

# Local Unit Budget Instructions

Budgeting process changes have occurred in the Member and Leader Services (MLS) record-keeping software. The following document will provide some specific instructions for the budgeting process within MLS.

Key topics of instruction included in this document are as follows:

- Budget Allocation % (How to distribute budget from the stake to each ward)
- Add/Update Categories (Adding more detailed subcategories to your budget)
- View/Edit Budget (Estimating future budget and assigning to subcategories)
- Budget Report updates and changes
- Removal of budget subcategories from the Income and Expense Report

We hope that this document will assist you in your stewardship.

# Local Unit Budget Instructions

Changes have been made in the Member and Leader Services (MLS) record-keeping software to improve the Church Unit Budgeting Process. The following information further clarifies changes to MLS budget screens and reports beginning with MLS version 3.3.1.

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## Background

Most stakes and wards receive budget funds every three months. Stakes determine the distribution of the entire budget amount for the stake and all its wards unless directed otherwise by area authorities. Funds are then sent from Church headquarters and received by stakes and wards in their MLS Budget Allocations subcategory.

Stakes and wards **should not transfer** these budget funds out of the Budget Allocations subcategory. Updated MLS budget screens and reports have been designed to not require transfers out of the Budget Allocations subcategory.

When MLS version 3.3.1 is installed, those unit subcategories under the Budget Allocations subcategory that have no current year expense or deposit will be adjusted to a zero balance and marked “inactive.” Unit subcategories with current year expense or deposit activity should be adjusted from the Budget Allocations subcategory to the appropriate standard subcategory. To adjust the current year expense or deposit use either the View/Update Expenses or View/Update Donations option in MLS. Once adjusted, go to the Add/Update Categories screen, find the unit subcategory under Budget Allocations, and remove the “Active” check mark.

*Note: An exception to not move a unit subcategory from under Budget Allocations subcategory is if a stake is using unit subcategories to track budget fund payments made to their units.*

The instructions that follow further explain the use of the MLS budget screens and reports.

## Budget Allocation % (How to distribute budget from the stake to each ward)

Budget Allocation % is found on the stake MLS. While management of budget funds is an annual process funds are generally sent every three months because of the dependence on the Quarterly Report provided by each ward. The Budget Allocation % screen helps manage distribution of funds between the stake and its wards.

Stakes manage the distribution of budget to each ward by assigning budget distribution percentages to each budget allocation source (such as Sac Mtg %, YM %, YW %, and so on). For the purpose of these instructions, we will call these sources “Budget allocation sources.”

To enter the percentages of a ward for each Budget allocation source, do the following in MLS:

1. On the Finance menu, click **More**.
2. On the Budget menu, click **Budget Allocation %**

Budget Quarter 2nd - 2011 Anywhere California

Base Budget Amounts\*

Sac Mtg  YM  YW  Primary  YSA

**Note:** \* The amounts calculated are estimates based on the Quarterly Report & membership records in your computer. The actual budget is calculated from records at Church headquarters.

% Ward/Branch keeps

Unit	Sac Mtg %	YM %	YW %	Primary %	YSA %	Total
Majesty Park Ward	80	90	90	100	70	
	\$2,121.60	\$180.00	\$112.50	\$100.00	\$140.00	\$2,654.10
Happy Mesa	80	90	90	100	70	
	\$1,382.40	\$101.25	\$78.75	\$75.00	\$61.25	\$1,698.65
Coalridge Ward	80	90	90	100	70	

	Sac Mtg:	YM:	YW:	Primary:	YSA:	Total
<b>Stake Total</b>	\$2,916.00	\$103.75	\$71.25	\$0.00	\$331.86	\$3,422.86
<b>Grand Total</b>	\$14,580.00	\$1,037.50	\$712.50	\$512.50	\$1,106.25	\$17,948.75

