

## Council Sustainability Data Sheet

Council name: \_\_\_\_\_ Council No.: \_\_\_\_\_

Council headquarters city/state: \_\_\_\_\_

Council contact name: \_\_\_\_\_

Contact email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Instructions for Completing This Form

1. Gather the required information for the council and for each camp where you operate a summer camp program. This information should be obtained from your JTE dashboard, membership dashboard, the National Camping Report, your camp attendance records, and your council financial data.
2. Submit it to the National Council Outdoor Programs team via email at [NCAP@scouting.org](mailto:NCAP@scouting.org), and it will be shared with your region's accreditation committee for analysis.

Question		2013	2014	2015	2016	Explanation
<b>COUNCIL FINANCE</b>						
1.	What is the council's operating fund unrestricted net asset-to-operating expenses ratio?					Provided from your council's Journey to Excellence data.
2.	What is the rate of growth of the council's direct support over the prior year?					Provided from your council's Journey to Excellence data.
3.	What is the council's operating fund—total support and revenue?					Council's year-end Comparative Statement of Budgeted Operations—Unrestricted. See the Total Support and Revenue line in the Year to Date/Actual column. The number in the next column to the right will provide the number for the prior year.
4.	What is the council's operating fund—total expenses?					Council's year-end Comparative Statement of Budgeted Operations—Unrestricted. See the Total Expenses line in the Year to Date/Actual column. The number in the next column to the right will provide the number for the prior year.
5.	What is the council's depreciation expense (capital fund) for facilities other than service centers?					This data can be found in a number of different formats; ask your accounting personnel how your council is tracking your fixed assets. If your council is using the BSA accounting software, PeopleSoft, there are reports that can provide the depreciation number. One of these reports is the Net Book Value Report. Account numbers for depreciation are in the 1800 series.
6.	How much insurance expense is allocated to nonservice center properties and the programs conducted there?					Working with your accounting personnel, determine the best way to get this data. Councils use project codes and account numbers that assign revenues and expenses to a particular activity, camp, or event. Reports that show detail on a council or project-code basis can be run to provide this information.
7.	How much overhead expense is allocated to all of the council's camp cost centers/project codes?					Using project codes, we can assign direct costs to our camps and camp programs. In support of camps and programs, selected indirect overhead expenses, such as personnel costs, service center occupancy costs, copier leases, non-camp depreciation, travel, etc., must be allocated. In councils, these indirect costs have a class code of 99.
8.	How much debt service (principal and interest) is incurred annually for nonservice center facilities?					This information can be found on your Comparative Statement of Budgeted Operations—Unrestricted. The use of the Posted Detail Report can provide you with the data you need by running the report using account numbers and project codes.
9.	How much of direct support (FOS, project sales, foundation and trusts, etc.) is to benefit camp facilities and/or programs?					This information can be found on your Comparative Statement of Budgeted Operations—Unrestricted. If you are using project codes to track direct support to camp, you can use the Project Management Report.
10.	How much of the council's investment income to the operating fund is to benefit camp facilities and/or programs?					This information can be found on your Comparative Statement of Budgeted Operations—Unrestricted. If you are using project codes to track direct support to camp, you can use the Project Management Report.

Question		2013	2014	2015	2016	Explanation
11.	How much of the council's year-round commissioned personnel costs are allocated to camp programs?					Commissioned personnel provide both direct and indirect support to the camp programs in a local council. Your council will have to determine the levels at which commissioned personnel support camp programs and how that support is allocated.
12.	How much of support personnel costs are allocated to camp programs?					Direct-support personnel may include rangers, camping administration assistants, camping program specialists, and others, and all benefits associated with these personnel. Your council will have to determine the levels at which support personnel costs are directed to camp programs and how those costs are allocated.
<b>COUNCIL MEMBERSHIP</b>						
13.	What is your Total Available Youth number?					Calculate from your Council Index.
14.	How many unit-serving executives are employed in your council?					Provided from your council's Journey to Excellence data.
15.	What is your ratio of TAY to unit-serving executives?					Provided from your council's Journey to Excellence data.
16.	What is your market share?					Provided from your council's Journey to Excellence data.
17.	What is your growth in membership?					Provided from your council's Journey to Excellence data.
18.	What is your youth retention?					Provided from your council's Journey to Excellence data.
19.	How many Boy Scouts were registered in your council on June 30?					Provided from your council's Journey to Excellence data.
<b>COUNCIL PROGRAM</b>						
20.	What percentage of your Cub Scouts attends day camp, family camp, or resident camp?					Provided from your council's Journey to Excellence data.
21.	What percentage of Boy Scouts/Varsity Scouts attends long-term camp or high-adventure camp?					Provided from your council's Journey to Excellence data.
22.	How many of your council's Boy Scouts attended another council's summer camp?					Provided from your council's Journey to Excellence data.
<b>COUNCIL SERVICE</b>						
23.	How many weeks are schools in your area closed for summer?					The number of weeks the majority of your school systems are closed for summer.
24.	How many other BSA camps providing a long-term summer camp are located within 150 miles of your council headquarters?					You will need to research the councils around you for this information.
25.	What was the average summer camp fee for all BSA camps within 150 miles of your council headquarters?					This could be found on camp websites.

We certify that this information has been reviewed by the council's executive committee/board.

_____	_____	_____	_____
Council President	Council Commissioner	Council VP of Outdoor Adventures/Program	Scout Executive
_____	_____	_____	_____
Date	Date	Date	Date