General Ledger User's Guide

Updated 12/7/1999

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Overview of General Ledger

General

The General Ledger software is designed to meet the needs of the Scouting movement by providing councils with the accounting records and financial reports necessary for the fiscal management of the local council.

Credentials

This software meets all relevant FASB concept statements and requirements set by the Association of Independent Certified Public Accountants (AICPA) and the generally accepted accounting practices related to nonprofit organizations.

The General Ledger software also complies with the policies and procedures listed in the *Local Council Accounting Manual*.

Features

The General Ledger software has these features:

Based on the BSA accounting concepts

Provides reports on a cost center basis

Ensures that the master chart of accounts complies with the *Local Council Accounting Manual*

Posts only balanced transactions

Provides an audit trail to the original entry source in the general ledger

Allows audit adjustments to the beginning-year balance any time during the year

Provides month's entries and annual fiscal closing entries with audit trails

Records and amortizes the council's various insurance policies

Keeps records of all property owned by the council

Automatically depreciates assets using the fixed assets ledger

Provides for standard general journal entries occurring on a regular basis

Provides all required standard financial reports

Uses accrual methods for all income and expenses

Reports camp and activity income and expenses on a gross basis

Provides for all of the standard journals

A Guide to this Book

Introduction

The *General Ledger User's Guide* is designed to teach the various procedures related to the council's accounting system that can be completed using the General Ledger software. The *General LedgerUser's Guide* also provides tips, hints, and warnings, in addition to making recommendations to assist users.

Purpose

Councils will find the *General Ledger User's Guide* particularly useful as a training tool, not only for first-time software users, but for those who are seeking shortcuts and more efficient time management.

Online Guide

This manual and others are available as electronic files on the BSA Intranet.

Using this Manual

This guide is divided into several chapters. Refer to the Contents page for the area of expertise you want to explore.

Icons

Several icons are used throughout this manual to call attention to something important. The following table shows the icons and some sample text.

Icon	Sample Text
➲Tip	Create group codes with similar areas of responsibility.
☝Reminder	The journal source for audit adjustments is AA.
📖For More Info	📖 See the "Master Chart of Accounts" section in this user's guide for additional information.
❖Rule	Closing the twelfth period automatically closes the year.
➢Note	This information is for inquiry only.

Icon	Sample Text
▤ Example	A contribution from Legacies and Bequests might be recorded in account 4301.
✎ Definition	A fixed asset is an individual, non-financial asset with a minimum vaue established by the council executive board.
✈ **Navigation Tip**	Press <Enter > to position the cursor in the Debit column.
💣 *Warning*	This process is permanent and cannot be undone.

Cash Receipts Transactions

Enter Cash Receipts

Overview	Entering cash receipts is a daily task that involves creating a cash receipts register and journal by entering into the computer all cash receipts for the day.
❖Rule	This process is only for councils recording cash receipts or entering data from the GL Export Summary Report from the CAM III POS software.
Software-Generated Cash Receipts	If you are using the Fundraising portion of the PAS software to record cash receipts, transactions will be posted to the general ledger.
Procedure	Use the following procedure to enter cash receipts.
✈Navigation Tip	Because most of the entries are credit entries, the cursor is initially positioned in the credit column. Pressing <Enter> will move the cursor to the debit column.

Step	Action
1	Gather the handwritten cash receipts from all sources along with the adding machine tape showing the total of all receipts.
2	At the Process Transactions menu in General Ledger, select 2, Process Cash Receipts Transactions.
3	Use the Add Transactions program to enter each cash receipt transaction. Enter the date and description for each transaction. Be sure to enter a receipt number for each account transaction.
4	When all receipts have been entered, print an edit list or select print preview to review and check the entries for accuracy.
5	Make any necessary corrections to transactions, then reprint the edit list and recheck the entries.

Make Audit Adjustments

✎Definition   Audit adjustments are accounting changes to the twelfth period of the prior fiscal year.

The year-end closing process is designed to help prevent the need for audit adjustments. Sometimes information supplied by management and/or the council's auditor requires an adjustment after the year-end closing process has been completed.

❖Rules   ❖ Audit adjustments can be made to any account except the net asset accounts. If adjustments to these accounts are needed, use appropriate prior period adjustment accounts to adjust the fund balance.

❖ The journal source for an audit adjustment is AA. The date is *12/32/yyyy*, where *yyyy* is the year for which the adjustment is made (the year that was just closed). The date is automatically set by the system.

❖ When a revenue, expense, transfer, or prior period account is affected, the software will automatically create an adjusted year-end close transaction (dated 12/36/yyyy) that adjusts the net asset account.

❖ Make sure all suggested audit adjustments are valid and agree with standards set in the *Generally Accepted Accounting Principles* and the *Local Council Accounting Manual*. Ask the audit committee to help you evaluate the adjustments. Call the Customer Service Help Desk if you have questions (800-627-3025).

Procedure   Use the following procedure to make audit adjustments.

Step	Action
1	Select 1, Process Transactions, then 1, General Journal Transactions. Press <F7> instead of entering a transaction date.
2	Enter the adjustments. Print the edit list using AA as the source. Examine the listing to make sure that all entries are correct.

Step	Action
3	After corrections have been made and verified, post the journal using AA as the source. The date is automatically supplied by the program.
➤ Note: Pressing <F1> for all sources will not include AAs in posting.	
4	Reprint the twelfth-period reports. These should reflect the audit adjustments.

Create the Fixed Assets Register

Overview

The Fixed Assets Register is designed to record all fixed assets individually and to depreciate them each month for the appropriate amount. This information is distributed each month to the appropriate fixed assets accounts in the General Ledger. Using the Fixed Assets Register eliminates the need for individual cost centers in the fixed assets portion of the General Ledger Account Listing because all the necessary details are included in the register.

✎Definition

Fixed assets are individual, nonfinancial assets that have a minimum value established by the council's executive board. (This amout is typically $750 to $2,000.)

Process

Entering fixed assets consists of three steps.

Book the fixed asset into the capital fund using a general journal entry, debiting the appropriate fixed assets account (1800 series) and crediting the appropriate cash or contribution account.

Make a journal entry crediting account 3261 for the fair market value of the asset and debiting the appropriate unexpended capital account.

▤Example: Credit 3261, Capital Fund, Investment in Fixed Assets
Debit 3262, Capital Fund, Unexpended Capital Funds

Enter the fixed asset into the Fixed Assets Register.

Calculating
Asset Value

Some council's may have incomplete records on their assets or no records at all. Talk with your auditor about estimating asset value. Remember, cost is the fair market value of the item at the time it was purchased or built, regardless of how much volunteer labor or materials may have been included in the asset.

Insuring Assets	Current replacement value is also important for properly insuring all of the council's physical assets. We recommend that all council assets be insured at current replacement prices. In order to satisfy the coinsurance factor built into most policies, it is necessary to insure up to a certain percentage (usually 80 to 95 percent) of the replacement value of all of the assets covered by the schedule of insurance. Failure to do so may reduce the amount received when a loss claim is filed.

Using the Fixed Assets Listing to show the items and the amount they are insured for is a good way to meet this requirement. |

Enter Fixed Assets Information

Screen Information	The Fixed Assets Register stores the following asset information:

Asset ID Number
Asset Type
Description (two lines)
Location
New or Old
Serial Number
Estimated Life (in months)
Salvage Value (value after full depreciation)
Date Acquired
Vendor/Donor
Builder (general contractor)
Basis for Original Value (cost, donor's value, surplus property, executive board estimate, appraisal, other)
Insured Value (replacement cost)
Asset Account Number
Accumulated Depreciation Account Number
Depreciation Expense Account Number |

❖Rule	Estimated life, salvage value, and date acquired are critical to the process. If these are not accurate, the monthly depreciation expense and accumulated depreciation will not equal the figures in the General Ledger system.

Adding Assets	Use the following procedure to add assets to an existing register.

Step	Action
1	Enter all of the information needed to load this asset. (Use option 1, Add Fixed Assets.)
2	Print the Fixed Assets List for this asset and check the information for accuracy. (Select 4, Fixed Assets, then 1, Fixed Assets List.)
➢ Note: When generating the next monthly distribution, the system will calculate the depreciation for this new asset from its purchase or build date to the current month.	

Entering Fixed Assets (First Time)	Use the following procedure when entering fixed assets for the *first time*.

Step	Action
1	Gather all of the information needed to record fixed assets. Identify the individual asset, where it is located, when it was purchased or built, the purchase cost, and the number of months over which the asset should be depreciated. Note how the value was established. There are fields to record serial numbers and other information where appropriate. Last, but very important, the council should record the current replacement value for this asset; this figure should be updated every two or three years.

Step	Action
2	Enter each asset into the register. Assign a unique number to each asset. Complete the screen. (Select 4, Fixed Assets Register, then 1, Add Fixed Assets.)
	➢ Note: At the prompt, *Create distributions for new fixed asset? (Y/N) Y*, if you answer Y, the system creates a journal entry for the fixed assets and distributes a debit to the 1800 account and a credit to account 3261. This can cause double entries if you've already made a manual journal entry. Answer N at this prompt to make depreciations without distributing the fixed asset amount.
3	Print the list of assets and check all entries for accuracy and completeness. (Select 4, Fixed Assets Reports, then 1, Fixed Assets List.)
4	Initialize the file for the last day of the last period in which depreciation was calculated in the current year, or select month twelve of the previous year. (Select 7, Initialize All Assets Balances.)
	➢ Note: The initialization process will calculate the depreciation through the initialization date.
5	When the initialization process is completed, print the Master Assets Listing. (Select 4, Fixed Assets Reports, then 4, Assets Master Listing.)
6	At the bottom of the Assets Master Listing are total values for fixed assets and depreciation accounts. Compare these values with the values shown in the Capital fund, 1800-series accounts on the Trial Balance Report. If there are differences, adjust the general ledger 1800-series accounts values with a general journal entry.

Distribute Fixed Asset Information

Distribution
Use the following procedure to distribute fixed assets transactions to the general ledger.

Step	Action
1	At the Maintain Fixed Assets menu, select 5, Distribute to General Ledger.
2	Select 1, Generate General Ledger Distributions. Type **Y** to generate the distributions and press **<Enter>**.
3	At the Distribute to General Ledger menu, select 2, Print Edit List.
4	Check the Edit List for any errors.
5	When the Edit List is correct, distribute the transactions to the General Ledger. At the Distribute to General Ledger menu, select 3, Distribute Transactions.
6	Save the Distribution Register.

Dispose of Fixed Assets

Disposing of a Fixed Asset
When a fixed asset is no longer used or has been sold, dispose of it in the General Ledger. The fixed asset is deleted, the related depreciation account is reset to zero, and any difference between the asset value and its depreciated value will be shown as a gain or loss on the sale of the fixed asset.

Procedure
Use the following procedure to dispose of a fixed asset.

Step	Action
1	Select option 6, Dispose of Fixed Assets.
2	Enter the asset number assigned to this asset, the disposal date, and the amount received, if any, for the asset. Result: This transaction is stored in the Distribution File until the next depreciation cycle. Or the transaction may be distributed separately.
3	Use the Cash Receipts program to record any monies received. Credit the Capital fund for the gain or loss on the sale of the fixed asset.

❖Rule

If an asset was entered into the Fixed Assets Register by mistake, delete the asset, using option 3, Delete Fixed Assets. All other assets must be disposed of, using option 6, Dispose of Fixed Assets.

Create the Insurance Register

Overview

The Insurance Register is used to record all insurance policies except workers' compensation, and to amortize insurance expense for the life of the insurance policy.

❖Rules

The software is designed to expense policies that overlap by a year and a day, for example, April 7, 1998, to April 7, 1999. The insurance amount is expensed per month.

The software user assigns a number to each insurance policy. Old and new policies can be linked via this number. The new policy can be set up to use the same accounts and percentages as the old policy.

Workers' Compensation

Workers' compensation is an insurance policy that is not amortized by the passage of time, but rather by the amount of salaries paid in payroll. The Payroll program can be set up to generate this information and show it by department on the bottom of the Payroll register. Use this information to make general journal entries for each payroll.

All refunds or charges for workers' compensation that are a result of workers' compensation audits can be made to the 1702 account.

Insurance Data

The following information can be recorded for each policy:

Document Number
Old Document Number
Risk Covered
Underwriter
Broker
Agent
Policy Number
Starting Policy Date
Ending Policy Date
Premium Amount
Account Distributions (up to twenty)

Entering Insurance Data (First Time)

Use the following procedure to enter insurance data for the *first time*.

Step	Action
1	Gather all of the policies of the council and enter them into the Insurance Register program. At the Main Menu, select 1, Process Transactions, then 3, Insurance Register, then 1, Add Insurance Policies.
	❖ Rule: All insurance policies whose coverage begins or ends in the current calendar year should be recorded in the Insurance Register.
2	Print a list of insurance policies and check the information for accuracy and completeness. Select 3, Insurance Register, then 4, List Policies.
3	Initialize the file for the last day of the last period in which amortizations were recorded.
4	Print a new list of insurance policies and file it for use by the auditor.

Update the Policies

Procedure   Use the following procedure to update insurance policies.

Step	Action
1	Enter all of the information needed to load this policy. At the Main Menu, select 1, Process Transactions, then 3, Insurance Register, then 1, Add Insurance Policies.
2	Print a list of insurance policies and check to see that all information is correct. Select 3, Insurance Register, then 4, List Policies.
➢ Note: When generating the next monthly amortization, this new policy will be included in the distribution. It will be amortized from the beginning date of the policy up to the current date.	

Perform Monthly Amortizations

Procedures   Use the following procedure to perform monthly amortizations in the Insurance Register.

Step	Action
1	Select 3, Insurance Register, then 5, Distribution to General Ledger, then 1, Generate Distributions. Generate distributions to the general ledger.
2	Print the edit list and check it for errors. Select 5, Distribution to General Ledger, then 2, Print Edit List.
3	Distribute the transactions to the general ledger. Select 5, Distribution to General Ledger, then 3, Distribute Transactions.

Step	Action
4	Throw away the edit list and keep the distribution register.

❖Rules

Delete only those policies entered incorrectly.

If you delete or change an insurance policy that has prior year transactions, the prior period will have to be adjusted with an audit adjustment.

Delete Policies

Process

To delete an insurance policy, at the Insurance Ledger menu, select 3, Delete Insurance Policy.

Enter the policy number; the policy information will be displayed. Type **Y** to delete the policy.

Result: Any amortizations that have occurred in the current fiscal year are reversed; that is, the account that was debited is now credited, and the account that was credited is debited.

Set Budgets

Background
: Each council must prepare a yearly operating budget and, in many cases, multiple budgets to respond to the needs of the council.

Budget Methods
: The software is programmed to accept budgets for the current year and up to three years in the future. Because councils operate within a five-year plan, the best use of the General Ledger budgeting system would be to enter all future-year budgets using the five-year plan as a guide. Each year then represents a change to previously entered data rather than a complete revision of the budget.

Another technique designed to limit the revision process is to budget for each activity, camp, and special event as the last action item after all accounting has been completed for the event. This might be part of the evaluation process.

This technique spreads events over the course of the year rather than concentrating them in the fall. As a result, fewer accounts will require updating in the fall.

Because there are many United Way campaigns in some councils, it is necessary to provide preliminary budgets for periods that may be as much as twenty-four months in the future. In this case, it is helpful to enter budget data for future years.

Budget Reports
: Following are descriptions of the budget reports.

Report	Description	Menu Options
Cost Center Reports	These reports show events in individual or consolidated format for activities, camps, and special events.	6 for Reports, 6 for Cost Centers

Report	Description	Menu Options
Management Detail Report	This report shows a specific cost center or range of cost centers and the assets, liabilities, and net assets associated with the cost center, if any.	6 for Reports, 6 for Cost Centers, 4 for Management Detail
Budget Planning Report	This report shows monthly detail for two years of history and three years of budgets. It may be run in Statement of Operations format or by individual cost centers. Print it in standard or wide format (11-by-14-inch). The wide format is easier to read.	6 for Reports, 8 for Budget, 2 for Budget Planning
Budget Comparison Report	This report shows the Statement of Operations with or with- out activities, camps, or special events.	6 for Reports, 8 for Budget, 4 for Budget Comparison
Budget Analysis Report	This report is printed in Statement of Operations format and shows three years of actual history and four years of budget. It may also be printed in detail showing each account number.	6 for Reports, 8 for Budget, 3 for Budget Analysis

Report	Description	Menu Options
Budget by Cost Center	This report shows individual events for activities, camps, and special events. It lists last year's budget and actual figures, this year's budget and actual figures, and either a figure for the next year's budget or a blank line.	6 Reports, 8 for Budget, 1 for Budget by Cost Centers
Budget Spreadsheet	This report shows budgets for a given year with monthly detail in Statement of Operations order. This report may also be run in Cost Center order.	6 for Reports, 8 for Budget, 5 for Budget Spreadsheet

Procedure   Use the following procedure to enter budget data.

Step	Action
1	At the main menu, select 1, Process Transactions, then 6, Budgets.
2	Select 1 to enter data for the current year, 2 for next year's figures, 3 for future years' budget, or 4 for prior year budget.
3	Enter the account number for this budget data. <u>Result:</u> The budget screen is displayed.

Budget Options   Following are the options for entering budget data: *

Enter exact budgets for each month for this account number.

Enter an annual amount and the system will automatically calculate the monthly figures, entering $\frac{1}{12}$ of the annual amount in each month.

Or, enter a percent for each period and the system automatically calculates monthly figures.

Increase last year's budget by the appropriate percentage.

Enter an annual amount and request specific percentages for each month based on last year's budget figures.

Enter an annual amount and have the system pattern the distribution after last year 's actual expenditure.

Copy current budgets.

* The options available depend on the type of budgets to be entered. See the table below.

If. . .	Then. . .
you select current year budgets	options 1-5 are displayed.
you select next year budget	options 1-6 are displayed.
you select future years budgets	no options are displayed.
you select prior year budget	options 1-3 are displayed.

Account Information Setup

Create Cost Centers

Background	The General Ledger program has the capability to communicate a variety of information to council management. Much of this ability depends on how the account numbers and, in particular, how the cost center portion of those numbers is designed.
✎Definition	The cost center is the three-digit portion of the account number, designed to identify a council's income and expenses for areas such as activities, camps, and special fundraising events.
Purpose	There are several reasons for using cost centers in General Ledger.

Cost centers are the most efficient way for management to group data related to a facet of council operation.

Cost centers are the best tool available for training district and council management executives on the process of establishing and controlling budgets in a not-for-profit corporation.

Cost centers give management the opportunity to custom design reports, which not only benefits them, but also helps members of committees who are responsible for various aspects of council operation.

Designing Cost Centers

While designing cost centers, consider the following general guidelines.

There can be a maximum of 1,000 different cost centers, ranging from 000 to 999.

For best efficiency, group together cost centers for similar events or responsibilities, for example, group all activities for district 3.

