PeopleSoft User Group

March 11, 2015

BOY SCOUTS OF AMERICA®

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User Group Agenda

- Audit Adjustments
- Budget
- Bank Reconciliation
- New nVision Reports

Adjustments after Year End Close

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- User Guide - Chapter 7, section 7.5
- Journal Source CA – Council Adjustments
- Journal Source AA – Audit Adjustments
- Open period 12 – disregard “998” adjustment periods
- Reclosing the year after adjustments
  - – Undo the Year End Close Process
  - – Re-close the Year
- Journey to Excellence Submission

Budget Tools

- Chapter 14 of the user guide
- Tools available
  - Queries
    - LC_ACTUAL_SPREADSHEET_FIS_YR
    - LC_BUDGET_FISCAL_YR
  - Spreadsheets
    - PeopleSoft Budget Upload Spreadsheet
    - JRNL1._LCxls.xls and files on Jump Drive

Budget Tools

- Report
  - Detail Budget Analysis – Scope
    - Run on 12-31-14
    - Provides current plus 2 years of history and budget
- Recorded webinar on Finance Impact Site
- www.scouting.org/financeimpact

Bank Reconciliation

- Main Menu-Banking
- Enter the Bank Statement information (Beginning, Ending Balances)
- Enter Withdrawals, Deposits, etc.
- Select Book to Bank Reconciliation
- After opening Book to Bank Reconciliation click on "Report"
- To run the report go under "Report Manager"

Bank Reconciliation

- Review and mark items clear on the report before starting in Semi-Manual and Book to Bank
- Semi-Manual – Check all cleared Checks
- Book to Bank – “Clear All first” then check those items that are not cleared in bank.

nVision Reports

- New nVision Reports
  - Detail Statement of Financial Position All Funds (Report ID: DSFP)
  - Comparative Statement of Operations with Schedules (Report ID: CSOPS1)
  - Temporarily Restricted Funds –All Funds (Report ID: TRFUND)

Detail Statement of Financial Position All Funds

[redacted] Council - # [redacted] Boy Scouts of America

Detailed Statement of Financial Position

Period Ending: February 28, 2015

				Operating Fund		Capital Fund		Endowment Fund		Total of All Funds	
Account	Project Code	Class	Project Description/Account Total	2015	2014	2015	2014	2015	2014	2015	2014
ASSETS											
Cash											
	000		Council General	49,720.78	36,004.43	10,730.84	-50.00	25,259.15	8,556.50	85,710.77	44,510.93
1001		**00**	**Checking Account Bank 1**	**49,721**	**36,004**	**10,731**	**-50**	**25,259**	**8,557**	**85,711**	**44,511**
	002		Camp Card Debit Card	100.00						100.00	
1081		**00**	**Petty Cash**	**100**						**100**	
	TOTAL CASH			**49,821**	**36,004**	**10,731**	**-50**	**25,259**	**8,557**	**85,811**	**44,511**
Short Term Investments											
	TOTAL SHORT TERM INVESTMENTS										
Accounts and Notes Receivable											
	804		Popcorn	1,064.00	1,440.48					1,064.00	1,440.48
1241		**00**	**Accounts Receivable-Units**	**1,064**	**1,440**					**1,064**	**1,440**
	000		Council General	3,007.97	1,316.87					3,007.97	1,316.87
1242		**00**	**Accounts Receivable-Other**	**3,008**	**1,317**					**3,008**	**1,317**
	000		Council General	183.00	45.00					183.00	45.00
1243		**00**	**Accounts Receivable-Returned Checks**	**183**	**45**					**183**	**45**
	052		Schwabs/overstreet Endowment					11,491.41	12,490.77	11,491.41	12,490.77
1271		**00**	**Accounts Receivable-Accrued Income from Inve**					**11,491**	**12,491**	**11,491**	**12,491**
	TOTAL ACCOUNTS AND NOTES RECEIVABLE			**4,255**	**2,802**			**11,491**	**12,491**	**15,746**	**15,293**

Comparative Statement of Operations with Schedules

Comparative Statement of Budgeted Operations - Unrestricted
Period Ending: December 31, 2014

