

Using The Operating Funds Excel Spreadsheet Template

The Manage Chapter Operating Funds tool is available to chapter leaders on the Chapter Leader Administration page. These new screens enable you, as a chapter leader:

- to track and report all operating funds transactions
- to view and print reports showing operating funds transactions entered to date
- to have the Chapter Summary Report automatically updated with the data you've entered.

This information can be viewed by or shared with chapter leadership board members so they can see what operating funds expenditures have been made to date and see the chapter's remaining operating funds balance. All chapters are encouraged to use these new screens to manage their operating funds.

The Operating Funds Excel Spreadsheet Template is still available to those who prefer this method of tracking their operating funds. However, even if a chapter chooses to track their expenses using Excel, they still must enter their operating funds data, by category and expense type, in the new online screens. It is recommended that this online entry take place at least quarterly. When using this template, you may find it helpful to also reference the Managing and Reporting Chapter Operating Funds quick reference guide, located under Financial Resources Quick Reference Guides page of www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources. This spreadsheet and its formulas correlate with that reference tool and the online screens.

*Note: Technical support is not available from Thrivent Financial for Lutherans if you experience difficulty using the Excel Spreadsheet Template, as this is an optional tool. Support **is** provided for the Manage Chapter Operating Funds online tool.*

STEP 1: Download the Template

- To get the template, go to the Thrivent Community tab of www.thrivent.com. Click Chapters > Volunteer Leader Resources > Quick Reference Guides. The **Operating Funds Excel Spreadsheet Template** is under "Financial."
- Save the template to your computer and make a note of where you save it. To open it, first open Excel, then, click on File>Open. Select the location in the 'Look in' drop down, highlight the document, and click on 'open.'
- You will notice that the template contains two sheets:
 - Sheet one should assist you in tracking your chapter's operating funds expenditures.
 - Sheet two provides a total compilation of the expenses you've entered by category and expense type, as well as quarterly compilations that can be used to report your chapter's expenses in the Manage Chapter Operating Funds tool online on a quarterly basis.

STEP 2: Enter operating funds Beginning-of-Year (Jan 1) balance and operating funds received

- At the top of the spreadsheet there is place to enter the chapter's balance of operating funds on January 1 that was carried over from the previous year, as well as the two installments of operating funds deposited in your chapter's account.
- Enter the Beginning-of-Year (Jan 1) balance of operating funds.
- Enter the amount of operating funds deposited in January.
- When funds are deposited in July, enter them in the correct cell. The spreadsheet will automatically recalculate the balances.

Important: Be sure to type only in the *pink* cells. Cells that list the totals and balances have a preformatted formula that will automatically calculate the amounts. Typing in boxes with balances will delete the formulas and the automatic calculation feature.

Note: Review visual on page 2.

STEP 3: Expense Categories and Expense Category Calculations

- There are four categories of expenses that are intended uses of operating funds. Each of the four categories is represented by a different color heading.

- In reviewing the Managing and Reporting Operating Funds quick reference guide, you will note that there is a recommendation regarding what percentage of operating funds should be budgeted to each of the four expense categories. For each of the expense categories, the **‘Beginning Balance’** is automatically calculated by multiplying the recommended percentage of operating funds to allocate to that expense category by the amount of ‘Total funds received’.
- For each of the expense categories, the **‘Ending Balance’** is automatically calculated by subtracting the total expenses entered to date for that category from the ‘Beginning Balance’ in that category.
- The purple **‘Total Operating Funds Balance Remaining’** is automatically calculated by subtracting the total of all expenses entered to date from the ‘Total funds received’.

Beginning of year (Jan. 1) Operating Funds Balance	\$1,000.00	Total Operating Funds Balance	\$4,905.30	Please only type in the yellow cells	Please only type in the yellow cells								
Funds received in January	\$3,000.00												
Funds received in July	\$3,000.00												
Total funds received	\$7,000.00												
Administration 30%		Member Events/Awareness 40%		Volunteer Recognition 20%									
Beginning Balance	2,100.00	Beginning Balance	2,800.00	Beginning Balance	1,400.00								
Ending Balance	1,429.30	Ending Balance	1,922.00	Ending Balance	1,004.00								
Service Team Seed Money/Benevolence 10%													
Beginning Balance	700.00	Beginning Balance	700.00	Beginning Balance	700.00								
Ending Balance	550.00	Ending Balance	550.00	Ending Balance	550.00								
Qtr	Description	Expense Type (Click in cell below, then click on arrow to select correct expense type)	General Chapter Amount	Thrivent Builds Amount	Qtr	Description	Expense Type (Click in cell below, then click on arrow to select correct expense type)	General Chapter Amount	Thrivent Builds Amount	Qtr	Description	Amount	
1st	Calling cards for pres.	Telephone/Teleconfer	\$8.00		1st	Personalized Table Tents	Printing & Promotion	\$100.00		1st	Cong Coord Lunch	Miscellaneous	\$166.00
2nd	Calling cards for VicePr	Telephone/Teleconfer	\$8.00		1st	Personalized table tents for	Printing & Promotion	\$100.00		2nd	Cong Coord gifts \$10 ea	Miscellaneous	\$200.00
										1st	St Paul's Food Pantry renovator	\$100.00	
										2nd	Mary's wheelchair ramp project	\$50.00	