Set up cost center groups to address management information needs.

Consider the two kinds of special reports that focus on cost centers. One can be printed in either consolidated or individual format to show figures for camps, events, or activities; the other gives cumulative totals and can be printed for deferred only, nondeferred only, or all expenses. The latter, called the Management Detail Report, illustrates the full power of the cost center feature.

The cost center description applies to all funds.

Cost Center Ranges

Following are some examples of uses for specific ranges of cost center numbers.

Cost Center	Description
000	All general council activities not assigned to a specific event or other cost center
001-099	Items on the Statement of Financial Position not related to events, such as donor-restricted funds, endowment funds, and custodian accounts for religious committees
100–699	District events
700–799	All camp properties and camping committee–related events
800–899	Fundraising events that require separate cost centers
900–999	Councilwide activities

☞ Reminder

Consolidated groups can be created within each of these ranges. Any individual event can be reported, regardless of the group in which it is categorized.

Reports

Following are descriptions of cost center reports.

Report	Description	Menu Options
Cost Center Reports	These reports show events in individual or consolidated format for activities, camps, and special events.	6 for Reports, 6 for Cost Centers
Management Detail Report	This report shows a specific cost center or range of cost centers and the assets, liabilities, and net assets associated with the cost center, if any.	6 for Reports, 6 for Cost Centers, 4 for Management Detail

Create Group Codes

Background

Group codes have been added to the system to provide additional flexibility when generating reports for management and volunteers who are responsible for some portion of the council budget.

✎Definition

A group code is a two-digit field representing a combination of cost centers. The group code may be defined by a professional or volunteer position responsible for the cost centers, or as a function that covers multiple cost centers, for example Cub Scout day camps.

📄 Example

A district executive is responsible for all of the district events in district 01 (cost centers 100–149). He is also responsible for junior leader training (cost center 912). All of this individual's budgetary responsibilities can be tracked by assigning him a group code, such as 21, and then assigning all associated cost centers to that group code.

Purpose

The group code gives the council the ability to aggregate cost centers together in groupings that are meaningful. In the above example, you can use group code 21 to print reports for all cost centers for which a specific executive is responsible.

➲Tips

As group codes are created, include similar responsibilities in one group code.

Up to ninety-nine group codes and up to one hundred cost centers per group code can be created.

A cost center may appear in multiple group codes.

Reconciliation

Reconcile Bank Transactions

Overview
The Bank Reconciliation program in General Ledger is designed to speed up the process of balancing your checking account with your cash account(s). The program works both for councils that have one checking account for all funds and councils that have separate checking accounts for different funds.

When to Use
Use it to change and correct entries for a complete reconciliation. We recommend that you enter the returned checks directly from the bundle or report that your receive from the bank; this keeps paperwork to a minimum.

Set Up Bank Accounts
Set up bank accounts using option 4, Bank Accounts. When an account number changes, you can use the Change Bank Account Number option (5 on the Bank Accounts menu) to update the account information.

Change Transaction Status
When the council accounting specialist receives the bank statement, review all transactions that have cleared the bank. Print the Reconciliation Worksheet (option 2 on the Bank Reconciliation menu) and mark the transactions from the statement as cleared on the worksheet. Then change the status of those transactions in the computer using the Change Transaction Status program (option 1 on the Bank Reconciliation menu). Select individual transactions (I) to advance through each transaction one at a time, or select a range of transactions (R) to view only a range of check numbers. As each transaction is displayed, mark it Y for cleared, N for not cleared, or V for void.

For membership transactions, select individual transactions, then use the <F1> key to view transactions one at a time, then mark them cleared. These transactions are at the beginning of the file and have no transaction numbers. Also, mark all transactions that were voided in this month as cleared.

➢Note

Membership and Fundraising transactions that were posted from the new PAS system are summarized by date. That is, rather than displaying each PAS transaction posted for the date selected, all transactions posted on that day are summarized and the total is displayed.

Purge Cleared Checks

After transactions have cleared the bank and you have marked them as cleared in the computer, save them for one year **then purge them from the system using Purge Cleared Transactions (option 3 on the Bank Reconciliation menu).**

Reconcile Monthly Transactions

Overview   This table explains the reconciliation processes that must be performed each month.

ACCOUNT	VALUE	RECONCILED WITH
Custodian Account—Registration Fees	Total registration money that has been receipted, but not transmitted, to the national office.	The credit balance of 1-2301-000-00 Custodian Account—Registration Fees
Custodian Account—*Boys' Life* Subscriptions	Total *Boys' Life* money that has been receipted, but not transmitted, to the national office.	The credit balance of 1-2302-000-00 Custodian Account—*Boys' Life* Subscriptions
Pledges Receivable—FOS	The total from the Pledges Receivable Aging Report from the Fundraising (PAS) software.	The debit balance of 1-1301-000-00 Pledges Receivable—FOS*
Pledges Receivable—United Ways	The total from the Pledges Receivable Aging Report from the Fundraising (PAS) software.	The debit balance of 1-1308-000-00 Pledges Receivable—United Ways
Pledges Receivable (other specific campaign)	The total from the Pledges Receivable Aging Report from the Fundraising (PAS) software.	The debit balance of 1-13XX-000-00 Pledges Receivable (for specific campaign)
Contributions—FOS	The total pledges from the Campaign Progress Report in the Fundraising (PAS) software.	The credit balance of 1-4001-000-90 Contributions—FOS plus 1-3601-000-00 Reclassified FOS—Unrestricted*

ACCOUNT	VALUE	RECONCILED WITH
*Note: Reclassified net assets (FOS, Project Sales, Capital Campaign, and Special Events) represent the net of contributions less the provision for uncollectible pledges (recorded at the end of the prior year in accounts 4070, 4081, 4190, and 4250 respectively). This difference must be taken into consideration when reconciling contributions and pledges receivable.		
Contributions—United Ways—Temporarily Restricted End of current year	The total pledges from the Campaign Progress Report in the Fundraising (PAS) software.	The total credit balance of 1-4711-000-90 Contributions—United Ways—Temporarily Restricted plus 1-4701-000-90 and 1-3608-000-90—Reclassified.
Contributions (specific campaign)	The total pledges from the Campaign Progress Report in the Fundraising (PAS) software.	The credit balance of 1-4XXX-000-90 Contributions Income—(for specific campaign) Note: Some campaigns may be split between Current Income, Temporarily Restricted, and/or Reclassified Net Assets. (See example above.)
General Checking	Ending balance in bank statement.	The total balances in checking accounts: 1-1001-000-00 2-1001-000-00 3-1001-000-00
Unit Deposits	Balance of all Unit Deposits (as found on the Customer Listing).	The balance of 1-2341-000-00 Custodian Account— Unit Deposits

ACCOUNT	VALUE	RECONCILED WITH
Accounts Payable	Totals from the AP Aging Report.	The total of all vendors in each fund should equal the value of the 2006 account in that fund.

Determine Out-of-Balance Conditions

| Trial Balance Report | To determine if the Operating, Capital, or Endowment fund is out of balance, print the Trial Balance Report. If there is an error condition, one of the following messages will be printed at the bottom of the report: |

Funds are out of balance *@@@ Invalid usage code*

Interfund Loans are out of balance the *### Invalid account for fund*

Transfers are out of balance ??? *Invalid account number —not on Master File*

| Funds | The message *Funds are out of balance* means that the debits and credits within each fund do not equal each other. On the Trial Balance Report, identify the Total for the Fund line at the bottom of each fund column. In the first column, there should be a zero. In the fourth column, there should also be a zero. In addition, the total debits and credits columns should equal each other. If the ending balance column is not zero, the message, *Funds are out of balance* will be printed. |

| Correcting Fund Imbalance | If funds are out of balance, do the following: |

Step	Action
1	Check the beginning balance for January to make sure that the year began in balance. Print a Trial Balance Report for January.
2	If the year did not begin in balance, call the Customer Service Help Desk (1-800-627-3025) for assistance in setting the correct beginning balances.
3	If the year became out of balance, identify the month when the problem occurred and determine the account that is out of balance. Call the Help Desk for assistance.

Interfund Loans   The message *Interfund loans out of balance* means that when you add the balance of all 1600-series accounts from each fund, the sum does not equal zero. Trace each interfund loan transaction and determine which fund was not recorded as owing or loaning cash to other funds.

Transfers   The message *Transfers out of balance* means that when you add the balance of all 3900-series accounts from each fund, the sum does not equal zero. Trace each transfer transaction and determine which fund was not recorded as transferring or receiving funds.

Move Data from PAS in to General Ledger

Purpose

The purpose of this procedure is to move data from the Program Administration System (PAS) to General Ledger to process membership, fundraising and events financial transactions.

Process

At midnight each day, the "Data Mover" program in PAS automatically moves all financial transactions posted during the day from PAS to the appropriate financial application. Transactions not posted will not be moved until posted in PAS. Posted transactions can be moved before midnight.

For instructions on preparing the PAS transactions for exporting, see the Post Local GL Transactions procedure.

Procedure

The following procedure explains how to move posted financial transactions from PAS into the financial applications before midnight.

Step	Action
1	From the ScoutNET menu, place your cursor over the Fiscals button. Several selections appear below the button. Click General Ledger.
2	At the logon menu, type your GL password, and press <Enter>.
3	From the General Ledger menu, select Process Transactions (1).
4	From the Process Transactions menu, select Load From PAS (7). ➤Note: If it has been fewer than ten minutes since you posted PAS transactions, the transactions may not appear yet. Continue selecting Load From PAS until the transactions arrive.
5	The following prompt displays, *Load PAS records into GL?* Type Y and press <Enter>. At the printer prompt, type a printer number, and click the OK button. <u>Result:</u> The batch transactions posted in PAS are printed.

Post
Transactions

Complete the following steps to post the transactions in General Ledger.

Step	Action
1	From the main GL menu, select Post Journals (2).
2	From the Post Journal Transactions menu, select Journal Edit List (1).
3	At the Post Journal Edit List screen, select the appropriate journal or press to select all journal transactions. Enter the appropriate Starting Date and Ending Date, or press twice to select First and Last at these two fields. Then, press <Enter>.
4	A prompt asks if you want to display the report. Type N and press . At the printer prompt, type a printer number, and click OK. <u>Result:</u> The Journal Edit List is printed.
5	Verify the information on the edit list. When the information is correct, select Post Journal Entries (2) from the Post Journal Transactions menu.
6	Type Y at the prompt, *Are Journal transactions Okay to register?* Then, select the appropriate journal, or press <F1> to select all journal transactions. Enter the appropriate Starting Date and Ending Date, or press <F1> twice to select First and Last at these two fields. Then, press <Enter>.
7	At the printer prompt, type a printer number, and click OK. <u>Result:</u> The following message appears: *Posting Complete. - Press <F9> to return to G/L menu.*
8	To post other transactions, repeat Steps 1 – 7. Otherwise, press <F9> to return to the General Ledger main menu.

Print the PAS to GL Batch Listing

Overview   As PAS sends transactions to GL, a batch is created for the transfer. Each batch contains the transaction date, batch number, source, batch total, and the transmittal number (if the batch includes membership transactions). This section explains how to print this batch listing.

Procedure   From the Program menu, double-click Fundraising, then Fundraising Reports. Select the Other/General Ledger radio button. From the available reports, select the PAS to GL Batch Listing. Type a starting and ending date for this batch listing; use mm/dd/yyyy format. The report is created and you can print it from the report repository. A sample report follows.

```
Report: 0353 v1.6                      Nation's Best Council                          Page 1 of 4

   Date:   12/07/1999                       PAS To GL Batch Listing

   Time:   10:35:36                      From 09/01/1999 To 09/30/1999

   _____

Batch Date            Batch Number            Source              Batch Total      Transmittal Number

09/01/1999              100118491             CJ                      $288.90

                                                   Daily Total        $288.90

09/02/1999              100118491             CJ                      $107.00

                                                   Daily Total        $107.00

09/30/1999              100159704             CJ                      $647.00


                                                   Daily Total        $647.00


Summary By Source          CR          $0.00           Report Total     $11,389.75

                           CJ       $6,270.65

                           GJ       $5,119.10


                                      —- End of Report —-
```

To print the corresponding GL From PAS Batch Listing, select the General Ledger program. In GL, select Reports (6), then GL from PAS Batch Listing (18). Type a starting and ending date for this batch listing using mm/dd/yyyy format. A sample report follows.

```
Date:12/07/1999  Time:10:34:15          Nation's Best  Council              #580                      Page 0001
                                 G L   F r o m   P A S   B a t c h   L i s t i n g
                                       From 09/01/1999 to 09/30/1999
_____

         Batch Date                      Batch #              Source                      Batch Total
_____

         09/01/1999                     100118491               CJ                            288.90
                                                                     Daily Total               288.90
         09/02/1999                     100118491               CJ                            107.00
                                                                     Daily Total               107.00
         09/03/1999                     100118491               CJ                            247.35
         09/03/1999                     100130249               CJ                            107.00
                                                                     Daily Total               354.35
         09/06/1999                     100130249               CJ                             53.50
                                                                     Daily Total                53.50
         09/07/1999                     100118491               CJ                            321.00
         09/07/1999                     100120139               CJ                             22.40
                                                                     Daily Total               343.40


                                                               Report Total      11,883.75
                 Summary By Source          CR                    .00
                                            CJ               6,270.65
                                            GJ               5,613.10
                                         — End of report —
```

❖Rule   Unposted batches will not appear on the GL from PAS Batch Listing .

Action   The bookkeeper or someone in council management will be able to compare and reconcile batches between PAS and GL. Identify the batch, ensure that the dates match, and compare the totals.

Detail for each batch may be obtained in PAS, GL, or EFT records.

Summary   The computer system automatically transfers all batches overnight each night. To load the transactions, the bookkeeper must select Process Transactions (1); then Load from PAS (7). To transfer the batches immediately (rather than waiting for the overnight transfer), from the PAS Program menu, select System Administration, then Post Local GL Transactions. The batch should appear in GL within ten minutes. This process will require appropriate security access.

Year-End Processing

Close the Year

Prerequisites   You must be in the twelfth period.

Make all year-end adjustments and print all necessary reports.

☝ Reminder   Closing the year automatically closes the twelfth period and makes a backup of all data.

Procedure   Use the following procedure to close the twelfth month and the year in the General Ledger software.

Step	Action
1	Select Month-End Closing, option 5 on the General Ledger main menu. Result: A prompt asks, *Okay to close period ending 12/31/yyyy? N*, where yyyy is the year being closed.
2	To close the period, type **Y** and press <Enter>. To abort, press <Enter>. Result: The system will automatically perform a pre-closing backup of all data. Then the following reports are printed: Deferred Status Report, a chart change log, a vendor change log, and an employee change log. Then a prompt asks, *Do you still want to close the month?*
3	Type **Y** to close the month, or press <Enter> to exit the closing process. Result: If you decide to close the month, a prompt asks, *Are you ready to close the current year? N*.

Step	Action
4	Type **Y** to close the year, or press **\<Enter\>** to exit the closing process.
	If you select to close, the system will create month and year transmittals and the transmittal report will be printed. Account numbers are displayed on the screen. Then a prompt asks for a printer number for the yearly transmittal. The year is automatically closed.
	To exit without closing the year, press \<Enter\> without making an entry and the main menu will be displayed.
5	Exit the General Ledger system.

Year-End Close Results

The results of the year-end close process are:

The current-year data is moved to the last-year field.

The future-year budget becomes the current-year budget, and the current-year budget becomes the last-year budget.

If an event had a completion date greater than the year being closed (for example, an event for next year), the completion date remains the same. All other completion dates for cost centers are advanced one year.

The system date is set to month one of the new year.

Journal entries are written to set revenue and expenses to zero and placing the offset in a net assets account based on the classification and fund.

Journal entries are written to close prior period accounts to the appropriate net assets account. For example, account 3161 to 3101, 3261 to 3201, and account 3361 to 3301.

Journal entries are written to close the reclassification accounts, 3600 series, to the appropriate net assets account, for example, 3617 to 3117.

In fund 2, depreciation expenses are closed to account 3201.

In funds 2 and 3, there may be multiple net assets accounts corresponding to all cost centers used in the fund.

After the year has been closed, the system writes journal entries to move pledges receivable for the current year to pledges receivable for a prior period. Pledges receivable for next year are moved to pledges receivable for the current year. A corresponding move is made to Allowance for Uncollectible Pledges.

Year End Close Account Closings

Overview   The following tables show account closings at the end of the year by fund.

Fund 1	
These accounts close to...	...This account
4000 – 9000, 3901 – 3999, 3161, 3601 – 3610, 3631, 3632, 3638	3101
3162	3102
3171, 3611, 4070, 4011, 4020	3111
3172, 3612, 4081, 4090	3112
3174, 3614, 4211, 4250	3114
3175, 3615, 4311	3115
3176, 3616, 4411	3116
3177, 3617, 4511	3117
3178, 3618, 4711, 4770	3118
3179, 3619, 4911, 4561	3119
3180, 3620, 5011, 5511	3120
3641, 6511, 6541, 6512, 6513, 3191	3141
3642, 6611, 3192, 6661	3142
3648, 4712, 3198	3148

Fund 2	
These accounts close to...	...This account
9500 – 9536, 3261, 4551	3201
4000 – 9499, 3901 – 3999, 3601 – 3610, 3631, 3632, 9589, 3262	3202
3271 4561	3211
3612 – 3620, 4111 – 6611, 3272, 3641, 3642, 6661, 4020, 4081, 4090	3212
4121, 4321, 4421, 4521, 4921, 3621, 3281, 6671, 3652	3221

Fund 3	
These accounts close to...	...This account
4001 – 5999, 3361	3301
7001- 9499, 6301 – 6499, 6601 – 6699, 6701 – 6799, 6801 – 6899, 6901 – 6999, 3901 – 3999, 3601 – 3699, 3362	3302
6501 – 6599, 3363	3303
4001 – 5999, 3371	3311
3372, 6611, 6661	3312
3373, 3641, 3642, 6512, 6513, 6541, 3612 – 3620	3313
4001 – 5999, 3381	3321
3382, 6621, 6671	3322

Fund 3	
These accounts close to...	...This account
4001 – 5999, 3361	3301
3383, 3621, 3652, 6523, 6551	3323
3384, 4524	3324
3385, 4525	3325

Retain Records

Background	Accounting records should be retained for varying lengths of time, depending on their nature and role in the records of the council.

Retention Schedule	The following documents should be saved for as long as indicated in the Retention column.