Operating Fund	Current Period			Year to Date			Current Year
	Budget	Actual	Last Year	Budget	Actual	Last Year	Budget
Schedules							
Schedule 1: United Way							
Allocations	46,241	34,938	34,196	565,000	539,343	630,296	565,000
Donor Designations	-	-	-	-	-	28,839	-
United Way (Net)	**46,241**	**34,938**	**34,196**	**565,000**	**539,343**	**659,135**	**565,000**
Schedule 2: Camping (Class Code 21)							
Camping Revenue	53,121	75,595	58,288	1,473,000	1,265,378	1,379,029	1,473,000
Direct Camping Expenses	(66,182)	(150,841)	(154,305)	(1,926,000)	(2,195,468)	(1,932,152)	(1,926,000)
Camping Surplus (Deficit)	**(13,061)**	**(75,245)**	**(96,016)**	**(453,000)**	**(930,089)**	**(553,123)**	**(453,000)**
Schedule 3: Activities (Class Code 20)							
Activity Revenue	53,800	22,053	21,993	1,118,000	1,128,651	2,479,870	1,118,000
Direct Activity Expenses	(110,280)	(143,539)	(101,269)	(1,142,000)	(1,104,693)	(2,355,345)	(1,142,000)
Activity Surplus (Deficit)	**(56,480)**	**(121,486)**	**(79,276)**	**(24,000)**	**23,958**	**124,525**	**(24,000)**
Schedule 4: Other Revenue							
Advertising Revenue	-	-	-	-	-	-	-
Income from Rents	24,977	24,149	21,426	315,000	308,577	298,666	315,000
Participant Insurance Coverage	-	-	-	-	-	-	-
Commissions - Online Sales	-	-	-	-	-	-	-
All Other	6,924	5,563	25,760	118,100	112,024	179,378	118,100
Total Other Revenue	**31,901**	**29,712**	**47,185**	**433,100**	**420,601**	**478,044**	**433,100**

Comparative Statement of Operations with Schedules

Schedule 5: Professional Fees							
Legal Services	-	-	-	-	-	-	-
Accounting Services	-	-	-	42,000	50,500	40,700	42,000
Fundraising & Public Relations Fees	-	-	-	-	-	-	-
Employment Services	-	-	-	-	-	-	-
Electronic Data Processing Fees	14,006	6,844	4,164	83,000	74,863	72,321	83,000
Learning for Life License Fee	-	-	-	-	-	-	-
All Other	817	1,685	3,785	15,000	26,004	14,237	15,000
Total Professional Fees	**14,823**	**8,529**	**7,949**	**140,000**	**151,367**	**127,258**	**140,000**
Schedule 6: Program and Other Supplies							
Program	71,357	45,315	28,069	565,000	540,053	546,108	565,000
Food, Commissary & Catering	14,575	31,800	26,666	598,000	532,380	550,521	598,000
Janitorial	6,674	4,827	9,066	85,000	77,745	77,566	85,000
Office	-	(60)	5,396	2,000	(29,417)	(12,674)	2,000
All Other	-	672	1,618	99,000	26,934	44,929	99,000
Total Program and Other Supplies	**92,606**	**82,554**	**70,815**	**1,349,000**	**1,147,695**	**1,206,450**	**1,349,000**
Schedule 7: Occupancy							
Office Rent	-	-	-	-	-	-	-
Site or Facility Rental	4,174	4,543	1,298	254,000	320,924	734,806	254,000
Utilities	24,000	36,244	36,436	335,000	370,025	319,274	335,000
Building Supplies	26,046	28,444	66,283	430,000	605,679	385,176	430,000
All Other	6,663	5,941	5,961	65,000	62,091	60,489	65,000
Total Occupancy	**60,883**	**75,171**	**109,977**	**1,084,000**	**1,358,719**	**1,499,745**	**1,084,000**

Comparative Statement of Operations with Schedules

Schedule 8: Rental & Maintenance of Equipment							
Equipment Rental	-	1,050	2,059	8,000	17,248	6,123	8,000
Service Contracts	10,837	15,218	18,837	130,000	104,791	121,284	130,000
New Equipment Non-depreciable	-	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-	-
Total Rental & Maint. of Equipment	**10,837**	**16,268**	**20,895**	**138,000**	**122,039**	**127,407**	**138,000**
Schedule 9: Travel							
Gas and Oil	5,837	4,415	11,091	70,000	61,531	82,423	70,000
Vehicle Repairs	1,674	1,360	758	20,500	17,949	23,593	20,500
Leasing Cost	-	-	2,123	-	976	36,742	-
Mileage and Auto Allowance	61,431	59,175	56,640	374,000	357,102	317,094	374,000
Hotels, Meals & Incidentals	1,500	3,210	2,621	12,000	19,765	13,791	12,000
Transportation Fares	-	-	-	75,000	82,478	878,922	75,000
All Other	16,424	7,102	5,178	35,500	38,170	30,901	35,500
Total Travel	**86,866**	**75,263**	**78,411**	**587,000**	**577,970**	**1,383,466**	**587,000**
Schedule 10: Conferences, Meetings & National Events							
Meetings	-	-	-	-	-	-	-
National BSA Event Fees	-	-	-	-	-	-	-
Conference Expense	2,997	6,134	4,999	112,000	110,206	105,180	112,000
Total Conferences Mtg & Ntl Events	**2,997**	**6,134**	**4,999**	**112,000**	**110,206**	**105,180**	**112,000**

