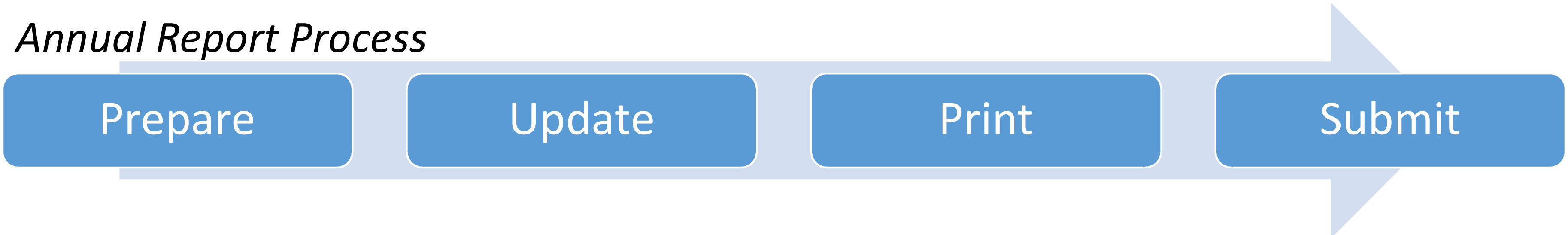
Annual Report Process



Annual Report Reference Guide

I. Preparation Checklist

II. Updating Reports

III. Printing Options

IV. Submitting Final Report

I. Preparation Checklist

<u>Conference Members:</u>

- ✓ 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

<u>Conference President & Treasurer:</u>

- ✓ 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

Examples:

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

Special Works Programs	Assistance	# Of Families Helped	Number People Helped	$ Value	Hours	Miles
Christmas	Gift Cards	60	360	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		

Update These Reports:

✓ <u>Visits and Services To People:</u>

- Visits = **60**, Number Helped = 60 x 3 (Avg. Per/Family) = 180 x 2 Assistance = **360**

✓ <u>In Kind Service and Good Reports:</u>

- Number of Times = **60** (1 Per/Family), $ Value = **$1,500**

✓ <u>Hours & Miles via Volunteer Tasks:</u>

- Minutes = **9,600** And Miles = **100**

**Number Helped Calculation (SVdP Math):
The Number Of HH Members x The Number Of Assistance Transactions = Number Helped

II. Updating Reports

Things You Should Know Before 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 Your 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, After 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"
- "SVdP Math" - Number Helped Calculation:
  - The Number Of Household Members x The Number Of Assistance Transactions = Number Helped
    - **Example:** There Are 5 Household Members. Client Received Rent, Utilities Electric, Utilities Natural Gas, and Food. Total Number Helped is **20** (5 HH Members x 4 Assistance Transactions)
- 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. Once Published, You Can NOT Make Any Changes. 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

IV. Submitting Final Report

- Final Annual Reports Are Due By **October 31st** – Email PDF File To Council Support Center (CSC)
- If Faxing Or Mailing Final Report, President & Treasurer Must Sign The Treasure's Report