcos** (subsequently referred to as “Conference”).

### **Article 2 - LOCATION AND TAX STATUS OF THE CONFERENCE**

The Principal Office of the Conference shall be **624 East Hopkins Street, San Marcos, TX 78666**. In the event the Conference shall ever use the Employer Identification Number (EIN) of a District or Diocesan Council, herein after referred to as an Upper Council, it must coordinate its tax exempt status with that Upper Council and it will not have a separate legal existence but will operate under that Upper Council.

### **Article 3 - STATEMENT OF PURPOSE AND SPECIAL CONSIDERATIONS**

Aggregated by the Council General International with the approval of the National Council, the Conference is the basic and essential grouping of the Society and its primary objective is to provide its members with opportunities for spiritual growth, fellowship and service to people in need. The Conferences shall adhere to the Rule of the Society of St. Vincent de Paul, which in part states: “No work of charity is foreign to the Society.” In keeping with this spirit, the persons to be helped and the works to be performed are determined by the Conference itself. The Conference shall be organized primarily to perform person-to-person service to those in need. The Conference is responsible for animating and coordinating the work of Society of St. Vincent de Paul units within its jurisdiction.

The Society’s Mission Statement reads: “A network of friends, inspired by Gospel values, growing in holiness in building a more just world through personal relationships with and service to people in need.” The Conference may adopt its own Mission statement which may further define purposes.

#### **Definitions:**

As used in these Bylaws the following shall apply:

1. The word “President” unless the context specifies otherwise, shall mean the President of the Conference.
2. The word “President General” shall mean the President of the Council General International.
3. The words “Permanent Section” shall refer to a committee of the Council General International.
4. The word “Conference” shall mean this Conference unless otherwise stated.
5. “Rule” shall mean the Rule of the Society of St Vincent de Paul.
6. The word “Ordained” means priests and permanent deacons but does not apply to nuns and brothers.
7. The word “Office” or “Officers” shall refer to the President, the First and/or Second Vice President, the Secretary(ies) and the Treasurer(s).
8. The word “Society” means the Society of St. Vincent de Paul.

9. The words “National Council” shall refer to the National Council of the United States, Society of St. Vincent de Paul, Inc.
10. The words “Upper Council” shall mean the District or Archdiocesan/Diocesan Council with which the Conference is affiliated. It may also include the National Council if the context so reads.
11. References in these Bylaws to “Executive Director” or “Chief Executive Officer” are used interchangeably.

### **Non-Discrimination Policy**

The Conference provides services to individuals without regard to race, creed, color, gender, sexual orientation, criminal justice status, disability, marital status, veteran status, national origin, age or physical handicap.

### **Tax Exemption**

Said organization is organized exclusively for charitable, religious, educational or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

## **Article 4 - PARAMOUNT AUTHORITY OF THE SOCIETY**

Should any bylaw provision, rule or regulation adopted by the Conference conflict with the Rule and regulations of the Society of St. Vincent de Paul as now promulgated or hereafter adopted by the Council General International, then and in that event that part of such bylaw provision, rule or regulation in conflict with the Rule shall be void and of no effect but the remainder of such bylaw provision, rule or regulation shall remain in effect. The Council General International’s guidelines or the directives of the National Council of the United States on compliance with the Rule will be adhered to. In addition, if the Conference appears to be part of the Society, but does not adhere to the Rule in terms of presidential terms, regular attendance at Council meetings or otherwise does not maintain compliance with its approved aggregation papers, it shall not use the Society’s name. Policies or standard operating procedures can from time to time be adopted by a Conference at the local level if they do not conflict with anything stated above. “Robert’s Rules of Order, Newly Revised” or other agreed-upon forms of consensus building shall govern the Conference in all cases in which they are applicable. The Conference shall keep a copy of the Rule with these Bylaws. These Bylaws may only be amended, altered or repealed with the approval of the National Council.

## **Article 5 - CLASSES OF MEMBERSHIP, RIGHTS AND PRIVILEGES**

The Society is a Catholic lay organization open to all who wish to live their faith by loving and serving their neighbor.