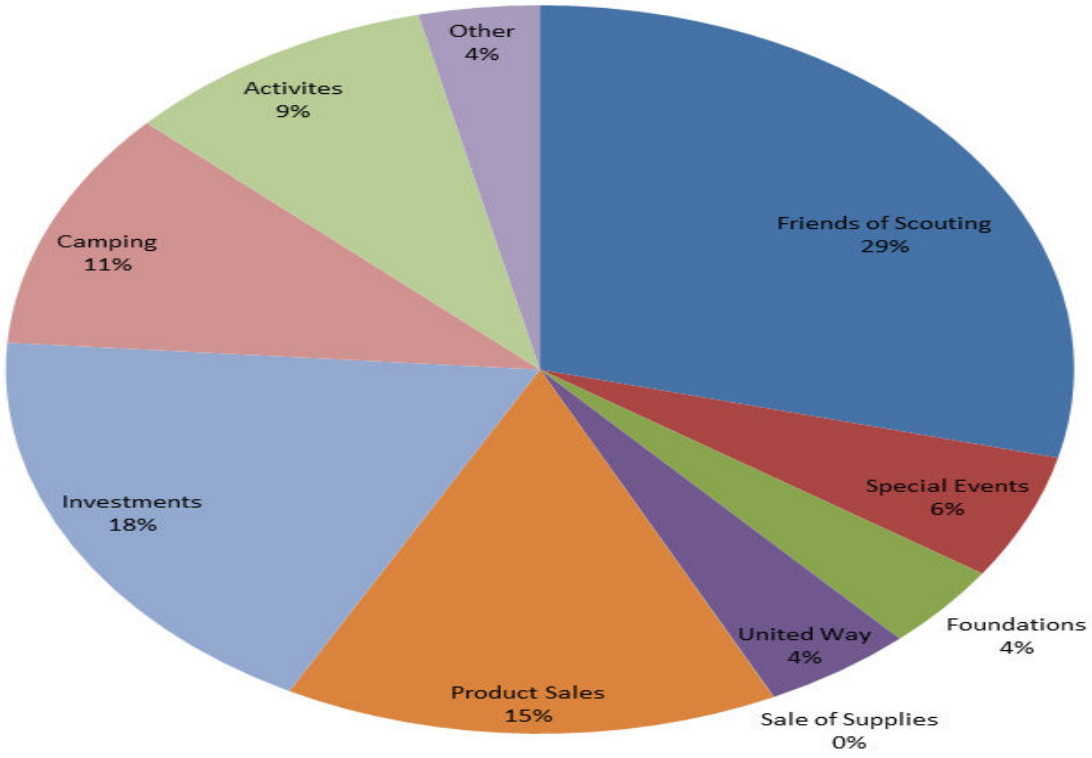
Comparative Statement of Operations with Schedules

Schedule 11: Specific Assistance to Individuals							
Registration & Boys' Life	75,000	105,719	57,195	320,000	355,359	236,628	320,000
Literature & Uniforms	-	-	-	-	-	-	-
Out of Cncl Camperships & Scholarships	-	1,200	-	90,000	69,044	68,471	90,000
Food & Transportation	30,000	24,582	31,030	180,000	182,234	240,161	180,000
Total Specific Assist. to Individuals	**105,000**	**131,500**	**88,225**	**590,000**	**606,638**	**545,260**	**590,000**
Schedule 12: Insurance							
General & Professional Liability	9,163	11,375	7,146	110,000	91,863	79,887	110,000
Directors' and Officers' Liability	-	(2,640)	-	5,000	1,670	4,471	5,000
Property	7,788	14,009	6,738	93,500	89,353	79,208	93,500
Automobile	1,250	-	-	15,000	10,558	12,870	15,000
Business Interruption	-	-	-	-	-	3,298	-
Fidelity Bond	-	-	-	3,000	8,892	2,693	3,000
Campers or Activity Participants	3,163	2,784	3,044	38,000	36,123	36,706	38,000
Other	-	-	-	-	-	-	-
Total Insurance	**21,364**	**25,528**	**16,928**	**264,500**	**238,459**	**219,134**	**264,500**
Schedule 13: Other Expenses							
Advertising	5,000	75	-	60,000	40,370	33,689	60,000
Bank Service Fees	3,337	4,488	11,540	40,000	37,012	51,719	40,000
Uncollectible Debts	-	367	87	-	753	677	-
Gift In-Kind - Unallocated	-	-	-	-	-	-	-
Uncollectible Pledges Written Off	-	-	-	-	-	-	-
Purchase Discounts	-	-	-	-	-	-	-
All Other	225,000	12,078	9,659	232,400	23,134	69,720	232,400
Total Other Expenses	**233,337**	**17,009**	**21,286**	**332,400**	**101,268**	**155,805**	**332,400**

