

Membership Year-End Close Procedures

Background The membership month-end processing for December also completes the year-end processing in membership. This resets year-to-date OTR [on-time registration], rechartered units, renewal groups, goals, and TYP reported on the Objectives Progress Report, and all advancement totals on the District Advancement Report to zero.

To be counted in the year-end totals, all transactions for 2019 must have an effective date of 12/01/2019 or earlier and must be entered by the cut-off date established by Membership Resources.

Year-End Reports You can run these reports any time, but it is best to run them right after posting the last transactions for the year using a 12/31/2019 report date. Keep these reports in accordance with BSA's record retention policy.

- Objectives Progress Report
 - District Totals Report
 - District Advancement Report
 - Unit/Group Status Report—This is your record of new and dropped unit transactions for the calendar year.
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Saving Reports To save these reports to a file, see "Create Year-End Reports" on the support site (in MyBSA, select ScoutNET>Support>Support Site>Year-End Procedures).

TYP Figures Be sure that your total youth population (TYP) figures (also referred to as TAY – Total Available Youth) for the school year of September 2017 through June 2018 have been entered.

- TYP by district.** Create a community organization in the organization file called "TYPnn Name" (i.e. TYP01 Western Star) and enter the totals by grade **on the TAY tab of the organization record**. If there are already organization records in your council database, you do not have to enter new ones.

Note: The TYP entered by your council at the district level will be used to calculate density at the district level on the Objectives Progress Report. The council-level TYP will be downloaded for each council by the National Council. This procedure makes use of data from the current U.S. Census that will be used for all council, area, region, and national reports to calculate density.

! Important Ranks or merit badges earned between January 1, 2019, and December 31, 2019, must be entered by **December 31, 2019**. All traditional units that qualify for the Top Leader Trained status must be flagged by December 31, 2019, **by entering the required training on the top leader's person profile**.