Retention	Document
Permanent	Accounts Payable Journal Cash Receipts Journal Cash Disbursements Journal Contributions Journal General Journal General Ledger (12 month) Payroll Journal Statement of Financial Position (year-end) Statement of Support, Revenue, Expense, and Change in Net Assets Statement of Cash Flows Statement of Functional Expenses Statement of Operations Tax return working papers (990) Tax return (990) Fixed assets disposal records Yearly audit
7 Years	Contribution documents (cards, letters, etc.)
6 Years	Cash receipts Canceled checks (Accounts Payable)

4 Years	Cost center reports on camps,
	    activities, and special events
	Special-event folders with promotion
	    information and final accounting

Retention	Document
1 Year	Working Trial Balance (year-end) General Ledger Report (one for each month) Bank statements/reconciliation Distribution to General Ledger from Payroll Distribution to General Ledger from Fundraising Distribution to General Ledger from Accounts Payable
Until Replaced	Monthly Trial Balance Group Center Listing Cost Center Listing Master Chart of Accounts Listing
Until Permanent Record Is Printed	Edit lists for all journals

Utilities

Overview

Overview This chapter contains utilities that can be used to correct, reset, clear, or update the basic general ledger functions.

Print Totals File

Process This utility shows the net activity of all accounts for the past three years. Budget figures for this period are also available.

Use this utility to diagnose problems in the data related to deferred and nondeferred status, monthly balances, or data that is not being displayed properly.

Print this report for a specified range of account numbers and for either actual or budget figures. You can also include accounts with a zero balance.

Merge Accounts

Background   As you review accounts, you may find some inconsistencies, especially where cost centers are concerned. In this case, it may be necessary to move data from one account to another. The Merge Accounts program is designed for this purpose.

❖Rules   Only similar accounts can be merged, for example, assets with other assets accounts, and accounts capable of being deferred with like accounts. When other merges are needed, a password is required.

💣Warning   All merges are permanent, so be sure that the General Ledger data files have been backed up prior to executing the procedure. Without a backup tape, there is no way to recover the original data.

Procedure   Use the following procedure to merge accounts.

Step	Action
1	If the accounts are not similar, check with Council Administration Service and request a password.
2	At the GL Main Menu, select 8, Utilities.
3	At the Utilities Menu, select 2, Merge Accounts. At the next menu, select 1.
4	Enter the old and new account numbers. If necessary, enter a password. Result: All past, current, and future account data is merged into the new account. This includes actual transactions, beginning balances, and budgets. The old account is deleted.

Subsidiary Ledgers   The account numbers in subsidiary ledgers are changed.

Merge Log

A second option on the Merge Accounts menu is to print a list of all accounts that have been merged. This report is cumulative until the merge log file is purged.

Close Previous Year for Single Cost Center

Overview

This program executes a year-end close for a single cost center that should have been set to nondeferred at year end but was not.

This program is useful to change certain financial information to reflect a proper year-end close.

Prerequisite

This program requires a password. Call the Customer Service Help Desk for the password (800-627-3025).

Change Cost Center Status Code

Overview   Use this program to change the deferred or nondeferred status of a cost center code. This utility checks the master cost center code and makes sure it shows the correct status for the past three years.

Procedure   Use the following procedure to change cost center status code.

Step	Action
1	Type the cost center code, or press **<F1>** for the next cost center code in the file. <u>RESULT:</u> The status for this cost center is displayed for each month in the past three years; the cursor is positioned at the *Field number to change?* prompt.
2	Type the field number across from the month and in the proper year column for which to change the status.
3	Type a **D** for deferred status or an **N** for nondeferred at the filed number.
4	When all changes have been made, press <Enter> at the prompt to exit.

Change Cost Center

Overview This program allows you to move a cost center to a different cost center.

This utility is used to ensure that each cost center has a specific association. All group codes related to a cost center must represent the same event.

Print Change Log

Overview If someone made changes in the system, you will be able to print a list of the changes along with the initials that were used to sign on when the changes were made. This will help you keep track of changes and the person who made the change.

You also have the option to purge the change log once printed.

Calculate Payments

Overview
Use this program to calculate loan payments and amortization schedules. It can also be used to calculate interest earned or accrued on investments.

❖Rule
Only one of the following fields (marked by an asterisk * on the screen) can be calculated at a time.

Fields for Automatic Calculation

Fields for automatic calculation are as follows:

Principal

Interest Rate

Number of Payments

Payment Amount

Procedure
Use the following procedure to calculate payments.

Step	Action
1	Type a description of the calculation, using up to thirty characters.
	EXAMPLE: Auto loan, telephone system loan, or certificate/deposit XYZ Bank.
	Or press **<F1>** to accept the default description, *Repayment information*.
2	Type the principal amount, using up to eight digits for dollars,, a decimal point, and two digits for cents.
3	Type the interest rate to be applied using up to two digits and three decimal places.
	<u>NOTE:</u> 12.5 and 12.500 both represent 12½ percent.

Step	Action
4	Type the number of payments to be made each year. Press <Enter> to accept the default, which is 12 payments per year.
5	Type the total number of payments, up to three digits
6	Type the amount of each payment using up to seven digits for dollars, a decimal point, and two digits for cents.

RESULT: The field that was skipped is calculated and displayed, along with the total repayment amount (principal plus interest) and the total interest (shown separately).

Selecting the
Payment
Schedule

If a payment schedule is needed, type **Y** at the *Do you want to print a Payment Schedule? N* prompt and press <Enter>.
RESULT: The screen prompts, *Please enter first payment date.*

Type the date of the first payment to be included in the Payment Schedule using *mmddyyyyy* format. Or, press <Enter> to accept the current date.

Transfer Data for Prior Period

Overview

This option allows you to recreate data that was transferred to the national office.

Use this program to select data for any month in the current year and to select year-end data for the previous year.

You can build the file for a specified month (period) and year or from the previous year's year-end data.

Once the data is recreated, the system automatically transfers the new data to the national office.

Edit Unposted Journals

Overview | Use this option to add, change, or delete unposted journal entries that show errors.

Prerequisite | This process requires a password. Call the Customer Service Help Desk for the password (800-627-3025).

Add Unposted Journals | Use the following procedure to add unposted journals.

Step	Action
1	Enter the date and time assigned by the system when the transaction was added to a batch. Check the edit list for the correct date and time stamps. Also enter the sequence number for the transaction.
2	Enter the account number for the transaction to be added., Press the <Enter> key between segments of the account number.
3	Enter the date of the transactions; use *mmddyyyy* format.
4	Type the amount of the transaction; use up to seven digits plus two decimal places. If the transaction is a credit, enter a minus sign after the amount.
5	Enter the source code of the transaction source, for example, AP.
➢ Note: The Transaction Ref and the Transaction Doc fields are not currently used. Press <Enter> to skip each field.	
6	Set the Posted Flag field to N.

Print Exception Report/Edit Distribution Details

Process   Use this program to print the Posted Detail Exception Report, which shows detailed transactions whose total doesn not equal the total of the summary transactions in the General Ledger. Check the paperwork in the original journal source for the transactions that are out of balance. Then make the corrections using the Edit Distribution Detail File option on this menu. Add, change, or delete detail records for the appropriate journal.

Update Chart of Accounts Description

Process   Use this utility to update an account description. The national office will inform councils when an account name has been changed. Then, the council can run this utility to automatically replace all instances of the old account name with the new name. For example, use this utility to change SME to FOS.

Bank Reconciliation

Process   This utility allows the council to edit an unposted transactions. Use this process if checks need to be added or deleted from bank reconciliation.

Prerequisite   This program requires a password. Call the Customer Service Help Desk for the password (800-627-3025).

Classification and Reclassification

Classify Contributions

Types of Classification

Contributions are classified as to the types of restrictions placed upon the contribution by the donor. The three types of classifications are:

Unrestricted. There are no donor restrictions placed upon the gift.

Temporarily Restricted. These are donor imposed restrictions that can be satisfied by the passage of time (for example, a pledge made this year for next year's council operations) and/or by a council's action (for example, the money was donated for a specific project such as building a dining hall at camp).

Permanently Restricted. These are donor imposed restrictions that cannot be removed by the council (for example, a donation to the Endowment fund).

❖Rule

Only a donor can place a restriction upon a gift. The executive board of the council is not a donor.

Procedures

The contribution is credited to the appropriate contribution account number based on the type of restriction.

▤ Example

A contribution from Legacies or Bequests would be recorded in one of the following accounts:
4301—unrestricted
4311—temporarily restricted
4321—permanently restricted

Reclassify Contributions

✎Definition
When the requirements placed on the contribution by the donor have been fulfilled, the contribution should be reclassified. For instance, if the council incurred some expenses in complying with the donor restrictions, the income must be reclassified.

Process (Current year)
For contributions in the current year, create a transaction that debits the temporarily restricted contributions account and credits the unrestricted contributions account.

▤ Example
A donor contributed $1,000 for camperships. That money was placed in account 4511, Contributions—Other Direct—Temporarily Restricted. In that same year, camperships in the amount of $500 were used by Scouts. To reclassify the contribution, debit account 4511, Contributions—Other Direct—Temporarily Restricted, for $500, and credit account 4501, Contributions—Other Direct, for $500.

Year-End Effect on Temporarily Restricted Funds
At year-end, all temporarily restricted contributions are written to a temporarily restricted net assets account in the 3111 to 3120 range of accounts. It remains there until the council has fullfilled the requirements of the gift. At that point, the amount used for expenses can be reclassified.

Reclassification Next Year
If the council fulfills requirements placed upon the original contribution after the year-end process has written the contribution to a net assets account, the contribution must be reclassified in the new year. This time, you must use two associated accounts in the 3600 series.

▤ Example
In the campership example, the year-end process debits account 4511, Contributions—Other Direct—Temporarily Restricted, for $500, and credits account 3117, Operating Fund—Other Direct—Temporarily Restricted. In the new year, the remaining $500 was used for camperships. This time the reclassification transaction would be to debit account 3617, Reclassified Other Direct Contribution—Temporarily Restricted, in the amount of $500, and to credit 3607, Reclassified Other Direct Contribution—Unrestricted.

Budgets	The reclassified net assets accounts (3600 series) are reported on the Statement of Operations at the end of the support and revenue accounts. Budgets may be assigned to the unrestricted, reclassification accounts. Example: Account 3607, Budget $500.
Reclassification Analysis Report	Two reports are available to track the reclassification process. The first is an option on the Summary Statement of Operations screen. It is called the **Reclassification Analysis Report**. It shows the details, by source, of the Reclassification line on the Statement of Operations. It also shows the combined totals of each unrestricted contribution and the amount reclassified.
Restricted Fund Report	The second report is called the **Restricted Fund Report**; it is an option on the Cost Center Reports menu. It shows the temporarily restricted balance by cost center, along with additions, reclassified amounts, and unrestricted income and expenses. Temporarily restricted and unrestricted reclassification of net assets should always equal each other.
⮑Tip	Contributions received in a prior year for the current year will always be expressed as a part of the Reclassified Net Assets line on the Statement of Operations—Unrestricted.

In order for the budgets to reflect the appropriate amounts on the Statement of Operations—Unrestricted, always begin by budgeting the contribution accounts for the full amount of the anticipated budget.

At the end of the current year, you will know the amount of money that has been received for the next year. At current year-end, all of this money will be closed to temporarily restricted net assets accounts. As you open the new year, decrease the budgets on the contributions accounts and add the budgets to the reclassified net assets accounts by the amount reflected in the temporarily restricted net asset account. This will cause early gifts to be reflected properly in the budget columns on the Reclassified Net Assets line of the Statement of Operations—Unrestricted. |

Record a Contribution or Restricted Revenue

Overview Follow the procedure in the flowchart below to record a contribution or restricted revenue. Contribution and revenue types are listed in the table that follows with the appropriate account numbers.

```
                    ┌──────────────────────┐
                    │ Select type of contri-│
                    │ bution or restricted  │
                    │ revenue.              │
                    └──────────┬───────────┘
                               │
                               ▼
┌──────────────────────┐ no  ┌──────────────────────┐
│ Use appropriate account│◀───│ Is it donor restricted?│
│ from unrestricted col- │    └──────────┬───────────┘
│ umn in table on next   │               │ yes
│ page.                  │               ▼
└──────────────────────┘    ┌──────────────────────┐
┌──────────────────────┐ no  │ Is restriction satisfied│
│ Use appropriate account│◀───│ by either time or action?│
│ from temporarily re-   │    └──────────┬───────────┘
│ stricted column in table│              │ yes
│ on next page           │              ▼
└──────────────────────┘    ┌──────────────────────┐
                            │ Use appropriate ac-   │
                            │ count from perma-     │
                            │ nently restricted     │
                            │ column in table on    │
                            │ next page.            │
                            └──────────────────────┘
```

TYPE OF CONTRIBUTION	UNRESTRICTED	TEMPORARILY RESTRICTED	PERMANENTLY RESTRICTED
Friends of Scouting	4001	4011	Not Available
Direct Mail	4010	4020	Not Available
Learning for Life	4551	4561	Not Available
Project Sales	4071	4081	Not Available
Capital Campaign	4101	4111	4121
Special Events	4201-4209	4211	4221
Legacies and Bequests	4301	4311	4321
Foundations and Trusts	4401	4411	4421
Other Direct Income	4501	4511	4521
Contributions—National Council	4602	Not Available	Not Available
Contributions—Other Associated Organizations	4603	Not Available	Not Available
United Ways—Allocated	4701	4711	Not Available
United Ways—Donor Designated	4702	4712	Not Available
Contributions—Unassociated Organization	4801	Not Available	Not Available
Other Indirect Contributions	4901	4911	4921
Fees from Government Agencies	5001	5011	Not Available
Grants from Government Agencies	5501	5511	Not Available

TYPE OF REVENUE	UNRESTRICTED	TEMPORARILY RESTRICTED	PERMANENTLY RESTRICTED
Investment Income from Operating Fund	6501	6511	Not Available
Investment Income from Capital Fund	6502	6512	Not Available
Investment Income from Endowment Fund	6503	6513	6523
Investment Income— Royalities	6531	6541	6551
Gain (Loss) on Investment Transactions	6601	6611	6621
Unrealized Gains or Losses	6651	6661	6671

Satisfy a Donor Restriction

Overview   Follow the flowchart below to record a donor's restriction which has been satisfied. The appropriate contribution and reclassification accounts are listed on the next page.

```
┌─────────────────────┐                    ┌─────────────────────┐
│ Is restriction      │        no          │ Contribution is     │
│ satisfied by        │ ─────────────────► │ permanently         │
│ either time or      │                    │ restricted and      │
│ action?             │                    │ cannot be changed   │
└─────────────────────┘                    │ without change in   │
          │                                │ donor restriction.  │
          ▼                                └─────────────────────┘
┌─────────────────────┐
│ The contribution is │
│ recroded in a       │
│ temporarily         │
│ restricted          │
│ contribution        │
│ account. (It may    │
│ need a new cost     │
│ center to track     │
│ properly.)          │
└─────────────────────┘
          │
          ▼                                ┌─────────────────────┐
┌─────────────────────┐                    │ Contribution was    │
│ Was the             │        no          │ recorded in a prior │
│ contribution        │ ─────────────────► │ year, and at the    │
│ received during     │                    │ close of the prior  │
│ this fiscal year?   │                    │ fiscal year, the    │
└─────────────────────┘                    │ contribution was    │
          │                                │ closed to a         │
          │ yes                            │ restricted net      │
          ▼                                │ assets account.     │
┌─────────────────────┐                    └─────────────────────┘
│ Debit temporarily   │                              │
│ restricted          │                              ▼
│ contribution        │                    ┌─────────────────────┐
│ account and credit  │                    │ Use the same cost   │
│ related unrestricted│                    │ center for the      │
│ ontribution account │                    │ restricted net      │
│ using a general     │                    │ assets account as   │
│ journal enty.       │                    │ was used with the   │
└─────────────────────┘                    │ contribution        │
          │                                │ account.            │
          ▼                                └─────────────────────┘
┌─────────────────────┐                              │
│ Use two             │                              ▼
│ contribution        │                    ┌─────────────────────┐
│ accounts to         │                    │ Use two             │
│ reclassify.         │                    │ reclassification    │
│ See Contribution    │                    │ accounts to         │
│ Accounts on the     │                    │ reclsassify the net │
│ next page.          │                    │ asset. See the      │
└─────────────────────┘                    │ Reclassification    │
                                           │ Accounts on the     │
                                           │ next page.          │
                                           └─────────────────────┘
```

CONTRIBUTION ACCOUNTS		DESCRIPTION	RECLASSIFICATION ACCOUNTS		
Debit	**Credit**		**Year-end Accounts**	**Debit**	**Credit**
4011	4001	Friends of Scouting	3111	3611	3601
4081	4071	Project Sales	3112	3612	3602
4111	4101	Capital Campaign	3212	3613	3603
4211	4201-5	Special Events	3114	3614	3604
4311	4301	Legacies and Bequests	3115	3615	3605
4411	4401	Foundations/Trusts	3116	3616	3606
4511	4501	Other Direct	3117	3617	3607
4561	4551	Contributions—Learning For Life	3119	3619	3609
4711	4701	United Ways—Allocated	3118	3618	3608
4712	4702	United Ways—Donor Designated	3148	3648	3638
4911	4901	Other Indirect	3119	3619	3609
5011	5001	Government Fees	3120	3620	3610
5511	5501	Government Grants	3120	3620	3610
6511	6501	Investment Income/Operating	3141	3641	3631
6512	6502	Investment Income/Capital	3141	3641	3631
6513	6503	Investment Income/Endowment	3141	3641	3631
6541	6531	Investment Income—Royalities—Temporarily Restricted	3141	3641	3632

CONTRIBUTION ACCOUNTS		DESCRIPTION	RECLASSIFICATION ACCOUNTS		
Debit	**Credit**		**Year-end Accounts**	**Debit**	**Credit**
6611	6601	Gain (Loss) on Investment	3142	3642	3632
6661	6651	Unrealized Gains or Losses—Temporarily Restricted	3142	3642	3632

Common Accounting Procedures

Overview

Introduction

This section presents some common council accounting scenarios and describes the action the council would take in each case, lists the account number to be debited or credited for each example, and gives sample transaction amounts.

Fundraising Software

Councils using the Fundraising portion of the PAS software have the programs to automate many of the actions described in this section.

Record Product Sales

Overview   This table explains the accounting process when a product is sold.

Guidelines   For this example, we will use cost center number 821. The assumption is made that once a product has been issued to units, it cannot be returned. The debit and credit columns show sample figures only.