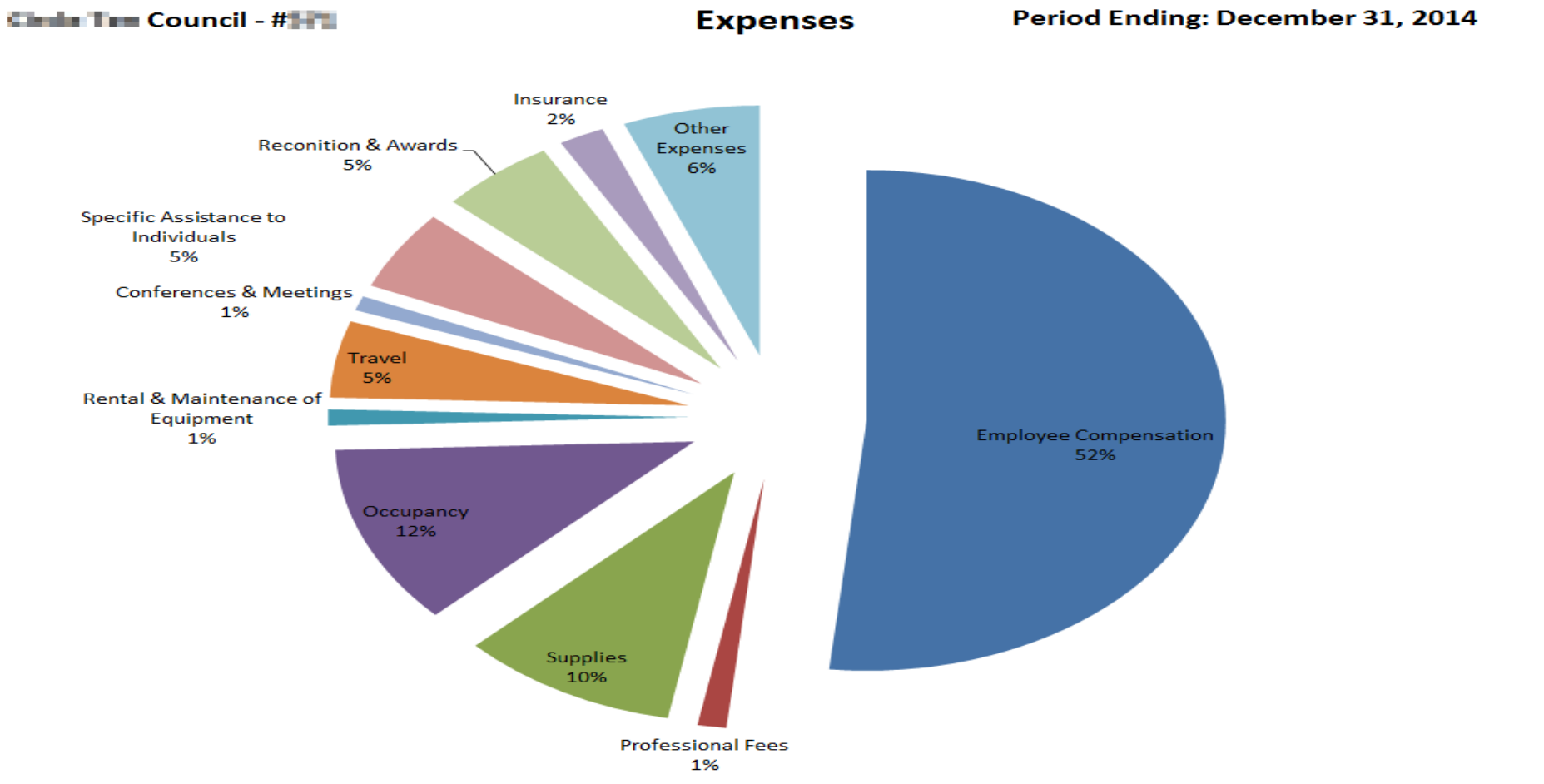
Support and Revenue Chart

[redacted] Council - #[redacted]

Support and Revenue **Period Ending: December 31, 2014**



Expenses Chart



Temporarily Restricted Funds

[redacted] Council - #[redacted]