Conference membership is made up of:

**Active (Full) Members** are those who participate regularly in the prayer life, meetings, and charitable activities through personal contact with the poor of the Vincentian Conference or Council into which they have been received.

An Active Member accepts the Rule of the Society, belongs to the Catholic Church, and is received as a Vincentian brother or sister into the Society's Conference or Council with which he or she is affiliated by formal action. Only Active Members hold office in the organization.

**Associate Members** are those affiliated with the Society by formal action of the Conference or Council with which the member will be joined. Associate Members include those who sincerely and publicly accept the Society's Rule but may or may not belong to the Catholic Church, may or may not attend Conference meetings on a regular basis, nor engage in the works of the Society on a regular basis. Associate Members are kept informed of the developments and activities of their immediate groupings, as well as the general progress of the Society, particularly in the local area or diocese. They are invited to attend the general meetings and special observances of the Society and to participate in its charitable activities.

### **Compensation**

No part of the property belonging to this entity, nor its net earnings or income shall ever inure to the benefit of any member or individual, or any person having a personal or private interest in the activities of the entity. There shall be no fee or honorarium for Conference service beyond reimbursement of expenses.

Any person who receives a salary or remuneration from the Society or any of its branches may serve in the Conference with membership rights and privileges but may not be elected or appointed to any Council, Board or Office, nor serve as a proxy, within any Conference or Council from which he or she receives a salary or remuneration..

## **Article 6 - SOLIDARITY CONTRIBUTIONS**

**Individual Members:** A secret collection is taken up as part of every Conference meeting. This contribution is to give proof of the spirit of sharing of the members.

**Conference:** The Conference acknowledges that it is expected to make solidarity contributions as determined by any Upper Council in order for those Upper Councils to meet necessary expenses and to assist others and that from time to time Upper Councils may establish policies that apply to the Conference and its members. The Conference can also derive financial support from other means such as parish collections, special events or other fundraising programs.

## **Article 7 - MEMBERSHIPS OF CONFERENCES**

The Conference is made up of individuals from **St. John the Evangelist and Our Lady of Wisdom Parishes, San Marcos, Texas**. The Conference is represented at the District Council by its Conference President who has the obligation to consult with the Conference members in order to vote the spirit of its membership.

The Conference may group together with other conferences to form a District Council composed of the duly-elected President of the District Council and the currently serving Presidents of the active Conferences affiliated with the District Council.

## **Article 8 - ADMISSION PROCEDURES AND ELECTION PROCESS**

### **Admission Procedures**

The names of persons proposed for Active and Associate Membership should be submitted to the President of the Conference. The President will then make information about the recommended person known to the Conference. If approved, candidates will be admitted and given a Vincentian welcome. Training and in-service opportunities for members should include but not be limited to: Ozanam Orientation, Vincentian formation, Retreats, Days of Recollection and other formation opportunities that afford members growth or enrichment in spirituality, resource/skill building, updating on relevant issues and renewal.

### **Election Process for Conference President**

The Conference is directed by a President elected for a term of three years (NOTE: one year for youth Conferences) beginning on October 1st by a process that culminates in a secret ballot. A method for breaking a tie must be established at the beginning of the election process. For serious reasons, and in accordance with the Rule, an election can be annulled. The President's term may only be renewed once and a retiring President who has just served two consecutive terms is not eligible for re-election as President until a further period of three years has elapsed. After a Conference President has been elected the name of that person shall be submitted to the District Council President, thereupon that person shall be enrolled as a member of the District Council and installed at the next District Council Meeting after he/she takes office.

### **Extraordinary Circumstances**

Should the President resign, become permanently incapacitated, be removed from office or die during the term of office, then the First Vice President of the Conference shall act as President until the election of a new President. Upon the vacancy of the office of President prior to the completion of the term of office, the Vice President shall, within ten days from receipt of the notice of the vacancy of the office of President, initiate the election process. The election is then held within three months. The newly-elected President's term of office begins on the date of election to that position and installation occurs on October 1<sup>st</sup> of that year. Irrespective of the months involved, the portion of year one in office is counted as the first year with the remaining two years of a three-year term of office beginning October 1<sup>st</sup> of that year.