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
The product is received from the distributor.	Enter AP invoice expensed to account 1-1404-821-00.	1-1404-821-00 Inventory Product Sales	200,000	
		1-2006-000-00 Accounts Payable		200,000
Prizes, awards, or recognitions are ordered and received.	Enter AP invoice and expense to account 1-9153-821-75.	1-9153-821-75 Recognition Awards Youth Members	15,000	
		1-2006-000-00 Accounts Payable		15,000
Product is issued to units.	In the Fundraising portion of the PAS software, maintain records for each unit on the number of products issued on consignment for selling purposes.			
Units pay for product.	Produce a cash receipts entry.	Credit 1-6401-821-90 Sale of Products		270,000
		Debit 1-1001-000-00 General Checking	270,000	
Product is sold over the counter in the council trading post.	Produce a cash receipts entry.	1-6401-821-90 Sale of Products		1,500
		1-1001-000-00 General Checking	1,500	

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
Month end is reached. Calculate and process cost of goods entered for the month.	Find the net credit change in account 1-6401-821-90 for the month and make a general journal entry to reflect the cost of those products sold.	1-1404-821-00 Inventory Product Sales		161,000
		1-6451-821-90 Cost of Goods Sold—Product Sales	161,000	
Issue commission checks earned by units, which can be calculated using the Fundraising (PAS)software and distributed to Accounts Payable for check writing.	Enter AP invoice and expense to account 1-6471-821-90.	1-6471-821-90 Commissions Paid to Units	15,000	
		1-2006-000-00 Accounts Payable		15,000
Make payment to distributor for products received.	Select AP invoice for payment.	1-2006-000-00 Accounts Payable	200,000	
		1-1001-000-00 General Checking		200,000
Units have not settled their sales with the council by December 31.	Before closing the fiscal year, record all accrued income as accounts receivable and recognize all costs of sales, commissions, etc.	1-1241-821-00 Accounts Receivable—Units	3,000	
		1-6401-821-90 Sale of Products		3,000
		1-6451-821-90 Cost of Goods Sold—Product Sales	1,800	
		1-1401-821-00 Inventory Supplies for Sale—Service Center		1,800
The council issues Scout bucks instead of cash commissions.	Issue Scout bucks and print an expiration date on them.	1-9153-821-75 Recognition Awards—Youth Members	2,000	
		1-2786-821-00 Other Current Liabilities		2,000

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
Scout bucks are redeemed.	The council sets guidelines for redeeming Scout bucks. These guidelines determine the appropriate income amount.	1-2786-821-00 Other Current Liabilities	200	
		1-1001-000-00 Checking Account		200
The council deposits commissions into unit deposit accounts. (This helps council cash flow.)	The commission is moved into the unit deposit account.	1-6471-821-90 Commissions Paid to Units—Product Sales	10,000	
		1-2341-000-00 Custodian Accounts—Unit Deposits		10,000

Record Ticket Sales

Overview	This table explains the accounting process when event tickets are sold.
Guidelines	For this example, we will use cost center number 820. The assumption is made that tickets issued to units are fully accountable. The debit and credit columns show sample figures only.
➲ Tip	Using the Fundraising portion of the PAS software automates many of these tasks.

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
Tickets are issued to units.	Record the distribution in the Fundraising (PAS) software.			
Units turn in (gross) money for ticket sales.	Produce a cash receipts entry.	1-6815-820-20 Activities—Sale of Tickets		32,000
		1-1001-000-00 General Checking	32,000	
Commissions are paid to units.	Enter AP invoice and expense to account 1-6816-820-20.	1-6816-820-20 Activities—Commissions Paid to Units	11,000	
		1-2006-0000 Accounts Payable		11,000
Prizes are ordered for units	Enter AP invoice and expense to account 1-9153-820-20.	1-9153-820-20 Recognition—Youth	1,450	
		1-2006-000-00 Accounts Payable		1,450

Record United Way Contributions

Overview	This table explains the accounting process when the council receives United Way contributions.
Guidelines	The debit and credit columns show sample figures only.
➲Tip	Using the Fundraising portion of the PAS software automates many of these tasks.

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
The council receives a letter from a United Way agency identifying the amount of its allocation.	Enter the pledge in the Fundraising (PAS) software.	1-1308-000-00 Pledges Receivable—United Ways OR 1-1338-000-00 Pledges Receivable—United Ways—Next Year	144,000	
		1-4711-000-90 Contributions—United Ways—Temporarily Restricted		144,000
If the allocation is recorded in the same year for which it was allocated, then . . .	Calculate and use $\frac{1}{12}$ of the total United Way pledge in a general journal transaction. Note: This is done regardless of the pledge payment schedule.	1-4711-000-90 Contributions—United Ways—Temporarily Restricted	12,000	
		1-4701-000-90 Contributions—United Ways		12,000

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
If the allocation is recorded in the year prior to the year for which it was allocated, then . . .	Calculate and use $\frac{1}{12}$ of the total United Way pledge in a general journal transaction. Note: This is done regardless of the pledge payment schedule.	1-3618-000-00 Reclassified United Ways—Temporarily Restricted 1-3608-000-00 Reclassified— United Ways—Unrestricted	12,000	 12,000
By January 31, a letter of pledge has not been received.	Book a pledge in the amount the council expects to receive for each United Way not yet heard from.	1-1308-000-00 Pledges Receivable—United Ways 1-4711-000-90 Contributions— United Ways—Temporarily Restricted	96,000	 96,000
The council receives a letter saying, "We will not be able to meet our pledge of $2,000."	Book an allowance for uncollectible pledge.	1-4769-000-90 Provisions for Uncollectibles— United Ways—Current Year 1-1378-000-00 Allowance for Uncollectible— United Ways—Current Year	2,000	 2,000
The council receives a United Way check as payment on the pledge.	Make a cash receipts entry.	1-1001-000-00 General Checking 1-1308-000-00 Pledges Receivable—United Ways	12,000	 12,000

Record FOS Contributions

Overview
This table explains the accounting process when Sustaining Membership Enrollment/Friends of Scouting campaigns occur.

Guidelines
The debit and credit columns show sample figures only. These sample figures assume that ten percent of pledges will be uncollectible.

➲Tip
Using the Fundraising portion of the PAS software automates many of these tasks.

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
The council receives a pledge for the next year.	Record it in the Fundraising (PAS) software. Calculate the percentage of pledges that are not collectible. Use this on the Allowance and Provision accounts as follows (see next column):	1-1331-000-00 Pledges Receivable—FOS—Next Year	1,000	
		1-1391-000-00 Allowance for Uncollectible Pledges—FOS—Next Year		100
		1-4011-000-90 Contributions—FOS —temporarily Restricted		1,000
		1-4070-000-90 Provision for Uncollectible Pledges—FOS—Temporarily Restricted	100	
The council receives a payment on a pledge for next year.	Record it through cash receipts in either General Ledger or Fundraising (PAS).	1-1001-000-00 General Checking	150	
		1-1331-000-00 Pledges Receivable—FOS—Next Year		150

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
January 1 current year	You must manually move balances to new accounts.	1-1331-000-00 balance moves to 1-1301-000-00. 1-1391-000-00 balance moves to 1-1371-000-00. 1-1301-000-00 balance moves to 1-1321-000-00. 1-1371-000-00 balance moves to 1-1381-000-00.		
Reclassify	As you begin the new year, the time restriction has been lifted and the net assets need to be reclassified.	1-3611-000-00 Reclassified FOS— Temporarily Restricted	900	
		1-3601-000-00 Reclassified FOS— Unrestricted		900
*Note: Reclassified net assets (FOS, Project Sales, Capital Campaign, and Special Events) represent the net of contributions less the provision for uncollectible pledges (recorded at the end of the prior year in accounts 4070, 4081, 4190, and 4250 respectively). This difference must be taken into consideration when reconciling contributions and pledges receivable.				
The council receives a pledge for the current year.	Record it in the Fundraising (PAS) software. Calculate the percentage of pledges that are not collectible. Use this on the Allowance and Provision accounts as follows (see next column):	1-1301-000-00 Pledges Receivable—FOS	20,000	
		1-1371-000-00 Allowance for Uncollectible Pledges— FOS		2,000
		1-4001-000-90 Contributions—FOS		20,000
		1-4069-000-90 Provision for Uncollectible Pledges— FOS	2,000	
The council receives payments on a pledge for this year.	Record them through Cash Receipts in either General Ledger or Fundraising (PAS).	1-1001-000-00 General Checking	50	
		1-1301-000-00 Pledges Receivable—FOS		50

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
Reach the end of the current year.	The management of the council must determine which of the outstanding pledges are collectible and which are not. Two accounts should be adjusted as needed to equal the amount of uncollectible pledges.	1-4069-000-90 Provision for Uncollectible Pledges—FOS 1-1371-000-00 Allowance for Uncollectible Pledges—FOS	5,300	5,300
January 1 next year	You must manually move balances to new accounts.	1-1331-000-00 balance moves to 1-1301-000-00 1-1391-000-00 balance moves to 1-1371-000-00 1-1301-000-00 balance moves to 1-1321-000-00 1-1371-000-00 balance moves to 1-1381-000-00		
The council receives a payment on a collectible pledge from last year.	Record it through cash receipts in either General Ledger or Fundraising (PAS).	1-1001-000-00 General Checking 1-1321-000-00 Pledges Receivable—FOS—Prior Year	75	75
The council receives a payment on an uncollectible pledge from last year (one that has been <u>written off</u>).	Record contribution as a new pledge in the Fundraising (PAS) software. Record cash receipts in either General Ledger or Fundraising (PAS).	1-1321-000-00 Pledges Receivable—FOS—Prior Year 1-4541-000-90 Contributions—FOS—Prior Year 1-1321-000-00 Pledges Receivable—FOS—Prior Year 1-1001-000-00 Cash	350 350	350 350

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
Final write-off for pledges receivable from last year.	Make a general journal entry to place the difference between accounts 1321 and 1381 into account 9432 (if debit) or 6931 (if credit). Debit account 1381 and credit account 1321 to bring both balances to zero.	1-1381-000-00 Allowance for Uncollectible Pledges—FOS—Prior Year 1-1321-000-00 Pledges Receivable—FOS—Prior Year	5,300	5,300

Record Special Events

Overview   This table explains the accounting process when special events
                  occur.

Guidelines   For the purpose of this example, we will use cost center number
                  821. The debit and credit columns show sample figures only.
                  These sample figures assume that five percent of pledges will be
                  uncollectible.

➲ Tip   The Fundraising portion of the PAS software can handle special
                  event transactions; different incomes may need to be separate
                  campaigns.

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
A pledge is received from a participant.	Make a contributions journal entry.	1-1304-821-00 Pledges Receivable—Special Events	300	
		1-1374-821-00 Allowance for Uncollectible Pledges—Special Events		15
		1-4202-821-10 Contributions—Special Events—Ticket Sales		300
		1-4249-821-10 Provision for Uncollectible Pledges—Special Events	15	

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
A pledge is received from a sponsor.	Make a contributions journal entry.	1-1304-821-00 Pledges Receivable— Special Events	1,000	
		1-1374-821-00 Allowance for Uncollectible Pledges— Special Events		50
		1-4201-821-10 Contributions— Special Events— Sponsorships		1,000
		1-4249-821-10 Provision for Uncollectible Pledges— Special Events	50	
Cash is received from a participant or a sponsor.	Make a cash receipts entry.	1-1001-000-00 General Checking	200	
		1-1304-821-00 Pledges Receivable—Special Events		200
A gift in kind is received from a participant or a sponsor (for example, greens fee, cart rental).	Make a contributions journal entry. (For prizes, use 4255; for meals, use 4251; for other direct benefits, use 4271.)	1-4252-821-10 Cost of Direct Benefits—Rental of Facilities	1,100	
		1-1304-821-00 Pledges Receivable—Special Events		1,100
An invoice is received for an expense for which the participant received a direct benefit, such as greens fee, cart rental, meals, speakers, and awards.	Enter AP invoice and expense to account 1-4251-821-10 Meals 1-4252 Rental of Facilities 1-4253 Speakers' Fees 1-4254 Music 1-4255 Awards 1-4271 Other	1-4251-821-10 Cost of Direct Benefits—Meals; etc.	3,500	
		1-2006-000-00 Accounts Payable		3,500

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
An invoice is received for an expense that does not directly benefit participants.	Enter AP invoice and expense to appropriate expense account.	1-8301-821-70 Postage and Parcel Post Expense	275	
		1-2006-000-00 Accounts Payable		275

Record Monthly Cost of Goods Sold

Overview   This table explains the accounting process when the following types of goods are sold in any given month:

Trading Post   Camp Trading Post
Camp Vending Machine   Activity Trading Post

Guidelines   The debit and credit columns show sample figures only.

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
Received supplies from a vendor.	Enter the invoice into Accounts Payable invoice and debit the inventory account.	1-1401-000-00 Inventory Supplies for Sale—Service Center	14,000	
		1-2006-000-00 Accounts Payable		14,000
Reach the end of the month. Justify sales with cost of sales and adjust inventory accordingly.	Print MTD Cost of Sales vs. Sales Report from Trading Post. Record Cost of Goods Sold total. OR Multiply the net credit entry for the month in 1-6301-000-90 times the ratio (such as .75) that represents the cost of the goods sold.	1-6351-000-90 Cost of Sales, Supplies—Service Center	21,500	
		1-1401-000-00 Inventory Supplies for Sale—Service Center		21,500
For camp trading post . . .	Same process as in the block above.	1-1421-XXX-00 Inventory Camp Trading Post		
		1-6711-XXX-21 Camping—Trading Post Sales		
		1-6712-XXX-21 Camping—Trading Post—Cost of Sales		

SITUATION	ACTION	ACCOUNT NUMBER	DEBIT	CREDIT
For camp vending machines . . .	Same process as in the block above.	1-1421-XXX-00 Inventory Camp Trading Post 1-6713-XXX-21 Camping—Vending Machine Sales 1-6714-XXX-21 Camping—Vending Machine Cost of Sales		
For activity trading post . . .	Same process as in the block above.	1-1421-XXX-00 Inventory Camp Trading Post 1-6811-XXX-20 Activities—Trading Post Sales 1-6812-XXX-20 Activities—Trading Post Cost of Sales		
For activity vending machines . . .	Same process as in the block above.	1-1421-XXX-00 Inventory Camp Trading Post 1-6813-XXX-20 Activities—Vending Machine Sales 1-6814-XXX-20 Activities—Vending Machine Cost of Sales		

Record United Way Contributions

Background
United Way contributions should be recorded in the Fundraising portion of the PAS software as are all other significant contributions to the council. There are important reasons for this.

United Way agencies tend to have nonstandard fiscal years and nonstandard allocation processes and cycles. To accurately maintain this information, it is important to record each United Way agency as a contributor and to record its unique process and allocation history.

Purpose
A trend that has become prevalent is donor designated pledges and payments through United Way agencies. To accommodate this process, we have established accounts to handle contributions, allowance and provision for uncollectible pledges, and reclassification of donor designated net assets.

Accounts
The following accounts are now available for United Way contributions:

1308 Pledges Receivable—United Ways—Current Year

1328 Pledges Receivable—United Ways—Prior Year

1338 Pledges Receivable—United Ways—Future Year

1378 Allowance for Uncollectibles—United Ways—Current Year

1388 Allowance for Uncollectibles—United Ways—Previous Year

1398 Allowance for Uncollectibles—United Ways—Future Year

3118 Operating Fund—United Ways—Allocated—Temporarily Restricted

3148 Operating Fund—United Ways—Donor Designated—Temporarily Restricted

3178 Operating Fund—Prior Period Adjustment to 3118

3198 Operating Fund—Prior Period Adjustment to 3148

3608 Reclassified United Ways—Allocated—Unrestricted

3618 Reclassified United Ways—Allocated—Temporarily
      Restricted

3638 Reclassified United Ways—Donor Designated—
      Unrestricted

3648 Reclassified United Ways—Donor Designated—
      Temporarily Restricted

4701 Contributions—United Ways—Allocated—Current Year

4702 Contributions—United Ways—Donor Designated—Current
      Year

4711 Contributions—United Ways—Allocated—Temporarily
      Restricted

4712 Contributions—United Ways—Donor Designated—
      Temporarily Restricted

4769 Provision for Uncollectibles—United Ways—Current Year

4770 Provision for Uncollectibles—United Ways—Temporarily
      Restricted

Donor Designated Contributions	Donor designated contributions are a difficult group of prospects to track. The information is very important so we encourage your efforts in accurate recording. If the individual stops giving to the United Way, it is important for the council to contact the individual and ask for continued financial support. Typically the United Way provides you with a list of contributors and their commitments. Following this first communication, you receive a series of checks with no information on which accounting period or contributor the checks represent. How do you keep track of these contributors when you don't know who has paid?

Procedure

First, we suggest that you enter each prospect into the name and prospect files. You may want to set up a separate campaign for this unique type of giving. Second, enter the pledge for each contributor but delete it from the distribution file before distributing to the general ledger. Third, use a different division; establish a second prospect record for the United Way that will record the total of the pledges and payments received through donor designated giving.

Following are suggested divisions for United Ways:

UA United Way Allocations
UD United Way Donor Designations

When a United Way allocation commitment is received, select the Fundraising option in PAS and book the part of the United Way commitment that belongs in each fiscal year. For example, if the United Way fiscal year was September 1 to August 31, eight of twelve portions of the commitment would be booked in one fiscal year and the remaining four portions would be in another fiscal year.

Results

The Fundraising system will do the following with this information after you update the United Way campaign codes file:

Debit account 1308 Pledges Receivable—United Ways—Current Year

Debit account 4769 Provision for Uncollectibles—United Ways—Current Year

Credit account 1378 Allowance for Uncollectibles—United Ways—Current Year

Credit account 4711 Contributions—United Ways—Allocated—Temporarily Restricted

Debit account 1338 Pledges Receivable—United Ways—Future Year

Debit account 4770 Provision for Uncollectibles—United Ways—Temporarily Restricted

Credit account 4711 Contributions—United Ways—Allocated—Temporarily Restricted

Credit account 1398 Allowance for Uncollectibles—United Ways—Future Year

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Reclassifications   After the year-end close process is executed, two reclassification entries are needed:

Debit account 3618 Reclassified United Ways—Allocated—Temporarily Restricted

Credit account 3608 Reclassified United Ways—Allocated—Unrestricted

Debit account 3648 Reclassified United Ways—Donor Designated—Temporarily Restricted

Credit account 3638 Reclassified United Ways—Donor Designated—Unrestricted

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Transfer Assets

✎ Definition
:   Transfers in the General Ledger means the permanent movement of assets between funds. A specific series of accounts (the 3900 series) is set up for this purpose. Each transfer requires approval of the executive board.

Process
:   The 3900 series is divided into transfers to (51,52, and 53) and transfers from (01,02, and 03). In all cases, the asset transferred from one fund must be transferred into another fund. Each transaction involves at least four accounts.

▤ Example
:   The executive board approves the transfer of $5,000 from the Operating fund to the Capital fund. The transaction would be:

> Debit account 1-3952-000-00 Transfers to Capital Fund
>
> Credit account 1-1001-000-00 General Checking
>
> Debit account 2-1001-000-00 Capital Checking
>
> Credit account 2-3901-000-00 Transfers from Operating Fund

Fixed Asset Transer
:   In some cases, a fixed asset may have been credited to the Operating fund when it belongs to the Capital fund. If the purchase has not been recorded, follow the procedure in the example above.