Boy Scouts of America

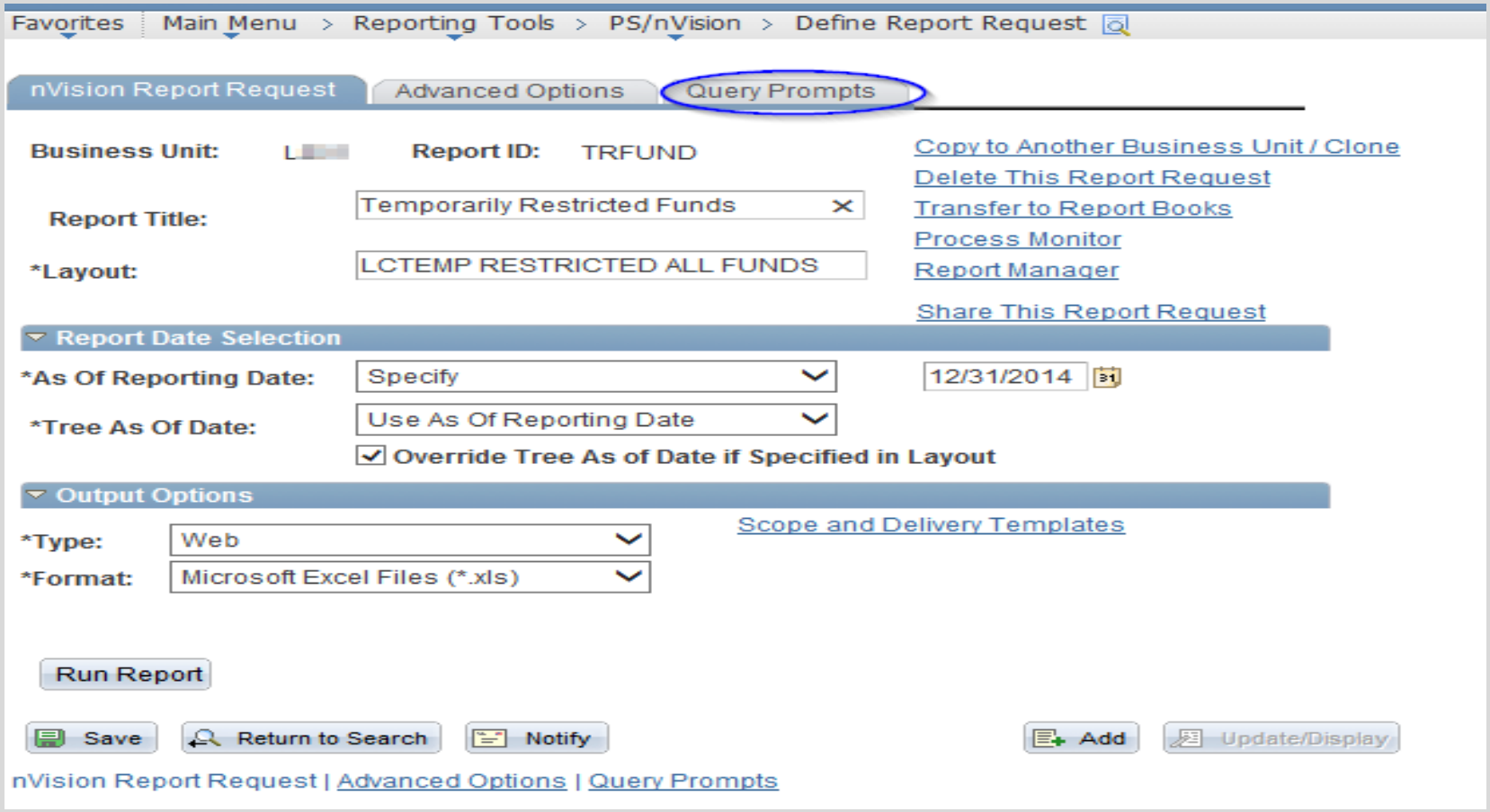
Temporarily Restricted Funds Report - All Funds

Period Ending: December 31, 2014

Project ID / Description		Operating Fund					Capital Fund					Endowment Fund				
		Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release
000	Council	52,358.00	134,630.64	-52,358.00		134,630.64	904,619.69	-520.00			904,099.69					
019	CAMPERSHIPS		3,278.33			3,278.33										
061	EAGLE EVENT		1,000.00			1,000.00										
088	Capital Campaign						-20,164.00				-20,164.00					
555	[redacted] Y MAINT FUND		805.00			805.00		7,894.61			7,894.61					
582	Camp [redacted] Capital Campaign						405,957.22	-12,468.40			393,488.82					
706	[redacted] U.W.	2,000.00				2,000.00										
712	[redacted] U.W.	-0.05				-0.05										
717	[redacted] U.W.	7,000.00				7,000.00										
723	[redacted] U/W	-1,500.00				-1,500.00										
850	[redacted] YR RD CAMP		1,600.00			1,600.00										
882	Dining Hall [redacted]						281,912.00	79,347.65			361,259.65					
883	[redacted] campst							200.00			200.00					
961	EAGLE KITS		1,000.00			1,000.00										
Total	#N/A	59,857.95	142,313.97	-52,358.00		149,813.92	1,572,324.91	74,453.86			1,646,778.77					