If the President, because of illness or any other reason, were unable to attend and preside at any meeting of the Conference this privilege and duty may be delegated to the Vice President or any Officer.

## **Article 9 - MEETING FREQUENCY AND PROCEDURES**

Conference members meet regularly and consistently as a group at least twice a month.

Face-to-face meetings are held in a spirit of friendship, simplicity and Christian joy. They provide for spiritual growth, consideration of the experiences of each member and the issues encountered in the pursuit of better service. A Conference meeting shall incorporate Spirituality, Friendship, Service and our Cultural Beliefs and could include the following components: A punctual call to order; roll call; opening prayer (which should always include a prayer to the Holy Spirit, the Lord's Prayer, the Hail Mary and a prayer for those whose suffering they wish to share); Spiritual Advisor's reading or

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meditation, address and discussion; approval of minutes of previous meeting; home visitation reports; President's report; Secretary's report; Treasurer's report; a review of one or more parts of the Rule; Committee reports (including Formation Committee report); membership reports, resolutions; Special Works reports; old business; new business; time and place of next meeting (the calendar should include Festival meetings and Conference liturgies); secret collection; closing prayer; adjournment.

#### **Article 10 - QUORUM REQUIREMENTS, VOTING PROCEDURES, PROXIES AND OPEN MEETINGS**

A simple majority of Active Members shall constitute a quorum and each Active Member shall be entitled to one vote which must be cast in person. A simple majority of those eligible to vote is required to approve or disapprove a resolution.

Bylaws may be amended, altered or repealed at any regular or special meeting with the concurrence of two thirds of the Active Members of the Conference provided, however, that 60 days written notice of the meeting at which proposed amendments, alterations or repeals of any article be sent to all members prior to the meeting. The Bylaws may only be amended, altered or repealed with the approval of the National Council.

All meetings of the Conference shall always be open to members of the Society. This does not preclude the Conference from going into executive (closed) session during a meeting.

#### **Article 11 - PROCEDURE FOR THE DISSOLUTION OR SUSPENSION OF A CONFERENCE AND DISPOSITION OF ASSETS AND CIRCUMSTANCES UNDER WHICH MEMBERS MAY RESIGN OR BE SUSPENDED**

The Conference acknowledges that for reasons prompted by the seriousness of a particular situation the President General may suspend temporarily or permanently exclude the Conference or any of its members after notifying the Permanent Section accordingly. The permanent exclusion of the Conference shall entail the cancellation of its Aggregation.

The National President is given the power through extraordinary delegation to temporarily suspend a conference or member. The National President in cases of extreme seriousness and urgency may suspend a conference or member exclusively as a precautionary measure.

In such circumstances the President General shall be notified of such decision and the justified reasons for the same within a maximum of 15 business days. The conference or member in question may appeal to the National Council's Conciliation Committee pursuant to the procedure in effect at that time. The President General shall approve or reject the appeals that are presented.

For procedures for disposing of a suspended conference's assets, the District Council (or next higher Council if appropriate) should be consulted.

Upon the dissolution of the Conference, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, to the next higher Council of the Society of St. Vincent de Paul holding

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jurisdiction over the Conference boundaries or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court sitting and having jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. Where the Conference is affiliated with a District Council, assets will be distributed to the District Council. In the case of Isolated Conferences, the assets will be distributed to the National Council.

A Conference Active Member or a Conference Officer may resign under the following conditions:

- Voluntary resignation on the part of the member;
- Cessation of effective membership by protracted non-attendance at Conference meetings without excused absence.

## **Article 12 - RESOLUTIONS AND GOVERNANCE RESPONSIBILITIES**

### **Resolutions**

The Conference initiates action by adoption of resolutions.

