Fiscal Concepts

March 14, 2024

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Objectives

- Provide training on topics important to local council fiscal managers:
  - PeopleSoft user helps
  - Fiscal management tools
  - Understanding the "why" not just the "how"

Today's Session

PeopleSoft time

– Beginning of the year tasks

- Time Study Journal
- Moving pledge receivable balances
- Managing the BSA Tree Manager

Fiscal Management moment

- Understanding "functional" expense recording

Time Study Journal in PeopleSoft

- The process used to allocate general expenses to program, management or fundraising for functional expense reporting requires the council to conduct a time study.

- Results of the time study will give you the percentage of staff time spent on Program, Management and Fundraising.

- All expenses recorded with a 99-class code are then allocated based on this time study result.

Time Study Journal In PeopleSoft

- There are two statements that report functional expense information, Statement of Activities and Changes in Net Assets and the Statement of Functional Expense.

- To run these reports correctly, the percentage numbers for time study must be entered into the GL system on an annual basis. To

- Make sure the accounting period is open before entering the time study for that year. You will want to select a journal date of January 1st for this journal

Create/Update Journal Entries

1. Add a New Value Tab
2. Enter Business Unit
3. Journal ID of your choice
4. Journal date Jan 1 of affected year.
5. Click "Add"

Header tab

Enter the description as 20xx Council Time Study

Then Click on the Lines tab

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Lines Tab

1. Click on the link "Templates List"

Journal Entry Template List

1. Un-Check any of the options in the Journal Entry Template (Such as Standard)

2. Check the "Time Study" boxes as shown.

3. Un-Check any of the Chartfield options in the Journal Line Copy Down

4. Check the "Time Study" selection

5. Click "OK" to Save. NOTE: The default will return when you are through with this

journal.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Chartfield | Amount | Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type
☐ 1	All	STANDARD	☑	☑	☑	☐
☐	All	LOCAL	☐	☑	☑	☐
☑ 2	All	TIMESTUDY	☐	☑	☑	☐

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Chartfield | Amount | Miscellaneous

Selected	Action	Template Type	Copy Down ID	Default	Unit	Le
☐ 3	▼	All	1	☑	☐	
☑ 4	▼	All	TIMESTUDY	☐	☑	

5

OK | Cancel | Refresh

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Click on the plus sign "Lines to add:"

Add lines to journal

Need a total of three lines.

Enter Values

Notice because of this template the normal chart-field options are gone.

2. Select Account "PROG" and enter the "Stat Amt" from the Time Study for Program.

3. Select Account "MNGMT" and enter the "Stat Amt" from the Time Study for Management.

4. Select Account "FUNDR" and enter the "Stat Amt" from the Time Study for Fundraising.

5. BE SURE THAT THE TOTAL OF THE THREE VALUES IS 100.00 (100%)

6. Save your Journal.

7. Edit and Post as any other Journal

Moving
Pledge Receivable Balances

Needs to be done in PeopleSoft

Beginning of the year in PeopleSoft, these GL transactions required:

- Journal entry to move balances to new accounts
- Run a Posted detail in PS and Pledge Receivable report in CRM

Contribution - Pledges

- 130# (CR) to 132# (DR) (move from current year to prior)
- 133# (CR) to 130# (DR) (move from future to current)
- Allowance
- 137# (DR) to 138# (CR) (move current to prior)
- 139# (DR) to 137# (CR) (move future to current)

GL Accounts

<u>Prior Year</u>

132# is your Contributions Receivable Prior year account. This is populated with pledges you expect to be paid late after you close your books(GJ from 130#).

- o Check to see that the prior year pledge receivable and allowance accounts are zero. (132# and 138#)
- o If not, the account should be close out.
- o The remaining uncollectible pledges are written off. Prior year write-offs are charged to account 9432 (Uncollectible Pledges written off) or 4002 (Contributions – Prior year).

Managing your Tree

BSA Tree Manager

- PeopleSoft account rules and reporting is controlled by Tree Manager

- The tree setup is defined by the council with one exception

  – Deferred Tree

    - Used for monthly allocation process
    - List all projects in months where they are deferred

BSA Tree Manager

- Navigation
- Main Menu – BSA – Local Council Updates

BSA Tree Manager

- L### then "*search*"

BSA Tree Manager

BSA Tree Manager

BSA Tree Manager

BSA Tree Manager

Functional Expense Report

- One of four required statements for the audit
  - Statement of Financial Position
  - Statement of Activities and Net Assets
  - Statement of Cash Flows
  - Statement of Functional Expenses

Functional Expense Report

- Statement of Functional Expense

- Run at end of year

- Shows all expenses of corporation by function:
  - Program
  - Management & General
  - Fundraising

