

PROCEDURES FOR USING EXCEL/LSA ACCOUNTING WORKSHEET

Revised 9/28/2021

This program is designed for the smaller communities with active membership from 5-25. A community with somewhat larger membership often can also use it. It is not designed for a community which might have more than one bank account, or have investments or other complex financial affairs.

The *STEWARDSHIP AND DEVELOPMENT* manual has a section devoted to accounting procedures. Within that section are instructions on keeping a Cash Journal which is the general ledger for the community's financial records. You can download this manual for free from the Treasurer's Tools folder under Resources at www.bahai.us/community.

This Excel program consists of four types of worksheets:

- Budget Information
- General Ledger
- Monthly Reports
- Receipts

These worksheets will be described and explained in the following pages.

The first step is to save the contents of the downloaded file onto your hard drive. Do not alter the the original downloaded file. This will keep the sample entries available for reference as you begin making entries of your community information. It should be maintained "as is" for a master copy which may be used to set up your records for each year.

Then save a second copy of the file and title it with the current BE year, e.g. 178BE LSATre. In this copy you will need to delete the sample entries in the blue-shaded cells (**only**) of the "Budget Information" sheet, the monthly sheet for "Jamal - Beauty" and the "General Ledger".

When you change the name of the community in cell C2 in the Budget Information worksheet to your community name, it will automatically change the name in all of the monthly reports.

Enter data only in the cells highlighted in a light blue color. All other cells have formulas, which automatically calculate totals and import to various reports. These formulaic cells are protected to avoid accidental entries. Email finance@usbnc.org or call 847-733-3472 if you experience a problem you cannot resolve.

When entering any dates use the format mm/dd/yyyy, the program is designed to use a consistent style for dates.

All cells with formulas should automatically calculate. If calculations do not automatically occur, you may force calculation of totals using F9 or Save. You may also check in the "Formulas" tab to ensure "Automatic" is selected in the "Calculate Options" function.

BUDGET INFORMATION

Budget Information allows comparison of the approved Annual Budget for Income and Expenses to the Year-to-Date Actual Income and Expenses and maintains an ongoing cash balance.

At the beginning of the Bahá'í year (the standard fiscal year begins May 1), the Spiritual Assembly will consult and set up the Annual Budget for Income and Expenses in the following categories:

INCOME

Monetary Contributions - consisting of all checks and cash contributions, including OCS.

Contributed Expenses - consisting of receipted and approved contributed expenses.

EXPENSES

Regional Bahá'í Fund

National Bahá'í Fund

Continental Bahá'í Fund

Bahá'í International Fund

Administration

Scholarships

Education

Teaching

Proclamation

Optional Other Misc categories (four possible)

These budgetary figures should be placed in the appropriate block on the Budget Information worksheet in the column labeled Annual Budget. Calculated totals in cells C17 and C36 should be equal.

In the Year-to-Date Actual column enter the Cash in Bank balance (cell D10) from the bank statement as of the beginning of the fiscal year (May 1). In the OCS Holding blank (cell D11) show any accrued carryover balance that has not been transferred from OCS and received in your bank account as of April 30 in the year ended. **THESE NUMBERS ARE NOT CHANGED DURING THE YEAR.**

Enter the name (B6) and number (B7) of the current month in the top left. Enter your community total membership (B48) and the number of participants this current month (B50). Your percentage of participation will be calculated for you in cell D50. Do not touch the remaining columns. These columns will automatically be updated from the Monthly Reports figures from each month.

This report can be printed and given to the Spiritual Assembly for their information. The treasurer may wish to maintain a hard copy for ready reference at Spiritual Assembly meetings.

GENERAL LEDGER

The **General Ledger** is basically the community's financial diary. It is called the Cash Journal in the *STEWARDSHIP AND DEVELOPMENT* manual. This reference manual has been created to provide explicit instructions for record keeping, reporting and for education of the friends. The instructions for how to maintain the General Ledger (Cash Journal) are covered under "Keeping a Cash Journal" beginning on page 30.

The figures entered into the general ledger are automatically imported into the Monthly Reports when they are entered into each month's section of the general ledger. The accuracy of the general ledger maintains the accuracy of all the other reports. It is effectively the heart of your program.

There are four custom "Expenses" columns in the General Ledger worksheet that can be used if the community tracks re-occurring earmarked funds for anything other than the major funds listed. The names are auto-imported from the Budget Information sheet (cells B34-B37). Two of those Other columns are utilized in the current spreadsheet as Area Teaching Committee and Regional Baha'i Center; those two can be changed. You may wish to consistently use an Other column for any earmarking for a particular project that will be an extended pattern of giving in your community, such as the two already named.

Contributed (non-cash) expenses are entered into the General Ledger INCOME column L; the offsetting expense must also be entered in the appropriate EXPENSES column.

General Ledger entry instructions are enumerated below; you may use the sample entries in the worksheet to visually understand the text descriptions. The sample entries are described in page 6.