### **Governance Responsibilities**

The governance and power of the Conference shall be vested in its President and the Conference Active Members. Their Governance responsibilities include but are not limited to: electing the Conference President; approving the annual budget; approving Presidential appointments; compiling a timely annual report; reviewing and evaluating the finances of the Conference and its annual audit; from time to time responding to requests or directives from higher Councils and reviewing and evaluating the leadership, mission and planning of the Conference.

## **Article 13 - ELECTING AND APPOINTING OFFICERS**

The **President** is elected by secret ballot of the Conference Active Members.

**Vice President(s), Secretary(ies) and Treasurer** are appointed by the President and approved by Conference Active Members.

The **Spiritual Advisor** must be Catholic and is appointed by the President in compliance with National Council Guidelines set forth in the Handbook for Spiritual Advisors in effect at that time including any amendments thereto. The Spiritual Advisor serves at the pleasure of the President, attends the meetings, participates in the discussions and provides the necessary guidance to the Conference and its members on spiritual matters. An ordained Spiritual Advisor does not vote; however, a lay Spiritual Advisor may vote. All appointments terminate automatically when a new President takes office.

## **Article 14 - DUTIES OF OFFICERS**

### **President**

The President attends to the progress of the Conference. The President supports the Conference members in their Vincentian action, helping and assisting them, as circumstances require.

The President ensures that links and communication are effectively maintained between the Conference and the Council to which it is attached. (NOTE: For Isolated Conferences, this communication and linkage should read between the Conference and the Region in which it is located). The President attends and represents the Conference at District Council meetings. The President develops working relationships with neighboring conferences, the Parish and with other relevant organizations.

The President shall, in general, supervise all affairs of the Conference. The President shall preside at all meetings of the Conference and shall be an ex-officio member of all committees.

The President shall have responsibility for governance of the Conference and shall see that all orders and resolutions of the Conference are carried into effect. If the District Council or (Archdiocesan/Diocesan Council does not report to government agencies the Conference President is responsible for submitting any required reports to the Internal Revenue Service, State agencies or other government agencies.

The President will advise the Conference of the requisite financial support that is to be provided to Upper Councils annually. If the President is unable to attend or preside at any meeting of the Conference, this privilege and duty may be delegated to the Vice President or any Officer.

### **Vice President(s)**

There must be at least one Vice President. In the event multiple Vice Presidents are appointed one must be designated as the First Vice President. The First Vice President shall perform the duties of the President in the event of the President's temporary absence and shall have such other duties as the President or Conference may assign. All Vice President(s) collaborate with the President in all matters affecting the Conference. The Vice President(s) shall attend the Conference meetings.

### **Secretary(ies)**

There may be more than one Secretary. The Secretary shall attend meetings of the Conference and ensure that all votes are recorded and minutes kept of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Conference and shall perform such other duties as may be prescribed by the President.

The Secretary is responsible for ensuring that records are kept of Aggregation, formal documents and meeting attendance. The Secretary is also responsible for the maintenance of annual report records.

### **Treasurer**

The Treasurer shall be responsible for the Conference funds and securities, the maintenance of full and accurate accounts of receipts and disbursements in books (official records) belonging to the Conference and the deposit of all monies and other valuable effects in the name and to the credit of the Conference in such depositories as may be designated and approved by the Conference.

The Treasurer shall attend meetings of the Conference. The Treasurer informs members of the Conference's financial position by submitting a written statement at every meeting. The Treasurer also prepares a budget for the Conference which shall be approved annually.

The Treasurer shall ensure the disbursement of funds of the Conference as may be ordered by the Conference, obtaining proper receipts for such disbursements; and shall ensure an account of all transactions, supported by the appropriate documentation and that the financial condition of the Conference be rendered to the President and Conference at the regular meetings or whenever they may require it.

If required by the Conference, the Treasurer shall give the Conference a bond in such sum and with such surety or sureties as shall be satisfactory to the Conference for the faithful performance of the duties of the office.