If the purchase has already been recorded, do the following:

> Debit account 1-3952-000-00 Transfers to Capital Fund
>
> Credit account 1-xxxx-xxx-xx This would be the account where the purchase transaction resides.
>
> Debit account 2-18xx-xxx-00 (Use the appropriate fixed asset account.)
>
> Credit account 2-3901-000-00 Transfers from Operating Fund

❖Rule

Assets have a debit natural balance and net assets have a credit natural balance. Therefore, to increase the value of an asset, make a debit; to decrease the value of an asset, make a credit. To increase the value of net assets, make a credit; to decrease the value of net assets, make a debit.

Record Construction-Related Costs

Purpose	Account 1841, Construction-in-Progress, in the Capital fund is designed to record all costs associated with the process of building a fixed asset. For example, someone has donated the money to build a new program building at camp. The accumulation of vendor invoices and contract payments will be recorded in the Construction-in-Progress account and later moved to the Buildings—Camp fixed asset account.

Process	Set up a cost center for each project so that you can isolate all of the expenses related to the construction of this asset.

Accounting Results	When the project is completed, four transactions must be processed. They are:

> Debit account 2-18xx-000-00 (Use the appropriate fixed asset account.)
>
> Credit account 2-1841-xxx-00* Construction-in-Progress
>
> Debit account 2-3262-xxx-00* Capital Fund—Unexpended Capital Funds—Unrestricted
>
> Credit account 2-3261-000-00 Capital Fund—Investment in Fixed Assets—Unrestricted

Reclassification	You may also need to reclassify this money if the funds are temporarily restricted instead of unrestricted. Use the following accounts:

> Debit account 2-3613-xxx-00* Reclassified Capital Campaign—Temporarily Restricted
>
> Credit account 2-3603-xxx-00* Reclassified Capital Campaign—Unrestricted

*In place of xxx, use the cost center set up for this construction project.

Record Camperships

❖Rule

Funds raised specifically for camperships are donor restricted funds and must be recorded as such.

Process

The best way to record campership transactions is to assign a cost center to each specific campership fund.

When the contribution is received (through the Fundraising software), do the following:

Debit account 1-1310-xxx-00* Pledges Receivable—Other Direct Contributions

Credit account 1-4511-xxx-90* Contributions—Other Direct—Temporarily Restricted

When the camperships have been granted, do the following:

Debit account 1-8910-xxx-25* Assistance to Individuals—Camperships (Use the cost center that you have assiged to this campership.)

Credit account 1-6701-xxx-21* Camping—Fees (Use the camp cost center.)

Explanation

This procedure correctly records the campership funds twice: once as a contribution and once as a revenue. First, it is recorded when received as a contribution for a specific purpose. Second, it is camp fees revenue and is recorded as part of the Scout's full camping fee. The offsetting entry to the revenue is to expense the Assistance to Individuals—Camperships account.

Reclassification

If you have funds remaining from the previous year, and you grant camperships, reclassify the funds as follows:

Debit account 1-3617-xxx-00* Reclassified Other Direct Contributions—Temporarily Restricted

Credit account 1-3607-xxx-00* Reclassified Other Direct Contributions—Unrestricted
*Use the appropriate cost center in place of the xxx.

Discount Future Receivables

Background	In 1994, the Financial Accounting Standards Board issued Statement 116 which introduces a new process for long-term pledges, that is, pledges that will be paid no sooner than one year in the future and no later than five years in the future. This process involves discounting the value of pledges receivable because current cash is more valuable than future cash.
🗎 Example	In a Capital Campaign, a council typically receives pledges that will be paid in the future. Suppose the council goes to a bank to borrow money using these future pledges as collateral. The bank will usually discount the amount of money to be borrowed by estimating the present value of future cash payments and subtracting this from the total amount that can be loaned.
Result	From an accounting point of view, the result is to record an accurate estimate of the value of all pledges (considering allowances for uncollectibles and discounts of future values) for the Statement of Financial Position.
Calculating Discount	At the end of the fiscal year, the council calculates the discount using a worksheet (see sample in this section).

Use the following procedure to complete the worksheet. |

Step	Action
1	Print the Cash Flow Projection Report in the Fundraising software and total the pledges for each year until the campaign is completed. (The accounting industry discourages recording pledges more than five years in the future.)
2	Enter the total of outstanding pledges on line 1 of the worksheet.
3	Enter the total of pledges due to be paid within 12 months on line 2 of the worksheet.

Step	Action
4	Enter the total of the allowance for uncollectible pledges on line 3 of the worksheet.
5	Enter the amount of gross pledges used in calculating last year's discount on line 4 on the worksheet.
6	Subtract lines 2, 3, and 4 from line 1 and enter the result on line 5 of the worksheet.
7	Enter the current T-Bill rate on line 6.
8	Multiply the amount on line 6 by the totals on line 5; enter the result on line 7.
9	If the figure on line 7 is $10,000 or less, do not enter any data. (This is usually considered to be immaterial.) If the figure on line 7 is greater than $10,000, create a recurring journal to be distributed over the life of the total pledges covered.

▤ Journal
Example

A typical journal for a Capital Campaign follows.

To set up a discounted amount (line 7 on the worksheet) for future value, debit account 2-4153-xxx-90*, Provision for Discounted Future Value, and credit account 2-1353-xxx-00*, Allowance for Discounted Future Value.

To set up the recurring journal for the monthly accretion (recapturing the discounted value of the pledge), calculate the total to be accreted (line 7) and divide it by the total number of months until all the pledges are paid.

Debit this amount monthly to account 2-1353-xxx-00*, Allowance for Discounted Future Value and credit account 2-4154-xxx-90*, Accretion of Discounted Future Value.

You will notice that we use cost centers with this transaction. The cost center in this case identifies a particular accretion transaction so that this year's transactions can be separated from last year's transactions because they will be based on different T-Bill rates.

*Use the appropriate cost center in place of the xxx.

Worksheet   Use the following worksheet to determine discounted future
             receivables.

Instruction	19__	19__	19__	19__	19__
1. Total pledges receivable					
2. Subtract total pledges due within one year					
3. Subtract total allowance for uncollectibles					
4. Gross amount of discounted pledges by year					
5. Total pledges to be discounted by year					
6. Current T-Bill rate %					
7. Multiply line 6 by line 5 and put result here.					

GL Reports in Account Format

Introduction

Overview

This section lists the various accounts used in the General Ledger system. These accounts are used for all council revenue and expenses.

Credentials

The account number formats are maintained by Council Adminis– tration Service and meet the accounting principles set in the American Institute of Certified Public Accountants Industry Audit Guide, *Audits of Non-Profit Organizations*. These accounts cover all data necessary to supply United Way and regulatory agencies with the appropriate accounting information.

How to Use This Section

This section is divided into the various reports printed from the General Ledger system. Each report shows the format in which the data appears, and the types of accounts and range of accounts that pertain to the report. In some cases, the associated usage code is also displayed.

Overview of Reports

Statement of Financial Position

The Statement of Financial Position is designed to present the financial status of the entire council as of a specific date. It shows the total assets, liabilities, and the type of net assets that are present and available to the management and board of the council. It also represents the entire history of the council from its inception to the current date. Also shown is a measurement of the council's ability to pay its current obligations from current assets.

Statement of Changes in Net Assets

The Statement of Changes in Net Assets shows the net assets present at the beginning of the fiscal year and the changes that have taken place since then. Also included is an explanation of the sources of the changes of net assets for the period covered.

Statement of Cash Flows

The Statement of Cash Flows shows the cash resources that have been increased or decreased during the selected fiscal year. The statement gives information as to the impact of cash on operations, borrowing, or investing. At the bottom, the reader can see the amount of cash present by fund at the beginning of the year and at the end of the selected period.

Statement of Functional Expenses

The Statement of Functional Expenses shows how much of the corporation's actual expenses are being spent for program, management, and fundraising functions.

Statement of Operations

The Statement of Operations is a tool for measuring current unrestricted budget and actual figures. It can be printed in comparative format to show current actual amounts compared with budget figures or last year's figures. Or it can be printed in standard format.

Nation's Best Council

STATEMENT OF FINANCIAL POSITION

ASSETS	Valid Account Ranges (00 usage code unless otherwise specified)
Current Assets	
Cash	1000–1099
Short–Term Investments	1100–1199
Accounts and Notes Receivable	1200–1299
Pledges Receivable	1300–1399
Inventories	1400–1499
Deferred Activity Expenses	7000–9999 (usage code 20, deferred status)
Deferred Camp Expenses	7000–9999 (usage code 21, deferred status)
Deferred Special Events, Expenses	7000–9999 (usage code 70, plus 2654 deferred status)
Prepaid Expenses	1700–1799
Total Current Assets	
Land, Buildings, and Equipment	1800–1899
Long–Term Investments	1900–1999
Total Noncurrent Assets	
TOTAL ASSETS	
LIABILITIES AND NET ASSETS	
Current Liabilities	
Accounts Payable	2000–2699
Accrued Expenses	2100–2199
Payroll Taxes Withheld	2200–2299
Custodian Accounts	2300–2399
Notes Payable	2400–2499
Deferred Activity Income	2629, 6800 (usage code 20, deferred status)
Deferred Camp Income	2630, 6700 (usage code 21, deferred status)
Deferred Income Other	2631
Deferred Special Event Income	4200–4299, (usage code 10, plus 2604, 2674 deferred status)
Other Current Liabilities	2700–2799
Total Current Liabilities	
Long–Term Indebtedness	2800–2899
Other Noncurrent Liabilities	2900–2999
Total Noncurrent Liabilities	
TOTAL LIABILITIES	

OPERATING FUND 1

Net Assets

Unrestricted Net Assets

3101, 3102, 3161, 3162, 3601–3610,   3631, 3632, 3900–3999, plus net value of unrestricted 4000–9999

Temporarily Restricted Net Assets

3111–3120, 3141, 3142, 3148, 3171–3198, 3611–3620, 3641, 3642, 3648, plus net value of temporarily restricted accounts 4000–6999

Permanently Restricted Net Assets

3121, 3181, 3621, 3652, plus net value of permanently restricted accounts 4000–6999

CAPITAL FUND 2

Net Assets

Unrestricted Net Assets

3201, 3202, 3261, 3262, 3601–3610, 3631, 3632, 3900–3999, plus the net value of unrestricted accounts 4000–9999

Temporarily Restricted Net Assets

3211, 3212, 3271, 3272, 3611–3620, 3641, 3642, plus the net value of temporarily restricted accounts 4000–6999

Permanently Restricted Net Assets

3221, 3281, 3621, 3652, plus the net value of permanently restricted accounts 4000–6999

ENDOWMENT FUND 3

Net Assets

Unrestricted Net Assets

3301, 3302,3303, 3361, 3362, 3363, 3400–3999, 3601–3610, 3631, 3632 plus the net value of unrestricted accounts 4000–9999

Temporarily Restricted Net Assets

	3311, 3312, 3313, 3371, 3372, 3373, 3611–3620, 3641, 3642 plus the net value of temporarily restricted accounts 4000–6999
Permanently Restricted Net Assets	3321, 3322, 3323, 3324,3325, 3381, 3382, 3383, 3621, 3652 plus the net value of permanently restricted accounts 4000–6999

Total Net Assets

 TOTAL LIABILITIES AND NET ASSETS

Nation's Best Council

STATEMENT OF OPERATIONS—UNRESTRICTED

Description	Valid Account Ranges (usage code 90 unless otherwise specified)
SUPPORT AND REVENUE	
Direct Support	
Sustaining Membership Enrollment	4000–4069*
Project Sales	4071–4099*
Capital Campaign	4100–4199*
Special Events-Net of Direct Benefit Cost	4200–4299* (usage code 10, nondeferred status)
Legacies and Bequests	4300–4399*
Foundations and Trusts	4400–4499*
Other Direct Support	4500–4599*
Total Direct Support	
Indirect Support	
Associated Organizations	4600–4699*
United Ways	4700–4799*
Unassociated Organizations	4800–4899*
Other Indirect	4900–4999*
Fees from Government Agencies	5000–5999*
Total Indirect Support	
Revenues	
Sales of Supplies-Less Cost of Sales	6300–6399*
Sales of Products-Less Commissions & Cost	6400–6499*
Investment Income	6500–6599*
Gain/Loss on Investments	6600–6699*
Camping Revenues	6700–6799 (usage code 21, nondeferred status)
Activities Revenues	6800–6899 (usage code 20, nondeferred status)
Other Revenues	6900–6999
Total Revenues	
Reclassification of Net Assets	
	3600–3610, 3631, 3632, 3638
TOTAL SUPPORT AND REVENUE* Unrestricted only	
EXPENSES (usage codes 20, 21, 25, 50, 70, 75, 99)	
Employee Compensation	
Salaries	7000–7099
Employee Benefits	7100–7199

Payroll Taxes	7200–7299
Employee–Related Expenses	7300–7399

Total Employee Compensation
Other Expenses

Professional Fees	8000–8099
Supplies	8100–8199
Telephone	8200–8299
Postage and Shipping	8300–8399
Occupancy	8400–8499
Rental and Maintenance of Equipment	8500–8599
Printing and Publications	8600–8699
Travel	8700–8799
Conferences and Meetings	8800–8899
Specific Assistance to Individuals	8900–8999
Recognition Awards	9100–9199
Interest Expense	9200–9299
Insurance	9300–9399
Other Expense	9400–9499
Depreciation (fund 2 only)	9500–9599

Total Other Expenses

Charter and National Service Fee	9690–9699

Total Expenses

Inc (Dec) of Net Assets

3600–3610, 3631, 3632, 3638 plus net value of 4000–6999 (unrestricted only) minus 7000–9699 (nondeferred usage codes 10, 20, 21, 70)

Unrestricted Net Assets, Beginning of Year

3101, 3102

Transfers

3900–3999

UNRESTRICTED NET ASSETS, END OF PERIOD

Unrestricted Accounts 3101, 3102, 3161, 3162, 3600–3610, 3621, 3632, 3638, 3900–3999 plus net value of 4000–9999 (unrestricted and nondeferred usage codes 10, 20, 21, 70)

Nation's Best Council

STATEMENT OF CHANGES IN NET ASSETS

Functional Presentation

CHANGES IN UNRESTRICTED NET ASSETS

Valid Account Ranges
(usage code 90 unless otherwise specified)

SUPPORT AND REVENUE
  Direct Support
    Sustaining Membership   4000–4069*
    Project Sales   4071–4099*
    Capital Campaign   4100–4199*
    Special Events—Net of Direct Benefit   4200–4299* (usage code 10, nondeferred status)
    Legacies and Bequests   4300–4399*
    Foundations   4400–4499*
    Other Direct Contributions   4500–4599*
Total Direct Support

  Indirect Support
    Associated Organizations   4600–4699*
    United Ways   4700–4799*
    Unassociated Organizations   4800–4899*
    Other Indirect   4900–4999*
    Fees from Government Agencies   5000–5599*
Total Indirect Support

  Revenue
    Supplies—Less Cost of Sales   6300–6399*
    Products—Less Commissions and Cost   6400–6499*
    Investment Income   6500–6599*
    Gain or Loss on Investments   6600–6699*
    Camping Revenue   6700–6799* (usage code 21, nondeferred status)
  Activity Revenue   6800–6899* (usage code 20, nondeferred status)
  Other Revenue   6900–6999
Total Revenue

  Reclassified Net Assets

        3600–3610, 3631, 3632

Total Support and Revenue

* Unrestricted only

EXPENSE
   Program   7000–9599 (usage codes 20, 21, 25, plus a percentage of 99)

Support Services
   Management and General   7000–9599 (usage code 50 plus a percentage of 99)

   Fundraising   7000–9599 (usage code 70, 75 plus a percentage of 99)

Total Supporting Services

   Charter and National Service Fee   9690–9699
Total Expenses

Reclassified Net Assets   3601–3610, 3631, 3632, 3638
   Inc (Dec) in Unrestricted Net Assets

                                         3600–3610, 3631, 3632, 3638, 4000–6999 (unrestricted only) minus 7000–9699 (nondeferred usage codes 10, 20, 21, 70)

CHANGES IN TEMPORARILY RESTRICTED NET ASSETS ONLY
   Direct Support
     Sustaining Membership Enrollment   4000–4069
     Project Sales   4071–4099
     Capital Campaign   4100–4199
     Special Events—Net of Direct Benefit 4200–4299 (usage code 10, nondeferred status)
     Legacies and Bequests   4300–4399
     Foundations   4400–4499
     Other Direct Contributions   4500–4599

   Total Direct Support

   Indirect Support
     Associated Organizations   4600–4699
     United Ways   4700–4799
     Unassociated Organizations   4800–4899
     Other Indirect   4900–4999
     Fees from Government Agencies   5000–5599
   Total Indirect Support

   Revenues
     Investment Income   6500–6599

Gain or Loss on Investments   6600–6699

Total Revenue
  Reclassified Net Assets   3611–3620, 3641, 3642, 3648
TOTAL SUPPORT AND REVENUE
  Inc (Dec) in Temporarily Restricted Net Assets

                                           3600–3699 plus 4000–6999
  Changes in Permanently Restricted Net Assets

SUPPORT AND REVENUE
  Direct Support
    Sustaining Membership Enrollment   4000–4069
    Project Sales   4071–4099
    Capital Campaign   4100–4199
    Special Events—Net of Direct Benefit   4200–4299 (usage code 10,
                                           nondeferred status)
    Legacies and Bequests   4300–4399
    Foundations   4400–4499
    Other Direct Contributions   4500–4599
  Total Direct Support
  Indirect Support
    Associated Organizations   4600–4699
    United Ways   4700–4799
    Unassociated Organizations   4800–4899
    Other Indirect   4900–4999
    Fees from Government Agencies   5000–5599
  Total Indirect Support
  Revenues
    Investment Income   6500–6599
    Gain or Loss on Investments   6600–6699
  Total Revenue

  Reclassified Net Assets   3621, 3652

  Total Support and Revenue

  Inc (Dec) in Permanently Restricted Net Assets 3621, 3652 plus 4000–6699

  Inc (Dec) in Total Net Assets

                                           3621, 3652 plus net of 4000–9999
                                           using usage codes 10, 20, 21, 70
                                           (nondeferred status and perma-
                                           nently restricted)
Net Assets, Beginning of Year

OPERATING FUND 1

Unrestricted Net Assets	Unrestricted accounts 3101, 3102
Temporarily Restricted Net Assets	3111–3120, 3141, 3142, 3148
Permanently Restricted Net Assets	3121, 3181

CAPITAL FUND 2

Unrestricted Net Assets	3201, 3202
Temporarily Restricted Net Assets	3211, 3212
Permanently Restricted Net Assets	3221

ENDOWMENT FUND 3

Unrestricted Net Assets	3301, 3302, 3303
Temporarily Restricted Net Assets	3311, 3312, 3313
Permanently Restricted Net Assets	3321, 3322, 3323,3324,3325

Total Net Assets—Beginning of Year
(Total of Above Three Categories)