STEP 4: Enter Expenses

- First, determine which of the four categories the expense you are reporting falls into.
- Click in the pink cells below the heading ‘Qtr’ under the category that aligns with the expense you are entering and enter whether the expense was reimbursed in the 1st, 2nd, 3rd or 4th quarter of the current year.
- Tab over to or click in the pink cells below the heading ‘Description’ that aligns with the expense you are reporting, and enter the description of the expense for that category.
- Tab over to or click in the pink cell below the heading ‘expense type’ that aligns with the expense you are reporting, click on the dropdown arrow and select the expense type that most closely correlates with the expense you are entering.
- Tab over to or click in the pink cell below the heading ‘General Chapter Amount’ and enter the amount of the expense entry that relates to general chapter expenses, vs. expenses related to Thrivent Builds.
- Tab over to or click in the pink cells below the heading ‘Thrivent Builds Amount’ and enter the amount of the expense entry that is related to Thrivent Builds.

STEP 5: Report expenses online

Expenses should be reported online in the Manage Chapter Operating Funds screens which can be accessed from the Chapter Leadership Administration Menu section.

Worksheet two of the Excel template provides a compilation of the expenses you’ve entered to date, by category and expense type, enabling you to enter the information into the online screens.

More details regarding how to access the Manage Chapter Operating Funds online screens, as well as how to report expenses online can be found in the Volunteer Leader Resources section of www.thrivent.com > Thrivent Community > Chapters:

- Managing and Reporting Chapter Operating Funds quick reference guide (in Quick Reference Guides).
- Managing Chapter Operating Funds tutorial, which includes practice simulations (in Tutorials).

Note: A completed sample template is on page 3.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
1		Please note, operating funds expenditures must also be reported on-line.																							
2		It is recommended that you use this summary page to enter this information at least quarterly.																							
3	Totals:	by quarter:																							
4	Grand totals:	Quarter 1					Quarter 2					Quarter 3					Quarter 4					No Quarter listed		Totals by row	
5	Totals for Administration	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals		
6	Telephone/Teleconference	\$16.00	\$0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$16.00	
7	Postage & Shipping	\$14.80	\$43.90	7.40	0.00	7.40	0.00	29.60	7.40	0.00	0.00	14.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$58.70
8	Printing & Promotion	\$66.00	\$66.00	0.00	0.00	0.00	0.00	0.00	39.00	39.00	0.00	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$132.00
9	Travel	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
10	Meetings	\$139.00	\$0.00	50.00	0.00	89.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$139.00
11	Professional audit fees	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12	Supplies	\$75.00	\$0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$75.00
13	Miscellaneous	\$250.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$250.00
14	No Expense type listed	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
15																									
16	Totals for Member Events/Awareness	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals
17	Telephone/Teleconference	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
18	Postage & Shipping	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
19	Printing & Promotion	\$322.00	\$105.00	100.00	0.00	155.00	0.00	0.00	5.00	67.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$427.00
20	Travel	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
21	Meetings	\$451.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	451.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$451.00
22	Supplies	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
23	Miscellaneous	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
24	No Expense type listed	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
25																									
26	Totals for Volunteer Recognitions	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals	General Chapter Totals	Thrivent Builds Totals
27	Telephone/Teleconference	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
28	Postage & Shipping	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
29	Printing & Promotion	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
30	Travel	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
31	Meetings	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
32	Supplies	\$20.00	\$20.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$40.00
33	Miscellaneous	\$356.00	\$0.00	156.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$356.00
34	No Expense type listed	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
35																									
36	Service Team Seed Money/Benevolence																								
37	\$150.00			100.00		50.00																			\$150.00
38	Totals: (General Chapter totals include Service Team Seed Money/Benevolence)	\$496.40	\$100.00	\$502.00	\$29.60	\$66.40	\$64.00	\$795.00	\$41.30	\$0.00															
39																									
40	Overall operating funds remaining	Totals by Expense Type	Telephone/Teleconference	Postage & Shipping	Printing & Promotion	Travel	Meetings	Professional audit fees	Supplies	Miscellaneous	No Expense type listed														
41	\$4,905.30					16.00	58.70	559.00	0.00	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00
42																									606.00
43																									0.00
44																									0.00
45																									0.00