### **Article 15 - TERMS OF OFFICE AND TERM LIMITS FOR OFFICERS**

#### **President**

The term of office of the President is three years (ending on September 30<sup>th</sup> of the third year). Once a President has served for two consecutive terms, that person will not be eligible for re-election as President until a three-year term has elapsed under a different President.

#### **Officers**

All Officers selected by the President serve at the pleasure of the President. Such appointments terminate automatically when a new President takes office.

#### **Reappointment**

An incoming President may reappoint an Officer or Officers and others who served under the previous President.

### **Article 16 - FISCAL MATTERS INCLUDING ANNUAL REPORT, AUDITS, INSURANCE**

Faithful to the spirit of non-accumulation of wealth and in accord with Part I of the Rule, 3.14, the Conference shall use good stewardship in maintaining the Society's assets. The Society uses money and property to help relieve the suffering of those in need and these funds must be handled with the utmost care, prudence and generosity.

The Conference will undertake an annual internal audit and report the results to the District Council or next higher or Upper Council. The Conference shall also submit, in a timely manner, an annual report to the District Council. (NOTE: In the case of an Isolated Conference the report shall be submitted to the next higher or Upper Council.) The following information, in appropriate detail, shall be included in said report: assets and liabilities as of the end of the fiscal year; the principal changes in assets and liabilities; the Conference's revenue or receipts; the Conference's expenses or disbursements, the Conference's statistics as well as stories and service information necessary to fully describe its activities during the previous year. The Secretary is charged as the responsible Officer to ensure that the Annual Report is submitted.

The Conference reporting systems must be in compliance with National Council accountability standards and federal and state law.

The funds of the Society shall be used for the works of the Society, including Vincentian twinning and collaboration in payments for clients. However, the funds shall not be diverted in the form of donations or contributions to other organizations or charities, except occasionally for other branches of the Vincentian Family, no matter how worthy the cause. The Treasurer is charged as the responsible Officer to ensure adherence to this requirement after consultation with the Conference.

Conferences and Councils zealously manage and maintain the Society's assets. The authority to manage the Society's assets remains exclusively with Councils that may delegate this authority in accordance with the Rule of the Society.

Faithful to the spirit of non-accumulation of wealth the Upper Councils may determine annually the percentage of the funds of each Conference within their area that may be made available to them. The Upper Councils will work with the Conference to determine an appropriate reserve for unanticipated events and direct the allocation of funds which exceed the anticipated demands, which may not be hoarded as a capital sum, to the service of the poor in their own area or abroad in the poorest areas of the world.

The Conference should look to the District Council and/or Archdiocesan/Diocesan Council with which it is affiliated for indemnification, insurance and conflict of interest policies. (NOTE: An Isolated Conference should look to the National Vice President for the Region for advice concerning these issues.)

### **Article 17 - OTHER MATTERS**

All Conferences are subject to the National Council's guidance in all areas not specifically covered herein.

### **Article 18 - INTERNAL REVENUE CODE 501(C)(3) COMPLIANCE**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

.....

# City of San Marcos Housing Authority

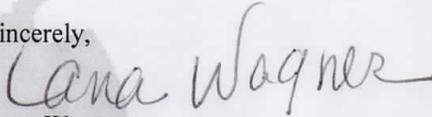
1201 Thorpe Lane  
San Marcos, TX 78666  
(512) 353-5058

July 11, 2022

TO WHOM IT MAY CONCERN:

This is to confirm my full support of the Society of St. Vincent de Paul, San Marcos Conference. I fully believe in the goals of the conference and fully support their efforts in providing aide and assistance to the poor and needy of the San Marcos, Texas area.

Sincerely,



*Lana Wagner*

Lana Wagner  
Executive Director  
City of San Marcos Housing Authority

.....



D'ANN HARPER,  
REALTORS®

407 S STAGECOACH TRAIL, SUITE 105  
SAN MARCOS, TX 78666  
BUS (512) 214-6600  
cbharper.com

## Statement of Support

TO WHOM IT MAY CONCERN:

This is to confirm my full support of the Society of St. Vincent de Paul, San Marcos Conference. I fully believe in the goals of the conference and fully support their efforts in providing aid and assistance to the poor and needy of the San Marcos, Texas area.