----- End of Statement -----

Temporarily Restricted Funds



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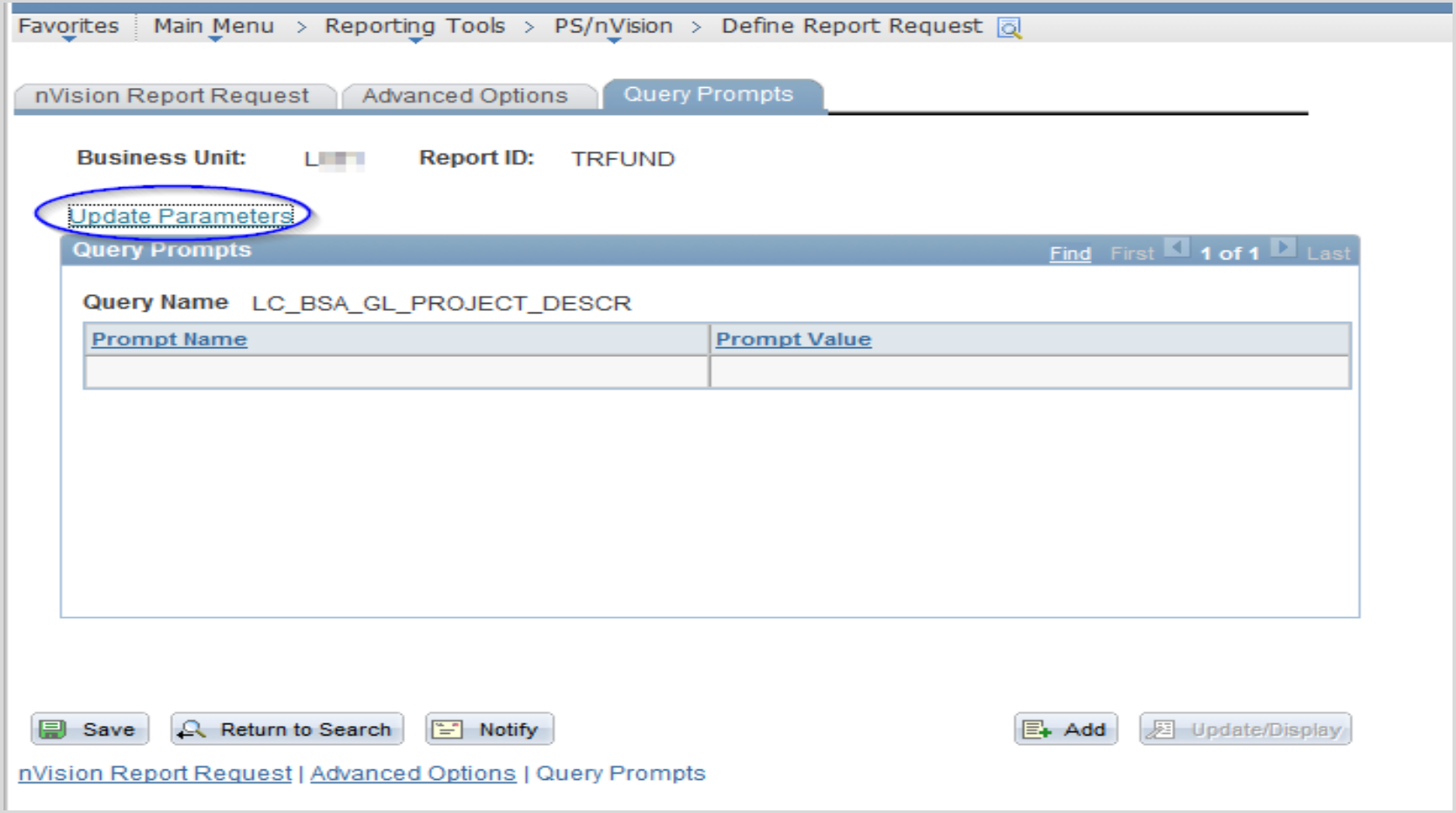

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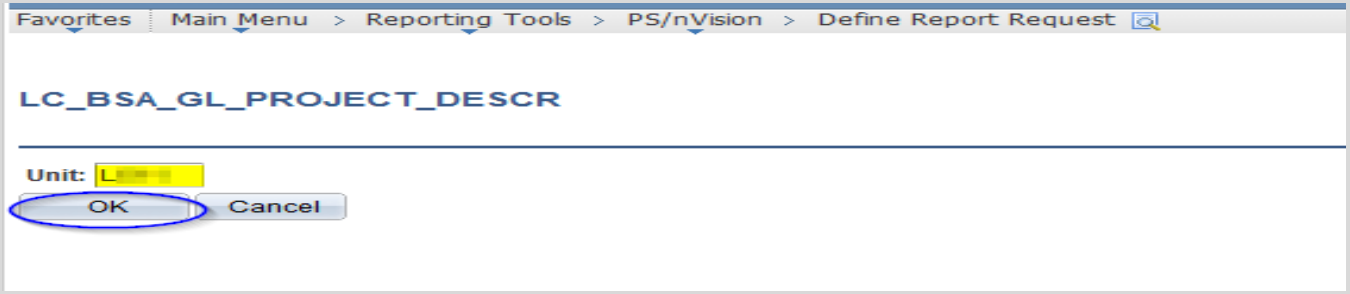