- Most Important Report a council has due to relevance to the annual 990 filing

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Functional Expense

- BSA Account Number
- #-####-###-##
- Fund – Account – Project – Class

Functional Expenses – Class Code

- Program
  - 20 – Activities
  - 21 – Camping
  - 25 – Program

- Management and General – 50

- Fundraising – 70

- Unallocated Expenses – 99
  - Allocated on report by "annual" Time Study

Take Any Council ###   **Boy Scouts of America**

Statement of Functional Expenses

Period Ending: December 31, 201█

Funds 1-3

FASB18

Expenses:	Program Services	Management & General	Fundraising	Total Support Services	Unallocated Expenses	Total Expenses 2014	Total Expenses 2013
		------------- Support Services ----------------					
Employee compensation							
Total other expenses	437,935	19,943	11,094	31,037	298,321	767,294	910,366
Expenses before depreciation	562,380	19,943	11,094	31,037	1,050,562	1,643,979	1,856,793
Depreciation expense	71,539				11,650	83,188	82,659
Total functional expenses	633,919	19,943	11,094	31,037	1,062,211	1,727,167	1,939,452
% of Expenses by function	36.7%	1.2%	0.6%	1.8%	61.5%		
Time study percentages	93.51	3.15	3.34				

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Take Any Council ###					Boy Scouts of America	
	Statement of Functional Expenses					
	Allocated by Function					
	Period Ending: December 31, 201█					
Funds 1-3						
FASB18		---------------- Support Services ---------------------				
	Program Services	Management & General	Fundraising	Total Support Services	Total Expenses 2014	2013
Expenses						
Employee compensation:						
Expenses before depreciation	1,544,760	53,036	46,183	99,219	1,643,979	1,856,793
Depreciation expense	82,432	367	389	756	83,188	82,659
Total functional expenses	1,627,192	53,402	46,572	99,975	1,727,167	1,939,452
% of Total expenses by function *	94.21%	3.09%	2.70%	5.79%	100.00%	
Time study percentages	93.51	3.15	3.34			
* Percentage figures after combining allocated and unallocated expenses						

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Next Session

Thursday, April 11, 2024
10:00 am & 2:00 pm CT

Finance Impact website

- http://scouting.org/financeimpact
  - Council Administration page
  - BSA Fiscal Concepts Forum page

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COUNCIL SUPPORT

Council Management Support ∨

Council Funding and Finance ∧

    Financial Planning

    Funding The Council

    Council Administration

    Local Council Financial Audits

    Back Office Business Solutions

Council Administration

The sections below provide tools for Council staff to assist them in the proper management of their Council. This is designed for staff use but may provide detailed information to volunteers interested in the particular topics.

Accountable Plan Template

Council Office Procedures

Council Stewardship Policies

FASB Accounting Changes and the BSA – new for 2018

Fiscal Management Procedures for Stewardship

Fiscal Policies and Procedures for BSA Units – Updated May 2023

– – BSA Units PayPal and Venmo Reporting Update

Interpreting Financial Statements

Life Insurance Imputed Calculation

Local Council Accounting Manual

Local Council Financial Audit Tools

New York Conflict of Interest Policy—Updated March 2014

New York Conflict of Interest Policy—March 2014

Records Retention Policy– Updated January 2019

Presentation: Fringe Benefits: Employer-Provided Vehicles and Group-Term Life Insurance – Uploaded April 2014

Record Camp Card Transactions—PeopleSoft

Record Product Sales in General Ledger

Time Study Forms

Blackbaud CRM Resources

BSA Fiscal Concepts Forum

PeopleSoft Support

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Member Care

- Phone 972-580-2489

- http://membercare.scouting.org
  - Creating an incident directly in JIRA

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Service Categories

Accounts & Passwords

BSA Applications (Operations)

BSA Applications (Program)

Email, Communication & Collaboration

Network Services

Security Services

Hardware & Software

General Assistance

General Assistance

The General Assistance option should be used when the issue or question isn't Catalog.

When possible, open a ticket by selecting the service from the Service Catalog Request link. Doing so will ensure all the necessary information is collected and quickly routed.

Tickets opened using the general assistance option go into the general queue the order received.

Open A Request

General Assistance

The General Assistance option should be used when the issue or question isn't found in the Service Catalog.

When possible, open a ticket by selecting the service from the Service Catalog and use the "Open A Request" link. Doing so will ensure all the necessary information is collected and the ticket can be quickly routed to the right department/team.

Tickets opened using the General Assistance option, go into the general queue and are answered in the order received.

Hi, Don. When you submit this form, the owner will see your name and email address.

* Required

1. Description *

A brief description of your problem.

Enter your answer

Fill in the Boxes – Add an Attachment

CLICK - **Submit**

Fiscal Management Training

- In person at National Service Center
  - March 5-7, 2024
  - April 23-25, 2024
  - June 25-27, 2024
  - August 20-22, 2024
  - October 22-24, 2024

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QUESTIONS?
Feel free to unmute and ask....

ANSWERS...

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