Mary Evans, REALTOR  
Coldwell Banker D'Ann Harper  
407 S. Stagecoach, Suite 105  
San Marcos, TX 78666  
512-753-6311



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ST. JOHN THE EVANGELIST CATHOLIC CHURCH  
DIOCESE OF AUSTIN

Phone (512) 353-8969  
Fax (512) 396-7522  
624 East Hopkins Street  
San Marcos, Texas 78666

## Statement of Support

### TO WHOM IT MAY CONCERN:

This is to confirm my full support of the Society of St. Vincent de Paul, San Marcos, Texas Conference. I fully believe in the goals of the conference and fully support their efforts in providing aid and assistance to the poor and needy of the San Marcos, Texas area.

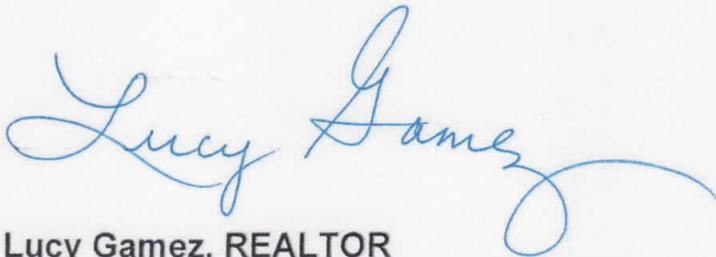
A handwritten signature in black ink, appearing to read "Rev. Jairo Lopez". The signature is stylized and written over the printed name.

Rev. Jairo Lopez, Pastor  
St. John the Evangelist Catholic Church  
624 East Hopkins  
San Marcos, Texas 78666

## Statement of Support

### TO WHOM IT MAY CONCERN:

This is to confirm my full support of the Society of St. Vincent de Paul, San Marcos Conference. I fully believe in the goals of the conference and fully support their efforts in providing aid and assistance to the poor and needy of the San Marcos, Texas area.



Lucy Gamez, REALTOR  
Century 21 - Randall Morris & Associates  
333 Cheatham Street  
San Marcos, Texas 78666  
(512) 353-1776 Office  
(512) 353-1773 Fax  
(512) 644-3962 Cell

Society of St. Vincent de Paul, San Marcos, Texas

Conference Meeting Minutes for July 9, 2024

**Attendance:** Chris, Mary Alice, Claudio, Jon, Jan, Dennis, Roberta, Warner, Diane, Mary Lou, Gloria, Gil, Lupe, Sharman, and Brigitte.

**Opening Prayer:** Prayer was led by Dennis and spiritual reflection shared by Gloria. Her favorite Bible quote is Philippians 4:13 "I can do all things through Christ which strengthens me." She battled through a very difficult divorce in which her family did not understand the circumstances. Through this verse she found strength and therefore felt God had something better in store for her. During her lifetime she has had ten surgeries and one especially difficult because there was the possibility of cancer. She overcame all obstacles with her continued faith, church, and family support. Through the years she has been involved in various community organizations and now a member of SVdP. God indeed has given her the strength to carry on and love life.

**Minutes:** Claudio made the motion to approve minutes and Mary Lou seconded.

**Reading of the Rule:** Part I, Section 4-4.1.2, 4.2, & 4.3 pg. 14 were read by Warner, Chris and Jan.

**Reports:**

- 1) Treasurer's Report: Balance as of 7-8-24 is \$28,521.33 with outstanding checks #1337, #1346, #1348, #1353, #1358, #1361, & #1362. Jon reported there was a \$15.00 pizza charge made in Houston. This will not be disputed.
- 2) Coalition for the Poor – No report due to meetings are not held during the summer.
- 3) President's Report: 1) Chris reiterated the importance of points #3-6 of the President's report in the minutes for June 25<sup>th</sup>. Please familiarize yourself with these statements as they make procedures easier and more accurate for the person entering the data on ServWare and for the next person searching for the neighbor's file; 2) BR3T is now requiring a \$200 damage deposit for tenants housed there for 30 or more days. They want cash that will be returned when they move out. Warner is currently working with BR3T on a way to assist tenants. Perhaps we will be able to write a check that can be returned to us. 3) New member, Jeffery Smithson, may be temporarily assigned to work on Thursday until Tom/Anne return; 4) If interested in ordering SVdP t-shirts or other SVdP items, contact Warner. The catalog is on the office bulletin board.