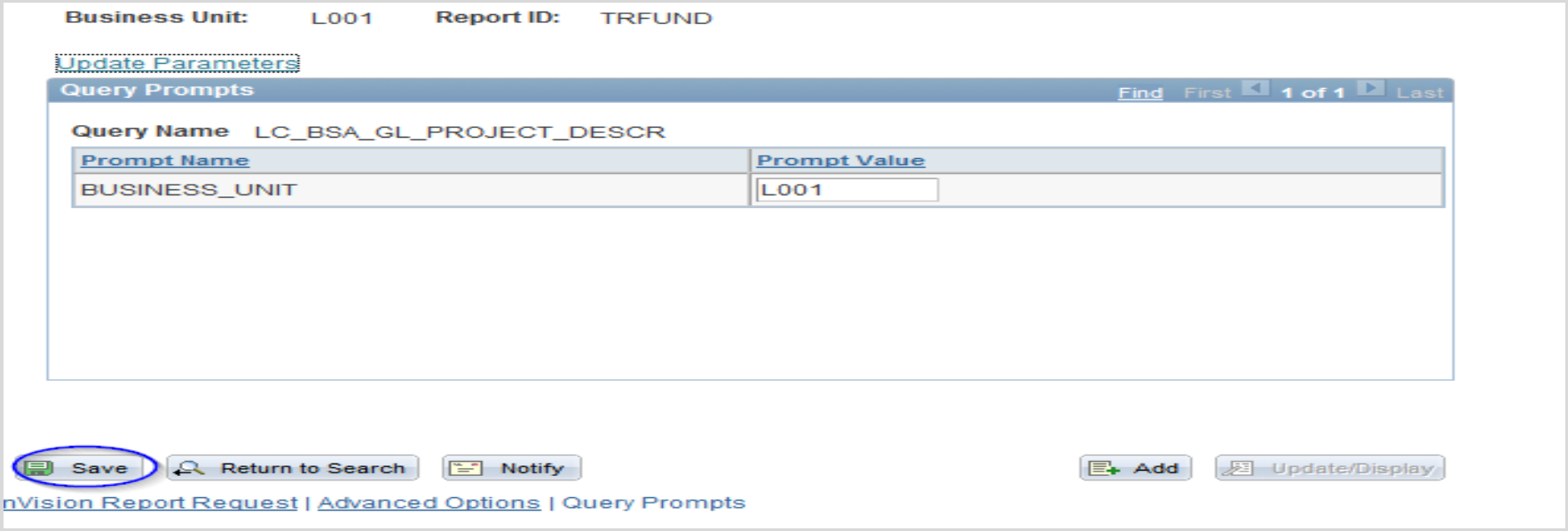

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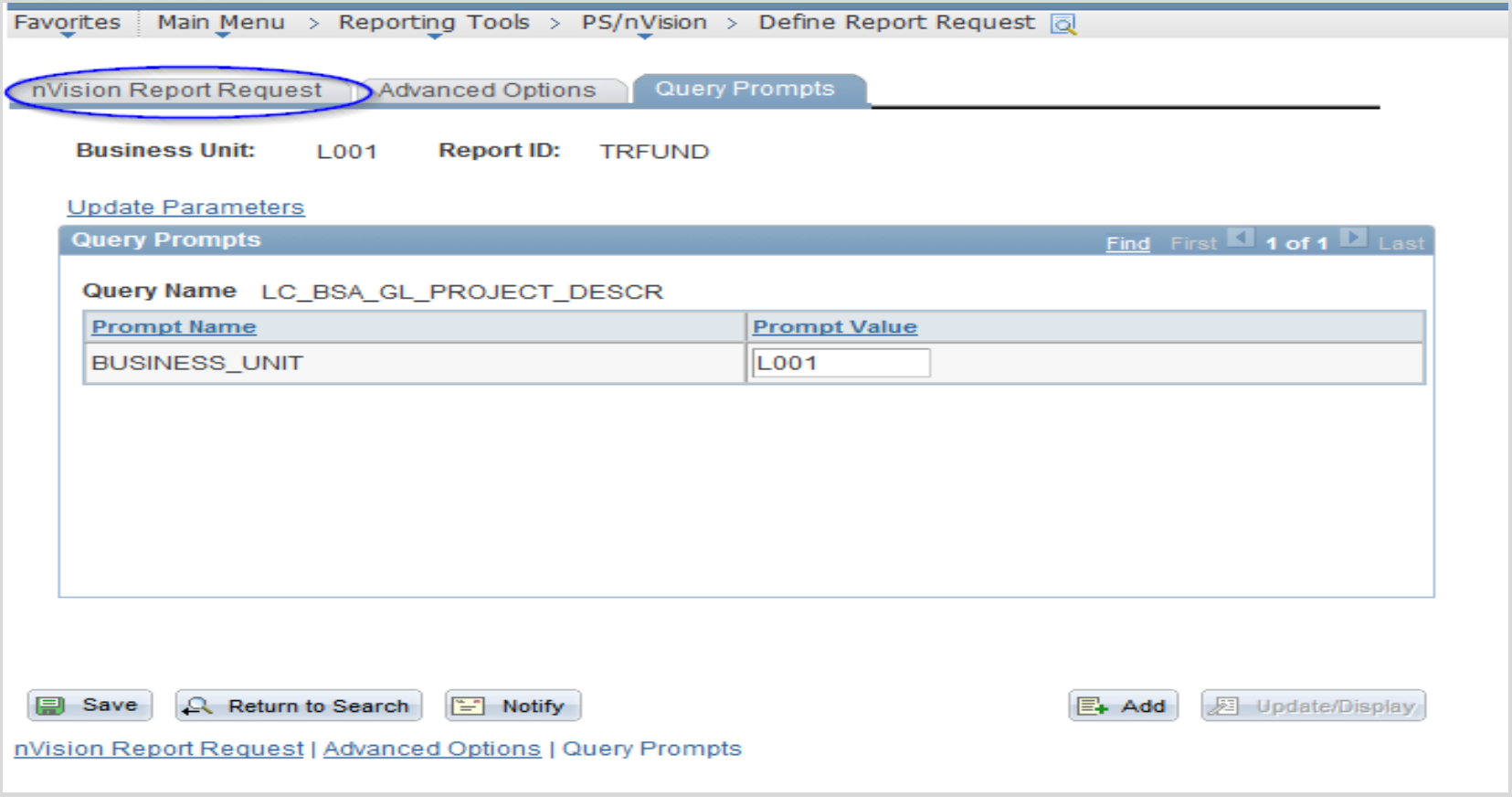

