TDS—A donor is asked and gives/entrusts a “Penny” to YL

Local staff fills out appropriate Revenue form and mails it to Service Center attn. “Income Processing” Ensure proper area account number is on top of Revenue Form.

Service Center then processes Penny to one of 3 accounts in your local area:

**OPERATING:**
Where most of our money comes in and is spent from. (Staff Compensation, Program, travel, etc.)

**CAMP:**
Where any donations or payments designated strictly for Campership go.

**CAPITAL:**
Account designated for office/YL items with a value of over $1,000 and a goal of being used for more than 1 year.

Penny appears on your Area Reports

Any donation will show up on the GIVING report, which you should check on a monthly basis. There will be a code next to the donation that will show you which account it went to (ex. GEN is for “General Operating”)

Confirm/map all gifts on your online PPL and update with any notes, comments, etc.

**Your R&E (Revenue and Expense) “TRIAL BALANCE”** report which can be found in the drop down menu under “reports” on staff resources, will show you BOTH contribution and non-contribution revenue for both operating and campership accounts. It will show you all the money that came in and out of your area for each month.

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**Penny’s Life as an Expense**

Penny is now in your operating account.

Local staff makes a purchase for YL club or office supplies using his/her P Card.

Once the transaction goes through the store, the purchase shows up under the “sign off” menu under the P Card page.

Staff must now sign off with correct allocations on that P Card transaction for Penny to be taken out of the designated account using allocation codes:

**OPERATING:**
These codes include program, office, travel, golf, conferences, etc. Staff will most commonly use the “program” code.

**CAPITAL:**
“US Field Capital Account” is only to be used for office/YL items with a value of over $1,000 and a goal of being used for more than 1 year. If you code with this, make sure there are enough “pennies” in your account to cover it.

**CAMP:**
The code “camp” is used strictly for camp/weekend trips. Penny will be taken from the campership account when you use this code.

Remember to check and update all your financial reports on a monthly basis.

Your R&E (Revenue and Expense) “TRIAL BALANCE” report which can be found in the drop down menu under “financial reports” on staff resources, will show you ALL of your P Card purchases. The P Card purchases will NOT show up until you’ve signed off on them. The Trial Balance will also show you which account they came out of.

Remember that an approver must sign off on ALL transactions over $50, so make sure you’re on top of signing off on your end to give them enough time to sign off each month.

Remember to check “hidden expenses” that automatically hit your account (i.e. service charge, staff compensation, transfers.)

Update your Cashflow using the information from giving and from your R&E reports to track all donations/expenses in your area that month.