Transfers	3900–3999

TOTAL NET ASSETS, END OF PERIOD

OPERATING FUND 1

Net Assets, End of Period

Unrestricted Net Assets	3101, 3102, 3161, 3162, 3601–3610, 3631, 3632, 3638, 3900–3999, plus net value of un-restricted accounts 4000–9999
Temporarily Restricted Net Assets	3111–3120, 3141, 3142, 3148, 3171–3198, 3611–3620, 3641, 3642, 3648, plus net value of temporarily restricted accounts 4000–9999

CAPITAL FUND 2

Net Assets
    Unrestricted Net Assets   3201, 3202, 3261, 3262, 3631,
3601–3610, 3631, 3632 plus net
value of unrestricted accounts
4000–9999

    Temporarily Restricted Net Assets   3211, 3212, 3271, 3272,
3611–3620, 3641, 3642, 3648 plus
net value of
temporarily restricted accounts
4000–6999

    Permanently Restricted Net Assets   3221, 3281, 3621, 3652 plus net
value of permanently restricted
accounts 4000–6999

ENDOWMENT FUND 3

Net Assets
    Unrestricted Net Assets   3301, 3302, 3303, 3361, 3362,
3363, 3601–3610, 3631, 3632,
3638 plus the net value of unre-
stricted accounts 4000–9999

    Temporarily Restricted Net Assets   3311, 3312, 3313, 3371, 3372,
3373, 3611–3620, 3641, 3642,
3648 plus the net value of tempo-
rarily restricted accounts
4000–6999

    Permanently Restricted Net Assets   3321, 3322, 3323, 3324, 3325,
3381, 3382, 3383, 3621, 3652 plus
the net value of permanently re-
stricted accounts 4000–6999

TOTAL NET ASSETS, END OF PERIOD
(Total of Above Three Categories)

Nation's Best Council

STATEMENT OF CHANGES IN NET ASSETS

Natural Presentation

CHANGES IN UNRESTRICTED NET ASSETS

Support and Revenue	Valid Account Ranges (usage code 90 unless otherwise specified)
Direct Support	
Sustaining Membership	4000–4069
Project Sales	4071–4099
Capital Campaign	4100–4199
Special Events—Net of Direct Benefit	4200–4299 (usage code 10, nondeferred status)
Legacies and Bequests	4300–4399
Foundations	4400–4499
Other Direct	4500–4599
Total Direct Support	
Indirect Support	
Associated Organizations	4600–4699
United Ways	4700–4799
Unassociated Organizations	4800–4899
Other Indirect	4900–4999
Fees from Government Agencies	5000–5599
Total Indirect Support	
Revenue	
Supplies—Less Cost of Sales	6300–6399
Products—Less Commissions and Cost	6400–6499
Investment Income	6500–6599
Gain or Loss on Investments	6600–6699
Camping Revenue	6700–6799 (usage code 21, nondeferred status)
Activity Revenue	
	6800–6899 (usage code 20, nondeferred status)
Other Revenue	
	6900–6999
TOTAL REVENUE	
Reclassified Net Assets	
	3600–3620, 3631, 3632, 3638
Total Support and Revenue	

EXPENSES (usage codes 20, 21, 25, 50, 70, 75, 99)
  Employee Compensation

Salaries	7000–7099
Employee Benefits	7100–7199
Payroll Taxes	7200–7299
Employee-Related Expenses	7300–7399

Total Employee Compensation

  Other Expenses

Professional fees	8000–8099
Supplies	8100–8199
Telephone	8200–8295
Postage and Shipping	8300–8399
Occupancy	8400–8499
Rental and Maintenance of Equipment	8500–8599
Printing and Publications	8600–8699
Travel	8700–8799
Conferences and Meetings	8800–8899
Specific Assistance to Individuals	8900–8999
Recognition Awards	9100–9199
Interest Expense	9200–9299
Insurance	9300–9399
Other Expenses	9400–9499
Depreciation of Buildings/Equipment	9500–9599

Total Other Expenses

Charter and National Service Fee	9690–9699

Total Expenses
EXCESS (DEFICIT) OF REVENUE OVER EXPENSE

                      4001–6999 minus 7000–9699

  Net Assets, Beginning of Year

OPERATING FUND 1

Unrestricted Net Assets	Unrestricted accounts 3101, 3102
Temporarily Restricted Net Assets	3111–3120, 3141, 3142, 3148

CAPITAL FUND 2

Unrestricted Net Assets	3201, 3202
Temporarily Restricted Net Assets	3211, 3212
Permanently Restricted Net Assets	3221

ENDOWMENT FUND 3

Unrestricted Net Assets	3301, 3302, 3303
Temporarily Restricted Net Assets	3311, 3312, 3313
Permanently Restricted Net Assets	3321, 3322, 3323, 3324, 3325

TOTAL NET ASSETS—BEGINNING OF YEAR
(Total of Above Three Categories)

Transfers

TOTAL NET ASSETS, END OF PERIOD

3900–3999

OPERATING FUND 1

Net Assets, End of Period

Unrestricted Net Assets	3101, 3102, 3161, 3162, 3601–3610, 3631, 3632, 3638, 3900–3999, plus net value of 4000–9999
Temporarily Restricted Net Assets	3111–3120, 3141, 3142, 3148, 3171–3198, 3611–3620, 3641, 3642, 3648, plus net value of temporarily restricted accounts 4000–6999

CAPITAL FUND 2

Net Assets
    Unrestricted Net Assets

3201, 3202, 3261, 3262, 3631, 3601–3610, 3632, plus net value of unrestricted accounts 4000–9999

    Temporarily Restricted Net Assets

3211, 3212, 3271, 3272, 3611, 3620, 3641, 3642, 3648, plus the net value of temporarily restricted accounts 4000–6999

    Permanently Restricted Net Assets

3221, 3281, 3621, 3652, plus net value of permanently restricted accounts 4000–6999

ENDOWMENT FUND 3

Net Assets
    Unrestricted Net Assets

3301, 3302, 3303, 3361, 3362, 3363, 3601–3610, 3631, 3632, 3638, plus the net value of unrestricted accounts 4000–9999

    Temporarily Restricted Net Assets

3311, 3312, 3313, 3371, 3372, 3373, 3611–3620, 3641, 3642, 3648, plus the net value of temporarily restricted accounts 4000–6999

    Permanently Restricted Net Assets

3321, 3322, 3323, 3324, 3325, 3381, 3382, 3383, 3621, 3652 plus the net value of permanently restricted accounts 4000–6999

TOTAL NET ASSETS, END OF PERIOD
(Total of Above Three Categories)

Nation's Best Council

STATEMENT OF FUNCTIONAL EXPENSES

Expenses	Valid Account Ranges
Employee Compensation	
Salaries	7000–7099
Employee Benefits	7100–7199
Payroll Taxes	7200–7299
Employee-Related Expenses	7300–7399
Total Employee Compensation	
Other Expenses	
Professional Fees	8000–8099
Supplies	8100–8199
Telephone	8200–8299
Postage and Shipping	8300–8399
Occupancy	8400–8499
Rental and Maintenance of Equipment	8500–8599
Printing and Publications	8600–8699
Travel	8700–8799
Conferences and Meetings	8800–8899
Specific Assistance to Individuals	8900–8999
Recognition and Awards	9100–9199
Interest Expense	9200–9299
Insurance	9300–9399
Other Expense	9400–9499
Total Other Expenses	
Expense before Depreciation	
Depreciation of Buildings/Equipment	9500–9599
Total Functional Expense	

Nation's Best Council

STATEMENT OF CASH FLOWS

Valid Account Ranges
(00 usage code unless otherwise specified)

Cash flow from operations

Inc (Dec) Total Net Assets   3600–3699 plus net of 4000–9999
                                              (usage code 10, 20, 21 and 70,
                                              nondeferred)

Adjustments to Net Assets to Reconcile Cash Flows

Accounts Receivable	1200–1299
Pledge Receivable	1300–1399
Inventory	1400–1499
Deferred Expense—Activities	7000–9999 (usage code 20, deferred status)
Deferred Expense—Camps	7000–9999 (usage code 21, deferred status)
Deferred Expense—Special Events	2654, 7000–9999 (usage code 70, deferred status)
Prepaid Expense	1700–1799
Accounts Payable	2000–2099
Accrued Expense	2100–2199
Payroll Taxes	2200–2299
Custodial Accounts	2300–2399
Deferred Income—Activities	2629, 6800–6899 (usage code 20, deferred status)
Deferred Income—Camps	2630, 6700–6799 (usage code 21, deferred status)
Deferred Income—Special Events	2604, 2674, 4200–4299 (usage code 10, deferred status)
Deferred Income—Other	2631
Other Current Liabilities	2700–2799
Other Noncurrent Liabilities	2900–2999
Prior Period Adjustments	3161, 3162, 3171–3181, 3261, 3281, 3361–3382
Transfers	3901–3999
Deferred Status Change	
Depreciation Expense	9501–9599
Total Adjustments	(Total of Column Above)

Net Cash Flows from Operations

Add change in net assets
to total adjustments.

Cash Flows from Investing Activities

Investment—Fixed Assets

1800–1899. An increase will show
as a negative number.

Short-Term Investment Purchases

1100–1199. Debit entries to this
account will show as negative
figures on the report.

Short-Term Investment Sales

1100–1199. Credit entries to this
account will show as positive
figures on the report.

Long-Term Investment Purchases

1900–1999. Debit entries to this
account will show as negative
figures on the report.

Long-Term Investment Sales

1900–1999. Credit entries to this
account will show as positive
figures on the report.

**Net Cash Flows from Investments
(Total of all Five Categories Above)**

Cash Flows from Borrowing
Interfund Loans

1600–1699. Debit balances as mi-
nus entries. Credit balances as
plus
entries.

Short-Term Notes Borrowing

2400–2499. Debit entries to this
account will show as positive
figures on the report.

Short-Term Notes Payments

2400–2499. Credit entries to this
account will show as negative
figures on the report.

Long-Term Notes Borrowing

2800–2899. Debit entries to this
account will show as positive
figures on the report.

Long-Term Notes Payments   2800–2899. Credit entries to this
                                                  account will show as negative
                                                  figures on the report.

Net Cash Flows from Borrowing

(Total of all Four Categories Above)

NET INCREASE (DEC) IN CASH FLOWS

(Total of Change in Net Assets, Cash Flows from Operations, Cash Flows from
Investments, and Cash Flows from Borrowing)

Cash at the Beginning of the Year
                                                  1000–1099 Beginning Balance

Cash at the End of the Period
                                                  1000–1099 at the End of Current
                                                  Period

Calculating Cash Flows	Compare the totals from the current period with the beginning balance for the year, subtract current-year balance from the beginning balance. If the assets value is less in the current year than a year ago, then the balance is a positive number. If it is greater, it is a negative number.
	If the accounts are liabilities and the current-year balance is less than the beginning year balance, then the balance is a negative number. If it is greater, it is a positive number.
	Beginning Balance - Current Balance = Adjustment

Master Chart of Accounts Listing

Background

Overview	This document lists all accounts in the Master Chart of Accounts Listing and gives a description of each. In some cases, a classification is also shown.
❖Rules	The account numbers listed in this document are the only account numbers that can be used with the program.
Exceptions	The usage code associated with the revenue and expense accounts for camps, activities, and special events allows the system to automatically place recorded transactions into deferred status as long as the cost center is deferred during the fiscal year.
Required Account Number Format	The functionality of the General Ledger system depends on correctly assigning the ten-digit account numbers from the General Ledger Master Chart of Accounts Listing. Only those accounts shown in the Master Chart of Accounts Listing can be used in the General Ledger system. Contact Council Administration Service for any other accounts your council requires.
✎Definition	An account number is a ten-digit field representing an account to which items are charged. The account number is divided into four segments, for example, 1-1001-001-00.
First Digit	The first digit identifies the approved fund. The codes and funds are:

CODE FUND

1	Operating fund
2	Capital fund
3	Endowment fund

Four-Digit Number

The next four digits identify the type of account. These are:

CODE	ACCOUNTS	NATURAL BALANCE
1000	Assets	Debit
2000	Liabilities	Credit
3000	Net Assets	Credit
4000, 5000, 6000	Income	Credit
7000, 8000, 9000	Expense	Debit

Three-Digit Number

The next three digits make up the cost center code. This code can be assigned at the council's discretion to identify individual camps, activities, special events, banks, and other items. This code is unique and applies only to the one definition for this cost center.

Two-Digit Number

The next two digits identify transactions related to functional reporting. This code is called a usage code. This code is used to prepare internal reports for management control purposes, such as the Camping Report, and to prepare external reports like the Statement of Functional Expense.

The usage code pertains only to revenues and expenses.

Functional Reporting

Functional reporting groups expenses according to the expense usage. The usage categories are program, management and general, and fundraising. The accounting industry requires councils to provide functional reporting of its expenses.

Usage Code List

Following is a list of usage codes, a description of each, and their associated account(s):

CODE	DESCRIPTION	ACCOUNT
10	Revenues received from special events and costs incurred for the benefit of participants. See code 70 for indirect expenses.	4200 series only
20	Revenues and expenses directly related to activities.	6800, 7000, 8000, 9000
21	Revenues and expenses borne by campers.	6700, 7000, 8000, 9000
25	Other program service expenses not including 20 or 21.	7000, 8000, 9000
50	Management and general expenses.	7000, 8000, 9000
70	Indirect fundraising expenses related to special events. See code 10 for income and direct expenses.	7000, 8000, 9000
75	Fundraising expenses other than those related to special events.	7000, 8000, 9000
90	All support and revenues except those received from camping, activities, and special events.	4000, 5000, 6000, 9691, 9692
99	Expenses that are not of a single type.	7000, 8000, 9000
00	All assets, liabilities, and net assets accounts.	1000, 2000, 3000 only

Master Chart of Accounts Listing

<u>Note:</u> *All acounts are unrestricted unless otherwise noted.*

Assets (usage code 00 only)

Cash

1001	Checking Account
1011	Depository Account
1048	Payroll Checking Account
1049	Transfer Between Bank Accounts in the Same Fund
1051	Savings Account
1071	Camp Checking Account
1081	Petty Cash
1089	Change Account

Short-Term Investments

1101	Short-Term Investments

Accounts and Notes Receivable

1201	Fees Receivable from Government Agencies
1211	Grants Receivable from Government Agencies
1221	Notes Receivable—Units
1222	Notes Receivable—Other
1234	Notes Receivable—Employees
1241	Accounts Receivable—Units
1242	Accounts Receivable—Other
1243	Accounts Receivable—Returned Checks
1244	Accounts Receivable—Other Councils
1254	Accounts Receivable—Cash Advances
1255	Accounts Receivable—Employees
1261	Accounts Receivable—Deposits
1262	Accounts Receivable—Refunds and Claims
1263	Accounts Receivable—Sales Tax
1264	Accounts Receivable—Use Tax
1271	Accounts Receivable—Accrued Income from Investments
1272	Accounts Receivable—Unrealized Gains or Losses

Pledges Receivable

1-1301	Pledges Receivable—Friends of Scouting, Current Year
1302	Pledges Receivable—Project Sales, Current Year
2-1303	Pledges Receivable—Capital Campaign, Current Year
1304	Pledges Receivable—Special Events, Current Year
1305	Pledges Receivable—Legacies and Bequests, Current Year
1306	Pledges Receivable—Foundations and Trusts, Current Year
1307	Pledges Receivable—Associated Organizations, Current Year
1308	Pledges Receivable—United Ways, Current Year
1309	Pledges Receivable—Unassociated Organizations, Current Year
1310	Pledges Receivable—Other Direct Contributions, Current Year
1311	Pledges Receivable—Other Indirect Contributions, Current Year
1-1321	Pledges Receivable—Friends of Scouting, Prior Year
1322	Pledges Receivable—Project Sales, Prior Year
1324	Pledges Receivable—Special Events, Prior Year
1325	Pledges Receivable—Legacies and Bequests, Prior Year
1326	Pledges Receivable—Foundations and Trusts, Prior Year
1328	Pledges Receivable—United Ways, Prior Year
1330	Pledges Receivable—Other Direct Contributions, Prior Year
1-1331	Pledges Receivable—Friends of Scouting, Future Year
1332	Pledges Receivable—Project Sales, Future Year
1334	Pledges Receivable—Special Events, Future Year
1335	Pledges Receivable—Legacies and Bequests, Future Year
1336	Pledges Receivable—Foundations and Trusts, Future Year
1338	Pledges Receivable—United Ways, Future Year
1340	Pledges Receivable—Other Direct Contributions, Future Year
3-1344	Pledges Receivable—James E. West Fellowship
3-1345	Pledges Receivable—1910 Security
2-1353	Allowance for Discounted Future Value—Capital Campaign (Credit Balance)

1363   Allowance for Discounted Future Value—Other Direct
        (Credit Balance)

1370   Allowance for Uncollectible Pledges—Other Direct (Credit
        Balance)

1-1371 Allowance for Uncollectible Pledges—Friends of Scouting
        (Credit Balance)

1372   Allowance for Uncollectible Pledges—Project Sales
        (Credit Balance)

2-1373 Allowance for Uncollectible Pledges—Capital
        Campaign (Credit Balance)

1374   Allowance for Uncollectible Pledges—Special Events
        (Credit Balance)

1375   Allowance for Uncollectible Pledges—Legacies and Bequests
        (Credit Balance)

3-1376 Allowance for Uncollectible Pledges—James E. West
        Fellowship

3-1377 Allowance for Uncollectible Pledges—1910 Society

1-1378 Allowance for Uncollectible Pledges—United Way—Current
        Year

1380   Allowance for Uncollectible Pledges—Other Direct—Prior
        Year

1-1381 Allowance for Uncollectible Pledges—Friends of Scouting,
        Prior Year (Credit Balance)

1382   Allowance for Uncollectible Pledges—Project Sales,
        Prior Year (Credit Balance)

1384   Allowance for Uncollectible Pledges—Special Events,
        Prior Year (Credit Balance)

3-1385 Allowance for Uncollectible Pledges—Legacies and Bequests
        —Prior Year (Credit Balance)

1-1388 Allowance for Uncollectibles—United Way—Prior Year

1390   Allowance for Uncollectible Pledges—Other Direct—Future
        Year

1-1391 Allowance for Uncollectible Pledges—Friends of Scouting,
        Future Year (Credit Balance)

1392   Allowance for Uncollectible Pledges—Project Sales,
        Future Year (Credit Balance)

1394   Allowance for Uncollectible Pledges—Special Events,
        Future Year (Credit Balance)

3-1395 Allowance for Uncollectible Pledges—Legacies and Bequests,
        Future Year (Credit Balance)

1-1398 Allowance for Uncollectibles—United Way—Future Year

Inventories

1401	Inventory—Supplies for Sale
1402	Inventory—Supplies Consigned to Employees
1403	Inventory—Supplies Consigned to Others
1404	Inventory—Product Sales
1421	Inventory—Camp Trading Post
1441	InventoryDonated Goods and Services for Resale
1451	Inventory—Food and Other Commissary Supplies