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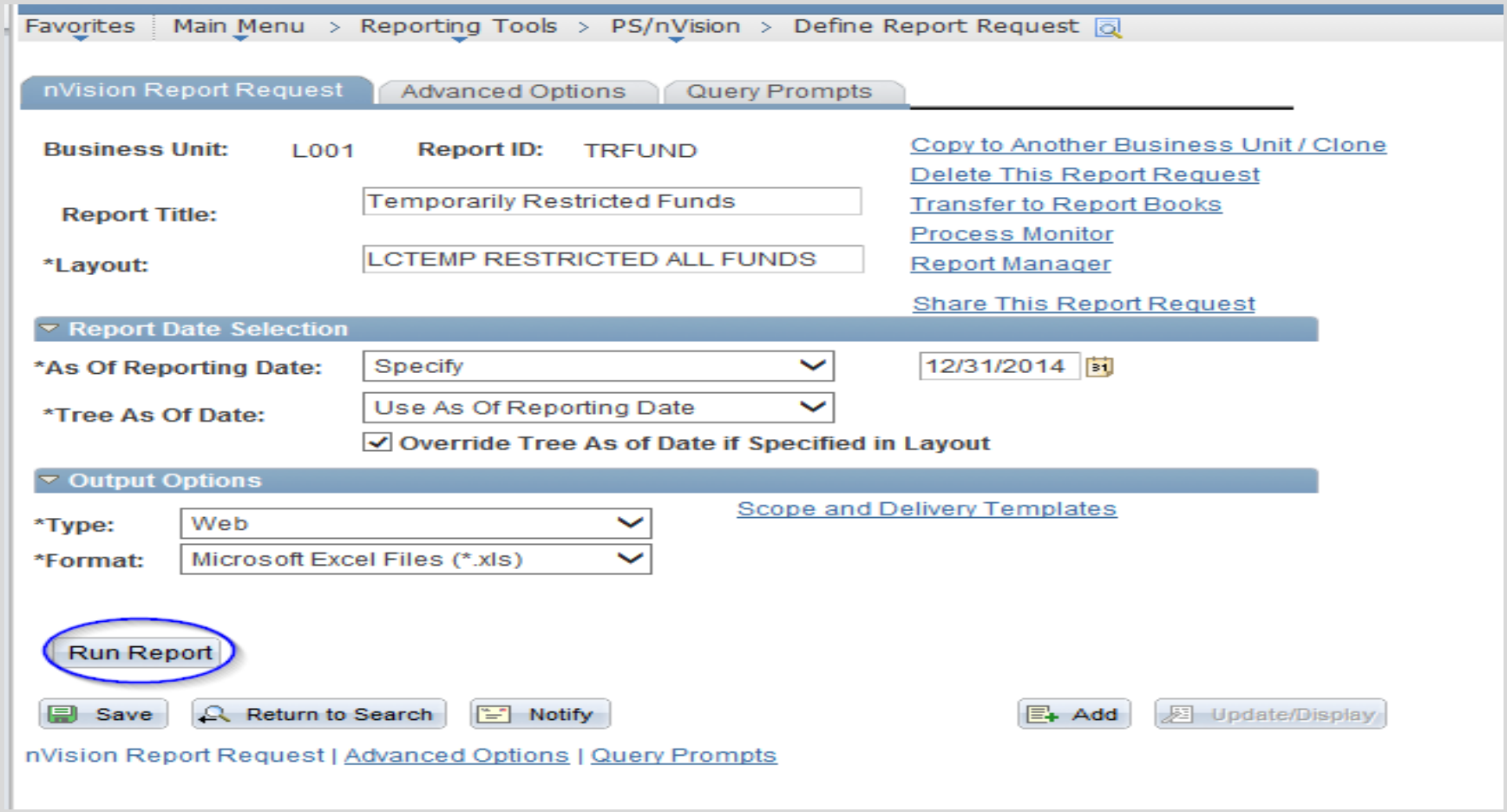

Local Council Accounting Manual

Resources

- www.scouting.org/financeimpact
- Local Council Fiscal Software User's Guide
- Local Council Accounting Manual

For the Good of the Order

- User Guide
- Best practices
- Needs