Annual Report Process

Prepare → Update → Print → Submit

Annual Report Reference Guide

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I. Preparation Checklist

Conference Members:

- ❑ Close all open cases (that make sense to close) by September 30th
  - ❑ Identify open cases – Search>Cases by caseworker or Conference Reports>Assistance by case
  - ❑ Close on-going cases and then re-open anytime after September 30th
  - ❑ Withdrawing pledges/check requests is a 2-step process – 1st withdraw and 2nd delete
- ❑ Enter volunteer hours and miles in my Profile>Volunteer Tasks>Add
- ❑ Verify age group and status in my profile

Conference President & Treasurer:

- ❑ Verify that ALL members are in CMS with at least a Conference Member role. Print membership roster to verify
- ❑ DO NOT remove members that left during the fiscal year or they will not appear on your membership report
- ❑ Enter hours and miles for categories that are Conference related and not recorded by individual members (i.e. Collections, Thanksgiving, Christmas, Conference/Council/District meetings, etc.)
- ❑ Prepare a “special works” programs worksheet. See example on the next slide

Special Works Programs Worksheet

Special Works Programs	Assistance	# Of Families Helped	Number People Helped	$ Value	Hours	Miles
Christmas	Gift Cards	60	180	60 x $200 = $12,000	20 x 8 = 160 160 x 60 = 9,600 min	20 x 5 = 100
Christmas	Food	60		60 x $25 = $1,500		

Examples:

- Christmas
- Thanksgiving
- School Backpack
- Summer Lunch
- Food Services
- Etc…

Update These Reports:

✓ Visits and Services To People:
Visits = 60, Number Helped = 60 x 3 (HH + 2 HH members) = 180

✓ In Kind Service and Good Reports:
Number of Times = 60 (1 Per/Family), $ Value = $1,500

✓ Hours & Miles via Volunteer Tasks:
Minutes = 9,600 And Miles = 100

**Number Helped Calculation:
Head of Household + Total Number Of HH Members = Number Helped

II. UPDATING REPORTS

Things You Should Know <u>Before</u> Using The “Report Wizard”…

- The system opens up the Annual Report on August 1st
- Annual report access - Check Register>Financial Reports>Annual Report tab
- Start the Annual Report - click “start YYYY” button (i.e. Start 2021)
- Start the Report Wizard - click “initialize” on each tab to populate the report with system generated data
- Check mark “✓” in column “C” means the value was calculated by CMS
- To replace totals, “uncheck” the “C” column box and enter new total
- To reset back to the original values, check “C” box and click “recalculate”
- Always click “recalculate” after each update
- Always click “save” before leaving the tab
- Do NOT click “print” until you are ready to submit your final report

Title Section

- Enter reporting from and to dates (i.e. 10/01/2020 – 09/30/2021)
- All other updates are made by updating my Conference>Conference and Configuration pages

Membership

- Updates can be made by unchecking the “C” column and entering new totals
- Remove members, that left during the fiscal year, <u>after</u> annual report submission

Treasurer’s Report

- Only last year’s ending balance (required) can be changed on this report by unchecking the box
- No other updates are allowed (view only)
- Click “preview” and verify that the annual report’s ending balance is equal to September’s ending balance on your month end financial report

In Kind Goods And Services & Visits And Service To People

- Only closed cases (assistance provided and no assistance provided) are counted on the visits report
- You can (and most likely will) make updates to these reports
- Use your "special works" programs worksheet to update totals:
  - In column "C", "uncheck" the box, replace the totals, and click "recalculate" and "save"
- Number helped calculation:
  - Head of household + total number of household

- In kind goods and services>goods>other> $ value can be entered from express assistance. A good practice is to enter the dollar value, into express assistance, right after the event; the annual report will be updated

Hours and Miles

- The hours and miles are a result of what has been entered in volunteer tasks
- All other updates must be made by using the volunteer tasks function
- Entries made after the new fiscal year , must be backdated to prior fiscal year
- Non-members hours is a required field – “0” is a valid entry
- The “cases-client visit” hours and miles are automatically populated from each case visits tab

Client Demographics

- No changes can be made to this report
- Counts are based on total household members…not just client

III. Printing Options

- **Preview** At any time, you can preview the report without finalizing it.

- **Print** This publishes the report. Only click this when you have completed the report and are ready to send the FINAL report to the CSC.

- **View Report** This link appears after you print the report. It allows you to view/reprint the published report.

- **Reprint** After publishing the report, you can still make changes and Reprint it

IV. Submitting Final Report

- Final annual reports are due by October 30th – email PDF file to Conference Support Center (CSC)
- If faxing or mailing final report, President & Treasurer must sign the Treasurer's Report