Entering contributions and payments:

- For contributions that are receipted and deposited by the Treasurer: Enter Date (Column A), Description (Column C) and Receipt # (Column E). Enter the total deposit amount in two columns - Deposits (Column G) and Local Fund (Column K) if unrestricted; if the deposit includes earmarks, adjust the Local Fund amount to exclude the earmarked contribution(s) and enter earmarked amount(s) in the relevant column in Columns AG-AL.
- Enter OCS daily contribution totals with Date, Description ("OCS Contribution Income"), and enter the total amount in Column K (ONLY).
- Enter OCS deposits (bi-monthly transfers) with Date (of deposit in bank account), Description ("OCS Deposit"), and the total transferred to your bank account in Column G (ONLY).
- Enter payments with Date, Description, Check # or payment mode (e.g. Debit Card or OCS), and the total payment amount in Column H. The amounts by expense category are entered in Columns Q-AD and must total to equal the payment amount in Column H unless earmarked contributions are included in the total payment. When earmarked contributions are included in a payment, those must be shown separately in the EARMARKED CONTRIBUTIONS PAID Columns AO-AT; the amount in column H will then equal Columns Q-AD plus Columns AO-AT. For separate earmarked contributions payments, the total in Column H must equal the total of columns AO-AT.

MONTHLY REPORTS

Monthly Reports are set up as a separate worksheet for each Bahá'í month. This report compares the Year-to-Date Budget figures to the Current Month Actual figures and the Year-to-Date Actual figures, with a column showing the difference between the Year-to-Date budget and the Year-to-Date actual figures.

These figures are broken down in to the following categories:

- Beginning Cash Balance
- Income
- Expenses
- Earmarked Contributions Received
- Earmarked Contributions Paid
- Ending Theoretical Cash Balance
- Cash Proof

With a few exceptions as noted below, all cells contain formulas that will self-populate from the data entered in the Budget Information and General Ledger sheets. Do not attempt to make manual entries in any of these cells; the Cash in Bank and Balance in OCS Holding cells of the CASH PROOF section at the bottom of the page will automatically input totals from the General Ledger, but are not protected in case adjustments are required. The cells allowing entry are shaded light blue.

All cells with formulas should automatically calculate. If calculations do not automatically occur, you may force calculation of totals using F9 or Save.

This report can be printed and given to the Spiritual Assembly for their information. The treasurer may wish to maintain a hard copy for ready reference at the current and any future Spiritual Assembly or Feast meetings.

RECEIPTS

The **RECEIPTS** worksheet is entitled **REC#101-500**. It allows for 500 sequentially numbered receipts per year, which will accommodate 26 donors who give every Bahá'í month. If more are needed, copy the REC#101-500 worksheet, go to FILE/NEW and paste into columns A-H. Then you must renumber the receipts starting with 501.

Using the check or cash from the contributor, complete the receipt with all details requested:

Rec Date = date contribution was handed to treasurer or, if mailed, the postmark on the envelope of the contribution. For IRS purposes this is particularly vital on the last day of the Gregorian year and the first day of the next Gregorian year. You may not change the actual date of the contribution because the contributor requests that you do so.

BID# = Bahá'í Identification Number assigned by the Membership and Records department of the National Spiritual Assembly.

Donor Name = name of donor.

Check No. = number usually located at the top right hand corner of the check. If cash is given type the word CASH. Other types of electronic contributions may be titled similarly.

Amount = if there is no designation as to particular funds the contribution should automatically be placed in the amount column beside **Local Bahá'í Fund**. The total of the funds will automatically be placed in the Total Contribution block when you save.

If the contributor earmarks non-local funds without using the words “wish, hope or desire”, that particular amount is not applied to the local income nor counted in the local goal but is considered a “pass through” contribution to the National Fund or other named Funds, and earmarked for those particular funds. Enter the word “Earmark” in the yellow cell beside the fund on the contributor’s receipt.

If the contributor uses the word or words “wish, hope, or desire” and designates a specific non-local fund, enter the words “Local Goal” in the yellow cell beside that particular fund on the contributor’s receipt. This will be counted in the local income and local goal.

NOTE = The light yellow cells allow notations such as:

In Honor - Name of Honored (Ex. In Honor - Jane Doe)

In Memory - Name of Deceased (Ex. In Memory - Jack Jones)

Project Unity -Name of Child or Children

Refund-Picnic Advance

Basically anything that needs clarifying or identifying other than name of fund.

Print all the receipts to be included in a deposit batch by highlighting those particular receipts, go to FILE/PRINT, choose SELECTION, ask for two copies and OK to print. Sign each receipt on one of the copies and give to the contributor. Attach the second copy of the receipts to the deposit slip for that batch. This will facilitate clarity and accuracy for the audit at the end of the year.

NOTE: receipt information does not automatically transfer to the General Ledger.

Sample entry descriptions for Accounting Worksheet General Ledger (month of Jamál):

4/30/2020 \$400.00 OCS individual contributions for month of Jamál

5/1/2020 \$60.00 deposit from Feast of Jalal - \$40 cash + \$20 check to Local Fund earmarked for National Fund; receipts #101 and 102 (see sheet labeled Rec#101-500 for receipt creation)

5/5/2020 \$450.00 OCS Deposit –ACH transfer from OCS Holding Account received in checking account

5/7/2020 \$300.00 OCS individual contributions for month of Jamál

5/7/200 \$11.00 Debit Card payment to USPS for postage stamps for Assembly use

5/7/2020 \$420.00 OCS individual contributions for month of Jamál

5/11/2020 \$100.00 contribution to Regional Bahá'í Center; check #1468

5/15/2020 \$400.00 OCS individual contributions for month of Jamál

5/15/2020 \$75.00 deposit of individual contribution for month of Jamál – Receipt #103

5/15/2020 \$380.00 contribution through OCS: \$100.00 to RBC; \$230.00 to NBF (\$210 from community plus \$20 earmark); \$50.00 to Shrine of Abdu'l-Bahá

5/15/2020 \$24.50 contributed administrative expense for which a confirming receipt was presented to the Treasurer