

Employee Time Analysis

Use this worksheet to allocate a council employee's time to the categories listed. See the guidelines on the next page. Also see the *Local Council Accounting Manual* for more information on time analysis.

Employee _____

Instructions

1. This time study covers the two-week period indicated below.
2. Use the definitions on the next page as guidelines.
3. Exclude absences due to illness, holidays, vacations, etc.
4. Report time in each category to the nearest half hour.
5. Total the hours across by day and down by column heading.

Day	Date	Program	Management	Fundraising	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Totals					

Functional Expense Category Definitions

Use the following descriptions to determine the proper allocation of your time.

Program Services Services to chartered organizations, units, volunteer leaders, camping (year-round and summer), activities, leadership training, recruiting, organizing new units and conservation of established ones, health and safety, advancement, unit money-earning projects, district committee meetings, roundtables, community relations, meetings and training related to the program and field service in general, and direct supervision of the above.

Management Only the following items are included as management activities:

- Non-program executive direction, meeting on overall council management and personnel administration
- Accounting, auditing, budgeting, legal services, and administrative reporting (annual reports, announcements of board meetings, etc.)
- Office management, purchasing, maintenance of membership records

Any time that the Scout executive or other professional spends on supervising camps, activities, and other program services should be categorized as program services.

Fundraising Only time spent on the following should be categorized as fundraising:

- Participation in and direction of an FOS or capital campaign, recruitment and training of workers for same, processing of prospect lists, etc.
- Solicitation of grants, project sales, or bequests
- Participation in and direction of publicity for fundraising and meetings with prospective contributors