Camp Interfund Loans

2-,3-1601	Interfund Loan from Operating Fund
1-,3-1602	Interfund Loan from Capital Fund
1-,2-1603	Interfund Loan from Endowment Fund
2-,3-1651	Interfund Loan to Operating Fund
1-,3-1652	Interfund Loan to Capital Fund
1-,2-1653	Interfund Loan to Endowment Fund

Prepaid Expenses and Other Current Assets

1701	Unexpired Insurance
1702	Workers' Compensation Insurance Deposit
1703	Prepaid Fundraising Expenses—Contributions
1704	Prepaid Fundraising Expenses—Special Events
1705	Prepaid Expenses—Interest
1706	Prepaid Expenses—Rent
1707	Prepaid Expenses—Taxes, Real Estate, and General
1708	Prepaid Expenses—Office Equipment Service Contracts
1709	Prepaid Expenses—Building Maintenance Service Contracts
1710	Prepaid Expenses—Other
1711	Inventory—Office Supplies (Nonsalable)
1712	Inventory—Expendable Audiovisual and Training Equipment
1713	Inventory—Expendable Camp Equipment
1722	Prepaid Expenses—Office Equipment Service Contracts
1723	Prepaid Expenses—Computers Service Contracts
1724	Prepaid Expenses—Printing Equipment Service Contracts
1725	Prepaid Expenses—Audio/Copy/Photo Service Contracts
1726	Prepaid Expenses—Camp Equipment Service Contracts
1727	Prepaid Expenses—Security Systems Service Contracts
1728	Prepaid Expenses—Fire Detection Service Contracts

1731   Inventory—Other Materials and Supplies (Nonsalable)

1751   Other Current Assets

Land, Buildings, and Equipment

2-1801   Land—Council Service Center

2-1802   Land—Camp

2-1806   Land Improvements—Council Service Center

2-1807   Land Improvements—Camp

2-1811   Buildings—Council Service Center

2-1812   Buildings—Camp

2-1816   Leasehold Improvements—Council Service Center

2-1817   Leasehold Improvements—Camp

2-1821   Furniture, Fixtures, and Equipment—
             Council Service Center

2-1822   Furniture, Fixtures, and Equipment—Camp

2-1826   Motor Vehicles—Council Service Center

2-1827   Motor Vehicles—Camp

2-1832   Aquatic Equipment—Camp

2-1836   Capital Leases

2-1841   Construction-In-Progress

2-1856   Accumulated Depreciation—Land Improvements—
             Council Service Center (Credit Balance)

2-1857   Accumulated Depreciation—Land Improvements—
             Camp (Credit Balance)

2-1861   Accumulated Depreciation—Buildings—Council Service
             Center (Credit Balance)

2-1862   Accumulated Depreciation—Buildings—Camp (Credit
             Balance)

2-1866   Accumulated Amortization—Leasehold Improvements—
             Council Service Center (Credit Balance)

2-1867   Accumulated Amortization—Leasehold Improvements—
             Camp (Credit Balance)

2-1871   Accumulated Depreciation—Furniture, Fixtures, and
             Equipment—Council Service Center (Credit Balance)

2-1872   Accumulated Depreciation—Furniture, Fixtures, and
             Equipment—Camp (Credit Balance)

2-1876   Accumulated Depreciation—Motor Vehicles—Council
             Service Center (Credit Balance)

2-1877   Accumulated Depreciation—Motor Vehicles—Camp
              (Credit Balance)

        2-1882   Accumulated Depreciation—Aquatic Equipment—
                        Camp (Credit Balance)
        2-1886   Amoritization—Capital Leases

Long-Term Investments and Other Noncurrent Assets

        1901   Long-Term Investments

        1951   Fixed Assets Held for Sale

        1952   Other Noncurrent Assets

        1953   Noncurrent Gains or Losses

Liabilities (Usage Code 00 Only)

Accounts Payable

        2006   Accounts Payable

Accrued Expenses

        2101   Accrued Insurance

        2105   Accrued Interest

        2106   Accrued Rent

        2107   Accrued Taxes—Real Estate and General

        2111   Accrued Payroll

        2112   Accrued Vacation Pay

        2121   Accrued Professional Fees

        2131   Accrued Expenses—Other

Payroll Taxes Payable, Benefits Withholding and Payable

        2201   Social Security Taxes Payable (Includes Employer's
                        Share)

        2202   Federal Income Tax Withheld

        2203   State Income Tax Withheld

        2204   County Income Tax Withheld

        2206   City Income Tax Withheld

        2212   State Unemployment and Disability Taxes Payable Withheld
                        (Includes Employer's Share)

        2213   Other Payroll Taxes Payable

        2221   Payroll Deductions—Group Accident Insurance

        2222   Payroll Deductions—Group Life Insurance

        2223   Payroll Deductions—Major Medical Insurance

        2224   Payroll Deductions—Retirement Plan

        2228   Payroll Deductions—Long-Term Disability Insurance

        2229   Payroll Deductions—Dental Assistance Plan

        2230   Payroll Deductions—Vision Care Plan

2231	Payroll Deductions—Supplemental Retirement Plans
2232	Payroll Deductions—Scout Executives' Alliance
2233	Payroll Deductions—Credit Union/U.S. Savings Bonds
2234	Payroll Deductions—Other Group Insurance
2235	Payroll Deductions—United Ways
1-2237	Payroll Deductions—Friends of Scouting
2301	Custodial Account—Registration Fees
2302	Custodial Account—*Boys' Life* Subscriptions
2303	Custodial Account—World Friendship Fund
2304	Custodial Account—Regional Courtesy Fund
2305	Custodial Account—Council Fellowship Fund
2306	Custodial Account—Other
2307	Custodial Account—Direct Subscriptions—*Scouting* Magazine
2341	Custodial Account—Unit Deposits
2351	Custodial Account—National Training Courses
2352	Custodial Account—Regional Training Courses
2361	Custodial Account—National Meetings
2362	Custodial Account—Regional Meetings
2371	Custodial Account—Order of the Arrow
2372	Custodial Account—National Eagle Scout Association

Notes Payable—Due in One Year or less

2401	Short-Term Notes Payable
2436	Capital Lease Obligations—Current
2451	Short-Term Mortgage Notes Payable

Deferred Income

2604	Deferred Contributions—Special Events
2629	Deferred Income—Activities, Future Year
2630	Deferred Income—Camping, Future Year
2631	Deferred Income—Other
2654	Deferred Direct Benefits Costs—Special Events
2674	Deferred Provision for Uncollectible Pledges— Special Events

Other Current Liabilities

2741	Auto Lease Contingency
2761	Sales Tax Payable
2764	Use Tax Payable
2782	Funds of Inactive Units

2783	Unclaimed Wages
2784	Garnishments Owed
2785	Child Support Payments
2786	Scout Bucks Issued
2787	Gift Certificates Issued
2789	Other Current Liabilities

Long-Term Indebtedness

2801	Long-Term Notes Payable
2851	Long-Term Mortgage Notes Payable

Other Noncurrent Liabilities

2901	Other Noncurrent Liabilities
2936	Capital Lease Obligations—Noncurrent

Net Assets (Usage Code 00 Only)

Operating Fund (Fund 1)

1-3101	Operating Fund—Unrestricted Net Assets
1-3102	Operating Fund—Board Designated Funds
1-3111	Operating Fund—Friends of Scouting—Temporarily Restricted
1-3112	Operating Fund—Project Sales—Temporarily Restricted
1-3114	Operating Fund—Special Events—Temporarily Restricted
1-3115	Operating Fund—Legacies and Bequests—Temporarily Restricted
1-3116	Operating Fund—Foundations—Temporarily Restricted
1-3117	Operating Fund—Other Direct—Temporarily Restricted
1-3118	Operating Fund—United Ways—Temporarily Restricted
1-3119	Operating Fund—Other Indirect—Temporarily Restricted
1-3120	Operating Fund—Government—Temporarily Restricted
1-3141	Operating Fund—Revenues—Temporarily Restricted
1-3142	Operating Fund—Gain or Loss—Temporarily Restricted
1-3148	Operating Fund—United Ways—Donor Designated—Temporarily Restricted
1-3161	Operating Fund—Net Asset Adjustment to 3101
1-3162	Operating Fund—Net Asset Adjustment to 3102
1-3171	Operating Fund—Net Asset Adjustment to 3111
1-3172	Operating Fund—Net Asset Adjustment to 3112
1-3174	Operating Fund—Net Asset Adjustment to 3114
1-3175	Operating Fund—Net Asset Adjustment to 3115

1-3176	Operating Fund—Net Asset Adjustment to 3116
1-3177	Operating Fund—Net Asset Adjustment to 3117
1-3178	Operating Fund—Net Asset Adjustment to 3118
1-3179	Operating Fund—Net Asset Adjustment to 3119
1-3180	Operating Fund—Net Asset Adjustment to 3120
1-3191	Operating Fund—Net Asset Adjustment to 3141
1-3192	Operating Fund—Net Asset Adjustment to 3142
1-3198	Operating Fund—Net Asset Adjustment to 3148

Capital Fund (Fund 2)

2-3201	Capital Fund—Investment in Fixed Assets—Unrestricted
2-3202	Capital Fund—Unexpended Capital Funds—Unrestricted
2-3211	Capital Fund—Investment in Fixed Assets—Temporarily Restricted
2-3212	Capital Fund—Unexpended Capital Funds—Temporarily Restricted
2-3221	Capital Fund—Investment in Fixed Assets—Permanently Restricted
2-3261	Capital Fund—Net Asset Adjustment to 3201
2-3262	Capital Fund—Net Asset Adjustment to 3202
2-3271	Capital Fund—Net Asset Adjustment to 3211
2-3272	Capital Fund—Net Asset Adjustment to 3212
2-3281	Capital Fund—Net Asset Adjustment to 3221

Endowment Fund (Fund 3)

3-3301	Endowment Fund—Original Gifts—Unrestricted
3-3302	Endowment Fund—Accumulated Appreciation—Unrestricted
3-3303	Endowment Fund—Accumulated Investment Income—Unrestricted
3-3311	Endowment Fund—Original Gifts—Temporarily Restricted
3-3312	Endowment Fund—Accumulated Appreciation—Temporarily Restricted
3-3313	Endowment Fund—Accumulated Investment Income—Temporarily Restricted
3-3321	Endowment Fund—Original Gifts—Permanently Restricted
3-3322	Endowment Fund—Accumulated Appreciation—Permanently Restricted
3-3323	Endowment Fund—Accumulated Investment Income—Permanently Restricted
3-3324	Endowment Fund—Original Gifts—James E. West
3-3325	Endowment Fund—Original Gifts—1910 Society

3-3361	Endowment Fund—Net Asset Adjustment to 3301
3-3362	Endowment Fund—Net Asset Adjustment to 3302
3-3363	Endowment Fund—Net Asset Adjustment to 3303
3-3371	Endowment Fund—Net Asset Adjustment to 3311
3-3372	Endowment Fund—Net Asset Adjustment to 3312
3-3373	Endowment Fund—Net Asset Adjustment to 3313
3-3381	Endowment Fund—Net Asset Adjustment to 3321
3-3382	Endowment Fund—Net Asset Adjustment to 3322
3-3383	Endowment Fund—Net Asset Adjustment to 3323
3-3384	Endowment Fund—Net Asset Adjustment to 3324
3-3385	Endowment Fund—Net Asset Adjustment to 3325

Reclassified Net Assets

1-3601	Reclassified Friends of Scouting
3602	Reclassified Project Sales—Unrestricted
2-3603	Reclassified Capital Campaign—Unrestricted
3604	Reclassified Special Events—Unrestricted
3605	Reclassified Legacies and Bequests—Unrestricted
3606	Reclassified Foundations—Unrestricted
3607	Reclassified Other Direct Contributions—Unrestricted
3608	Reclassified United Ways—Allocated—Unrestricted
3609	Reclassified Other Indirect Contributions—Unrestricted
3610	Reclassified Government Fees and Grants—Unrestricted
1-3611	Reclassified Friends of Scouting—Temporarily Restricted
3612	Reclassified Project Sales—Temporarily Restricted
2-3613	Reclassified Capital Campaign—Temporarily Restricted
3614	Reclassified Special Events—Temporarily Restricted
3615	Reclassified Legacies and Bequests—Temporarily Restricted
3616	Reclassified Foundations—Temporarily Restricted
3617	Reclassified Other Direct Contributions—Temporarily Restricted
3618	Reclassified United Ways—Allocated—Temporarily Restricted
3619	Reclassified Other Indirect Contributions—Temporarily Restricted
3620	Reclassified Government Fees and Grants—Temporarily Restricted
2-,3-3621	Reclassified Permanently Restricted
3631	Reclassified Revenue—Unrestricted

3632   Reclassified Realized Appreciation—Unrestricted

1-3638   Reclassified United Ways—Donor Designated—Unrestricted

3641   Reclassified Revenue—Temporarily Restricted

3642   Reclassified Realized Appreciation—Temporarily Restricted

1-3648   Reclassified United Ways—Donor Designated—Temporarily Restricted

2-,3-3652   Reclassified Realized Appreciation—Permanently Restricted

Transfers Between Funds

2-,3-3901   Transfers from Operating Fund

1-,3-3902   Transfers from Capital Fund

1-,2-3903   Transfers from Endowment Fund

2-,3-3951   Transfers to Operating Fund

1-,3-3952   Transfers to Capital Fund

1-,2-3953   Transfers to Endowment Fund

Contributions and Revenue (Usage Code 90 Unless Otherwise Specified)

Contributions—Friends of Scouting and Project Sales

1-4001   Contributions—Friends of Scouting—Current Year

1-4002   Contributions—Friends of Scouting—Prior Year

4010   Contributions—Direct Mail

1-4011   Contributions Friends of Scouting—Temporarily Restricted

4020   Contributions—Direct Mail—Temporarily Restricted

1-4069   Provision for Uncollectible Pledges—Friends of Scouting (Debit Balance)

1-4070   Provision for Uncollectible Pledges—Friends of Scouting —Temporarily Restricted (Debit balance)

4071   Contributions—Project Sales

4072   Contributions—Project Sales—Prior Year

4081   Contributions—Project Sales—Temporarily Restricted

4089   Provision for Uncollectible Pledges—Project Sales (Debit Balance)

4090   Provision for Uncollectible Pledges—Project Sales— Temporarily Restricted (Debit balance)

Capital Campaign

2-4101   Contributions—Capital Campaign

2-4111   Contributions—Capital Campaign—Temporarily Restricted

2-4121   Contributions—Capital Campaign—Permanently Restricted

2-4153	Provision for Discounted Future Value—Capital Campaign (Debit Balance)
2-4154	Accretion of Discounted Future Value—Capital Campaign
2-4189	Provision for Uncollectible Pledges—Capital Campaign (Debit Balance)
2-4190	Provision for Uncollectible Pledges—Capital Campaign—Temporarily Restricted (Debit balance)

Special Events—Net of Direct Benefit Costs (Usage Code 10 Only)

4201	Contributions—Special Events—Sponsorships
4202	Contributions—Special Events—Ticket Sales
4203	Contributions—Special Events—Souvenir Programs
4204	Contributions—Special Events—Advertising Revenue
4205	Contributions—Special Events—Concession Revenue
4209	Contributions—Donated Goods and Services for Resale
4211	Contributions—Special Events—Temporarily Restricted
3-4221	Contributions—Special Events—Permanently Restricted
4231	Contributions—Special Events—Other
4249	Provision for Uncollectible Pledges—Special Events (Debit Balance)
4250	Provision for Uncollectible Pledges—Special Events—Temporarily Restricted (Debit balance)
4251	Cost of Direct Benefits—Meals (Debit Balance)
4252	Cost of Direct Benefits—Rental of Facilities (Debit Balance)
4253	Cost of Direct Benefits—Speakers' Fees and Honoraria (Debit Balance)
4254	Cost of Direct Benefits—Music and Other Entertainment (Debit Balance)
4255	Cost of Direct Benefits—Awards (Debit Balance)
4256	Cost of Direct Benefits—Commissions (Debit Balance)
4261	Cost of Direct Benefits—Fair Market Value of Donated Goods and Services for Resale (Debit Balance)
4271	Cost of Direct Benefits—Other (Debit Balance)

Legacies and Bequests

4301	Contributions—Legacies and Bequests
4311	Contributions—Legacies and Bequests—Temporarily Restricted
2-,3-4321	Contributions—Legacies and Bequests—Permanently Restricted
4369	Provision for Uncollectible Pledges—Legacies and Bequests

4370   Provision for Uncollectible Pledges—Legacies and Bequests
—Temporarily Restricted

2-,3-4371   Provision for Uncollectible Pledges—Legacies and Bequests
—Permanently Restricted

Foundations and Trusts

4401   Contributions—Foundations and Trusts

4411   Contributions—Foundations and Trusts—Temporarily
Restricted

2-,3-4421   Contributions—Foundations and Trusts—Permanently
Restricted

Other Direct Contributions

4501   Contributions—Other Direct

4511   Contributions—Other Direct—Temporarily Restricted

2-,3-4521   Contributions—Other Direct—Permanently Restricted

3-4524   Contributions—Original Gifts—James E. West—Permanently
Restricted

3-4525   Contributions—Original Gifts—1910 Society—Permanently
Restricted

4531   Contributions—Other Direct—Contributed Services

4551   Contributions—Learning for Life

4553   Provision for Discounted Future Value—Other Direct
(Debit Balance)

4554   Accretion of Discounted Future Value—Other Direct

4561   Contributions—Learning for Life—Temporarily Restricted

3-4564   Provision for Uncollectible Pledges—James E. West

3-4565   Provision for Uncollectible Pledges—1910 Society

4569   Provision for Uncollectible Pledges—Other Direct

4570   Provision for Uncollectible Pledges—Other Direct—
Temporarily Restricted

2-,3-4571   Provision for Uncollectible Pledges—Other Direct—
Permanently Restricted

Associated Organizations

4601   Contributions—Order of the Arrow

4602   Contributions—National Council

4603   Contributions—Other Associated Organizations

4701   Contributions—United Ways—Allocated—Current Year

1-4702   Contributions—United Ways—Donor Restricted—Current
Year

4711   Contributions—United Ways—Allocated—Temporarily
        Restricted

1-4712   Contributions—United Ways—Donor Designated—
        Temporarily Restricted

1-4769   Provision for Uncollectible Pledges—United Ways—
        Current Year

1-4770   Provision for Uncollectible Pledges—United Ways—
        Temporarily Restricted