**Old Business:** 1) RWFTP- Claudio asked that SVDP/RWFTP cards be picked up and distributed to all family and friends; 2) Warner has registered SM/RWFTP on the National SVdP website; 3) the permanent prayer list is to be submitted to Dennis. After names (names only) have been submitted he will forward the list to Jon to be entered into our "members only" local SVdP website;

**New Business:** 1) The SVdP website is for "Members Only." Website includes members, conference guidelines, assistance guidelines, volunteer info, permanent prayer requests, RWFTP info, etc. If you have suggestions as to other information that would be helpful on the website, please contact Jon; **2) Diane offered a resolution to apply for the 2025 Human Services Advisory Board Grant from the city. The resolution passed after a unanimous vote. Warner Davis was elected as the administrator for the grant.** 3) An updated conference member list was distributed to all present; 4) **NOTICE TO ALL MEMBERS HELP NEEDED:** the SVdP truck will be here on Saturday July 13<sup>th</sup>. Calling all volunteers in taking this opportunity to make it a "CLEAN UP DAY." Clothes/shelves need to be organized, vacuum floors, clean tables, etc. All hands on deck are needed.

Case Reports: None

Upcoming Events: Next Conference meetings: July 23<sup>rd</sup> & August 13<sup>th</sup>; District meeting September 4<sup>th</sup> @ St. Anthony's, Kyle; SVdP truck coming on July 13<sup>th</sup>; then on September 14<sup>th</sup>.

Closing Prayer: Prayer requests were noted and closing prayer was led by Dennis.

Minutes submitted by Mary Alice Moreno, Secretary

The Society of St. Vincent de Paul

San Marcos Human Services 2025 Funding Presentation

Good Evening....my name is Warner Davis and I am a member and vice-president of the Society of St Vincent de Paul in San Marcos.

The Society of St Vincent de Paul is an international organization that has been helping the poor and needy for almost 200 years; and, here, in San Marcos, it has been helping for over 30 years.

Our office is now located in the former St. John's Guadalupe Chapel at 218 Roosevelt St, down the block from Casa Maria. The office is open 1-4 p.m., M-F. This location provides us more room to interview those needing assistance and display donated clothing for the homeless and others.

St John's Catholic Church provides us with our facilities and city utilities.

Aside from the HSAB grant and CDBG and our annual fund raiser, the *River Walk for the Poor*; our funds come from donations. Our finances are completely separate from the church and we operate independently of St Johns but certainly at their pleasure.

Our SVdP conference in San Marcos has 30 volunteer members from the parishes of St John the Evangelist and Our Lady of Wisdom who work in teams responding to requests for assistance. We provide emergency financial assistance for utilities, rent, gasoline, temporary lodging, travel, prescriptions, food, birth certificates and other essentials.

Even though we help people who come to our office seeking assistance, our teams also make home visits.

During this fiscal year through August, we provided \$135,819 in financial assistance, of which \$74,850 was paid to the City of San Marcos and other utilities in Utility Bill assistance.

This past year has been particularly difficult for those needing housing and rent assistance. Nearly \$39K was provided in rent assistance and over \$6 K for temporary lodging. These needs are not going away. We refer neighbors daily to the Salvation Army, Southside, BR3T, Community Action, HCWC, and other resources to help them meet their need for assistance. We share utility bill assistance regularly with the SA.

The Society of St. Vincent de Paul, San Marcos Conference, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

We welcome all who come to us for assistance.

Thank-you

Are there any questions?