Unassociated Organizations

4801   Contributions—Unassociated Organizations

Other Indirect

4901   Contributions—Other Indirect

4911   Contributions—Other Indirect—Temporarily Restricted

2-,3-4921   Contributions—Other Indirect—Permanently Restricted

Fees from Government Agencies

5001   Fees from Government Agencies

5011   Fees from Government Agencies—Temporarily Restricted

Grants from Government Agencies

5501   Grants from Government Agencies

5511   Grants from Government Agencies—Temporarily
        Restricted

Sales of Supplies—Less Cost of Sales

6301   Sale of Supplies—Service Center—Nontaxable

6302   Sale of Supplies—Service Center—Taxable

6351   Cost of Sales—Supplies—Service Center (Debit Balance)

Product Sales—Less Commissions and Cost

6401   Sale of Products

6451   Cost of Goods Sold—Product Sales (Debit Balance)

6471   Commissions Paid to Units—Product Sales
        (Debit Balance)

Investment Income

1-6501   Investment Income from Operating Fund Investments

1-,2-6502   Investment Income from Capital Fund Investments

6503   Investment Income from Endowment Fund Investments

6511   Investment Income—Operating Fund—Temporarily Restricted

6512   Investment Income—Capital Fund—Temporarily Restricted

6513   Investment Income—Endowment Fund—Temporarily
        Restricted

3-6523   Investment Income—Endowment—Permanently Restricted

6531 Investment Income—Royalities—Unrestricted

6541 Investment Income—Royalities—Temporarily Restricted

3-6551 Investment Income—Royalities—Permanently Restricted

Gain or Loss on Investments

6601 Gain (Loss) on Investment Transactions—Unrestricted

6611 Gain (Loss) on Investment Transactions—
Temporarily Restricted

3-6621 Gain (Loss) on Investment Transactions—
Permanently Restricted

6631 Gain or Loss on Currency Transactions

6651 Unrealized Gains or Losses—Unrestricted

6661 Unrealized Gains or Losses—Temporarily Restricted

2-,3-6671 Unrealized Gains or Losses—Permanently Restricted

Camping Revenues (Usage Code 21 Only)

6701 Camping—Fees

6702 Camping—Rental Revenues

6703 Camping—Sales of Meals to Visitors

6704 Camping—Program Fees

6705 Camping—Food and Other Commissary Sales

6706 Camping—Vending Machine Commissions

6707 Camping—Transportation Fees

6708 Camping—Recycling Revenues

6709 Camping—Government Subsidies

6710 Camping—Trading Post Sales—Taxable

6711 Camping—Trading Post Sales—Nontaxable

6712 Camping—Trading Post Cost of Sales (Debit Balance)

6713 Camping—Vending Machine Sales

6714 Camping—Vending Machine Cost of Sales (Debit
Balance)

6722 Camping—Participant Insurance Fees

6731 Camping—Other Income

6736 Camping—Cash Over/Under

6749 Camping—Discounted Camp Fees (Debit balance)

Activity Revenues (Usage Code 20 Only)

6801 Activities—Fees

6803 Activities—Sale of Meals

6806 Activities—Concession Revenues

6807 Activities—Transportation Fees

6808	Activities—Recycling Revenues
6809	Activities—Government Subsidies
6810	Activities—Trading Post Sales—Taxable
6811	Activities—Trading Post Sales—Nontaxable
6812	Activities—Trading Post Cost of Sales (Debit Balance)
6813	Activities—Vending Machine Sales
6814	Activities—Vending Machine Cost of Sales (Debit Balance)
6815	Activities—Sale of Tickets
6816	Activities—Commissions Paid to Units for Sale of Tickets (Debit Balance)
6817	Activities—Sale of Programs
6818	Activities—Advertising Revenues
6822	Activities—Participant Insurance Fees
6831	Activities—Other Income
6836	Activities—Cash Over/Under
6849	Activities—Discounted Fees (Debit balance)

Other Revenue (Usage Code 90 Only)

6901	Income from Council Services
6902	Advertising Income
6903	Income from Rents, Net of Related Cost
2-6906	Gain on the Sale of Fixed Assets
6915	Comprehensive General Insurance Revenue
6922	Participant Insurance Coverage
6931	Other Income
6936	Cash Over/Under

Expenses (Usage Codes 20, 21, 25, 50, 70, 75, 99) All Unrestricted

Salaries

7002	Professional Staff Salaries
7003	Clerical Staff Salaries
7005	Maintenance Employees' Wages
7006	Temporary Clerical Help
7009	Camping Salaries
7010	Temporary Program Help

Employee Benefits

7101	Group Accident Insurance—Employer's Share
7102	Group Life Insurance—Employer's Share

7103   BSA Major Medical Insurance—Employer's Share

7104   Retirement Plan—Employer's Share

7108   Long-Term Disability Insurance—Employer's Share

7109   Dental Assistance Plan—Employer's Share

7110   Vision Care Plan—Employer's Share

7131   Other Employee Benefits—Employer's   Share

Payroll Taxes

7201   Social Security Taxes—Employer's Share

7202   Unemployment Taxes—Employer's Share

7203   Workers' Compensation Insurance

7204   Temporary Disability Taxes—Employer's Share

7205   Other Payroll Taxes—Employer's Share

Employee-Related Expenses

7301   Employment Expenses—Interviewing

7302   Employment Expenses—Moving and Relocation

7303   Employment Expenses—Other

Professional Fees

8003   Legal Fees

8005   Fundraising and Public Relations Fees

8006   Brokerage, Commissions, and Collection Fees

8007   Employment Fees

8008   Audit and Accounting Fees

8009   Electronic Data Processing Fees

8010   Other Professional Fees

Supplies

8101   Medical, Health, and Safety Supplies Expense

8103   Program Supplies Expense

8104   Food and Commissary Supplies Expense

8105   Sanitation and Janitorial Supplies Expense

8106   Office Supplies Expense

8107   Audiovisual Supplies and Maintenance Expense

8108   Catering Expense

8111   Expendable Unit Equipment Expense

8112   Expendable Kitchen Equipment Expense

8131   Other Supplies Expense

Telephone

8201   Telephone Expense

8202   Telegraph Expense (Mailgram, etc.)

8203   Facsimile Expense

Postage and Shipping

8301   Postage and Parcel Post Expense

8302   Freight Expense (Outbound Only)

8303   Freight Expense (Inbound Only)

8304   Messenger and Delivery Service

Occupancy

8401   Office Rent

8402   Site or Facilities Rental

8405   Electricity

8406   Gas

8407   Heating Oil

8408   Water and Sewer

8409   Janitorial and Other Maintenance Contract Services

8410   Real Estate Taxes

8412   Licenses and Permits (Occupancy-Related Only)

8413   Building and Grounds Maintenance Supplies Expense

8414   Miscellaneous Occupancy Expense

Rental and Maintenance of Equipment

8501   Equipment Rentals Expense

8502   Equipment Service Contracts—Office Equipment

8503   Equipment Service Contracts—Computers

8504   Equipment Service Contracts—Printing Equipment

8505   Equipment Service Contracts—Audio/Copy/Photo

8507   Equipment Service Contracts—Camp Equipment

8509   Equipment Service Contracts—Security Systems

8510   Equipment Service Contracts—Fire Detection

8511   Equipment Service

8521   New Equipment Purchases—Nondepreciated

8536   Equipment Lease Expense

Printing and Publications

8601   Printing, Inhouse

8602   Artwork

8603   Photography

8604   Recording

8605   Films

8606	Subscriptions to Periodicals
8607	Purchase of Publications for Council Staff Use
8609	Outside Printing and Artwork

Travel

8702	Gas and Oil—Vehicles
8703	Repairs—Vehicles
8705	Licensing and Permits—Vehicles
8706	Leasing Costs—Vehicles
8707	Auto Allowances
8708	Tires—Vehicles
8709	Hotels, Meals, and Incidental Expenses
8710	Short-Term Vehicle Rental
8711	Transportation Fares
8714	Membership Dues

Conferences and Meetings

8801	Meeting Space and Equipment Rental
8802	Meeting Supplies—Notices, Badges, and Related Printing Costs
8803	Food and Beverage Costs for Meeting Participants
8804	Speakers' Honoraria and Expenses
8805	Registration Fees
8831	Conference Expenses—National
8832	Conference Expenses—Regional
8833	Conference Expenses—Local
8834	Conference Expenses—Other

Specific Assistance to Individuals

8901	Assistance to Individuals—Registration Fees
8902	Assistance to Individuals—*Boys' Life* Subscriptions
8903	Assistance to Individuals—Literature Expense
8906	Assistance to Individuals—Food Expense
8908	Assistance to Individuals—Uniforms Expense
8909	Assistance to Individuals—Transportation Fares
8910	Assistance to Individuals—Camperships

Recognition Awards

9151	Recognition Awards—Professional Staff
9152	Recognition Awards—Volunteers
9153	Recognition Awards—Youth Members

9154	Recognition Awards—Fundraising
9155	Recognition Awards—Units
9156	Recognition Awards—Other

Interest Expense

9201	Interest on Mortgage Notes
9202	Interest on Capitalized Equipment Leases
9203	Interest on Other Debt

Insurance

9301	Insurance—Professional Liability (Malpractice)
9305	Insurance—Property—Building and Contents
9306	Insurance—Property Floater (Equipment)
9309	Insurance—Automobile and Other Vehicles
9310	Insurance—Meeting Cancellation
9313	Insurance—Fidelity Bonds
9314	Insurance—Business Interruption
9315	Insurance—Comprehensive General Liability
9316	Insurance—Directors' and Officers' Liability
9322	Insurance—Campers or Activity Participants
9331	Insurance—Other

Other Expenses

9402	Advertising Expenses
9404	Bank Service Charges
9412	Licenses and Permits—Nonoccupancy
9417	Provision for Uncollectible Accounts
9431	Other Expenses
9432	Uncollectible Pledges Expense—Prior Year Writeoff
9438	Purchase Discounts (Credit Balance)
9451	Income Tax Paid

Depreciation or Amortization (Usage Code 25 or 99)

2-9501	Depreciation—Land Improvements
2-9502	Depreciation—Buildings
2-9503	Depreciation—Leasehold Improvements
2-9504	Depreciation—Furniture, Fixtures, and Equipment
2-9505	Depreciation—Motor Vehicles
2-9506	Depreciation—Aquatic Equipment
2-9536	Amortization Expenses—Capital Leases

2-9589   Loss on the Disposal of Fixed Assets (Usage codes 50 and 75 also)

National Service Fee and Charter Fee (Usage Code 90)

1-9691   National Service Fee

1-9692   Charter Fee

Glossary

Glossary

Assets	The economic resources belonging to the council that are expected to benefit future operations. Assets can be monetary items, such as cash and receivables, as well as physical items, such as inventories, land, buildings, and equipment.
Accounting period	The month in which accounting transactions take place. Accounting months do not necessarily correspond to calendar months.
Accounts payable journal (AP)	The book (journal) of original entry to record invoices. The expense is incurred and the liability is recorded in the accounts payable account. The entries must be transferred (posted) to the general ledger (the book of final entry). The source code for an accounts payable entry is AP. This code appears on entry screens, edit lists, posting registers, and various reports.
Accrual	A system of accounting that shows all revenue earned during a given period and all expenses incurred in the period, even if no cash has yet changed hands. Accrual accounting is more complex than cash accounting, but will yield a more accurate evaluation of the council's financial condition.
Adjustment	A correction to an error in a general ledger account. Accounting rules do not allow general ledger entries to be "erased." If an error is discovered, an adjustment must be made to increase or decrease the original entry to make it correct.
Auditor's adjustment	The auditor's adjustments will change the opening balances on all affected accounts for the current year and will modify the ending balance for the prior year. The entries must be posted to the general ledger. The source code for an auditor's adjustment is AA. This code appears on entry screens, edit lists, posting registers, and various reports.
Balance	The difference between the debits and credits in an account.

Balance sheet	A financial statement listing the assets, liabilities, and fund balances of the council.
Batch	A group of transactions entered or posted all at one time. This is called batch processing.
Budget	A statement of all the money and resources available for an activity within a specified period of time, and a breakdown of how it will be spent or allocated.
Cash	Money that is deposited in the bank or held as currency. Compared to other types of assets, such as stocks, bonds, accounts receivable, or inventory, cash is the most liquid.
Cash disbursements journal (CD)	The book (journal) of original entry for recording cash expenditures. This journal records cash expenditures from the checking account and removal of a liability from the accounts payable account. The entries must be transferred (posted) to the general ledger (the book of final entry). The source code for a cash disbursement entry is CD. This code appears on entry screens, edit lists, posting registers, and various reports.
Cash receipt	A record of money received as payment for goods, services, donations, etc.
Cash receipts journal (CR)	The book (journal) of original entry for cash receipts. The entries must be transferred (posted) to the general ledger (the book of final entry). The source code for a cash receipts entry is CR. This code appears on entry screens, edit lists, posting registers, and various reports.
Change log	A report that shows all data changes made to the General Ledger system, along with the date of the change, and the initials of the operator who made the change. The change log is optional. The option can be turned on or off in control file.

Chart of accounts	A listing of all the accounts in the general ledger. You cannot create a general ledger account unless it meets the guidelines set in the *Local Council Accounting Manual*.
Classification	A method of grouping contributions according to the restrictions placed on the gift by the donor. Three types of classifications are unrestricted, temporarily restricted, and permanently restricted.
Contributions journal (CJ)	A journal (or book of original entry) in which the receipt of pledges and payments from various fundraising efforts are recorded. The entries must be transferred (posted) to the general ledger (the book of final entry). The source code for a fundraising entry is CJ. This code appears on entry screens, edit lists, posting registers, and various reports.
Cost center	The cost center identifies a council's incoming expenses for areas such as activities, camps, and special fundraising events. Cost centers are kept track of separately for accounting purposes.
Cost center/ usage code	The last five digits of an account number. The cost center represents items such as camps, activities, and special fundraising events. The usage code is the functional expense code.
Credit	An entry that signifies a decrease in an asset or expense account, or an increase in a liability, fund balance, or income account.
Current asset	An asset, such as cash and inventory, that will be exchanged or used within a relatively short period of time, usually within a year.
Debit	An entry signifying an increase in an asset or expense account, or a decrease in a liability, fund balance, or income account.

Default	1. The value or action you enter into your computer when you press <Enter> without entering a specific answer.
	2. The most commonly used answer, programmed to appear at the cursor. You can type over the default answer to change it, or press <Enter> to accept it.
Depreciation	A decrease or loss in the value of a piece of property because of wear and tear caused by use over time. In accounting, an allowance is made for such a loss in value.
Deferred status	A cost center may be placed in deferred status if money was collected for a special event, camp, or activity that has not yet occurred. The income cannot be closed until the event occurs. At that time the cost center status will change to non-deferred.
Disbursement	An amount paid for a product, service, refund, etc.
Distribution	The act of allocating transaction amounts to general ledger accounts. Also, the amount that has been allocated to an account.
Document	A written or printed paper, such as an invoice, memo, statement, or check, that summarizes a business transaction.
Edit	To make changes, additions, deletions, or adjustments before storing data.
Edit list	A list of transactions in a temporary file. Used to check the accuracy of the data so that corrections can be made before the transactions are stored through the posting routine.
Equity	The difference between the value of a council's assets and its liabilities (also referred to as net assets).
Error message	A message that tells you when an error has occurred and what the error is. An error will usually prevent a function from continuing until the error is corrected.

Expense	The financial cost or amount spent to perform an activity or produce something. Also the total bills that the council is committed to paying or has already paid.
Field	Numbered items on a data entry screen that usually require an entry.
Financial statement	A report, such as the Statement of Operations or the Statement of Financial Position, that shows financial data about the state of council operations.
Fiscal year	A twelve-month period designated by the council as the accounting year. BSA policy states that the fiscal year must be the same as the calendar year.
Fixed assets	Assets that have a long life or will not be exchanged or used up for a long time, such as land or machinery.
Format	A predetermined arrangement of characters, fields, lines, etc. For example, the General Ledger software often requires that you enter dates in *mmddyyyy* format where *mm* = month, *dd* = day, and *yyyy* = year.
Function keys	Designated keys on the computer keyboard that serve a special function defined by the software, for example, <F5> to exit the system.
General journal (GJ)	A journal (or book of original entry) in which standard monthly entries and corrections to the accounting records are recorded. The entries must be transferred (posted) to the general ledger (the book of final entry). The source code for a general journal entry is GJ. This code appears on entry screens, edit lists, posting registers, and various reports.
General ledger	An accounting book in which the monetary transactions of your council are recorded in final form and from which they can be summarized into reports. Sources of these transactions are called journals.

Group code	A two-digit code representing a combination of cost centers. For example, a group code may be set up for a function that covers several cost centers, such as Cub Scout day camps.
Journal	A source book, or summary book, in which business transactions are recorded as they occur. Transactions are then transferred to the general ledger, which is the book of final entry.
Income	The money that the council receives from all sources as a result of business transactions.
	Insurance ledger
	A program in the software used to record insurance policy information and to amortize insurance expenses for the life of the policy.
Inventory	An itemized list of articles, materials, or possessions showing their quantity, description, cost, and other details. An inventory may be a list of goods held for resale or a list of materials and equipment used in the council operation.
Main menu	The first menu you see after signing on to your computer.
Menu	A list of options available to the user. Each menu item displayed on the screen is preceded by a number used to select the item.
Net	The amount remaining after all necessary deductions or losses have been accounted for.
Password	A group of characters (alphabetic, numeric, or alphanumeric) that uniquely identifies the user of the software and controls access to the programs within the General Ledger system.
Payroll journal (PR)	A journal (or book of original entry) in which the results of payroll are recorded. Entries must be transferred (posted) to the general ledger (the book of final entry). The source code for a payroll entry is PR. This code appears on entry screens, edit lists, posting registers, and various reports.

Post	To place the records in the general ledger from the various journals.
Prompt	A message displayed on the screen that tells the operator what to do next or what the options are, or that requires an answer.
Reconciliation	The process of balancing the council's checking account with its cash account.
Reclassification	A contribution is reclassified when the stipulations placed on the gift by the donor are fulfilled.
Register	A formal or official record of financial transactions.
Recurring journal	General journal transactions that are repeated during the year. These transactions may be fixed, that is, for the same amount each month, or variable, meaning the transaction amount may change from month to month.
Routine	An alternate word for a program, or part of a program, that performs a clearly defined function or task.
Running balance	A transaction or account balance that is re-totaled each time a new entry is made.
Screen	The display unit attached to the computer or a view that shows information requested in the General Ledger software.
Scrolling	Bringing additional lines onto the computer screen by removing lines and adding new lines. For example, when more than one distribution is applied to an invoice, the distribution just entered scrolls to allow another entry.
Source	The original book where financial transactions are entered before being posted to the general ledger. All transactions are marked with a two-character code to represent the source.

Standard general journal (GJ)	A journal (or book of original entry) in which standard monthly entries that are repeated each month are recorded. The entries must be transferred (posted) to the general ledger (the book of final entry). The source code for a general journal entry is GJ. This code appears on entry screens, edit lists, posting registers, and various reports.
Transaction	An accounting entry, or series of entries, in the general ledger system.
Trial balance	A report showing the debit and credit sides of a double-entry accounting system. The sum of the debits should equal the sum of the credits; otherwise there is an error.

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