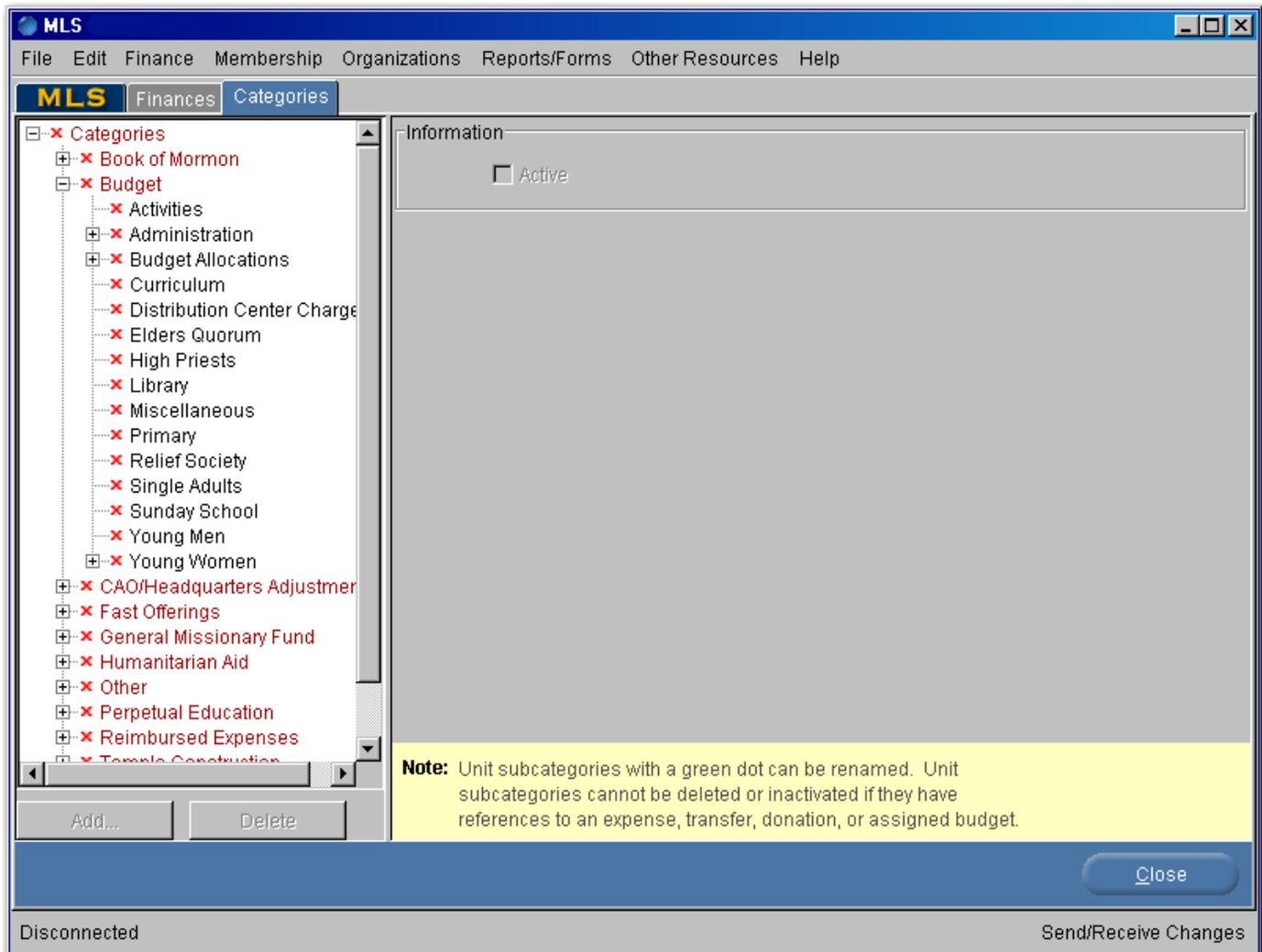
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Proposed percentages can now be reviewed and either accepted or changed if needed. If acceptable, click **Submit** to send the percentages to the Church Administration Office (CAO) to be used for future budget allocations. The most recent submitted percentages remain on record for future budget distributions until updated through MLS or by CAO staff. It is recommended that all percentage change updates be submitted by the end of the month prior to a quarterly budget allocation. For example, it is recommended to submit percentage change updates in March prior to the second quarter budget allocation that occurs in April. One month before each scheduled quarterly budget allocation, stakes will receive a preliminary budget notice to review. Percentages shown on the preliminary notice will be used unless updated as explained in the notice.

## Add/Update Categories (Adding more detailed subcategories to your budget)

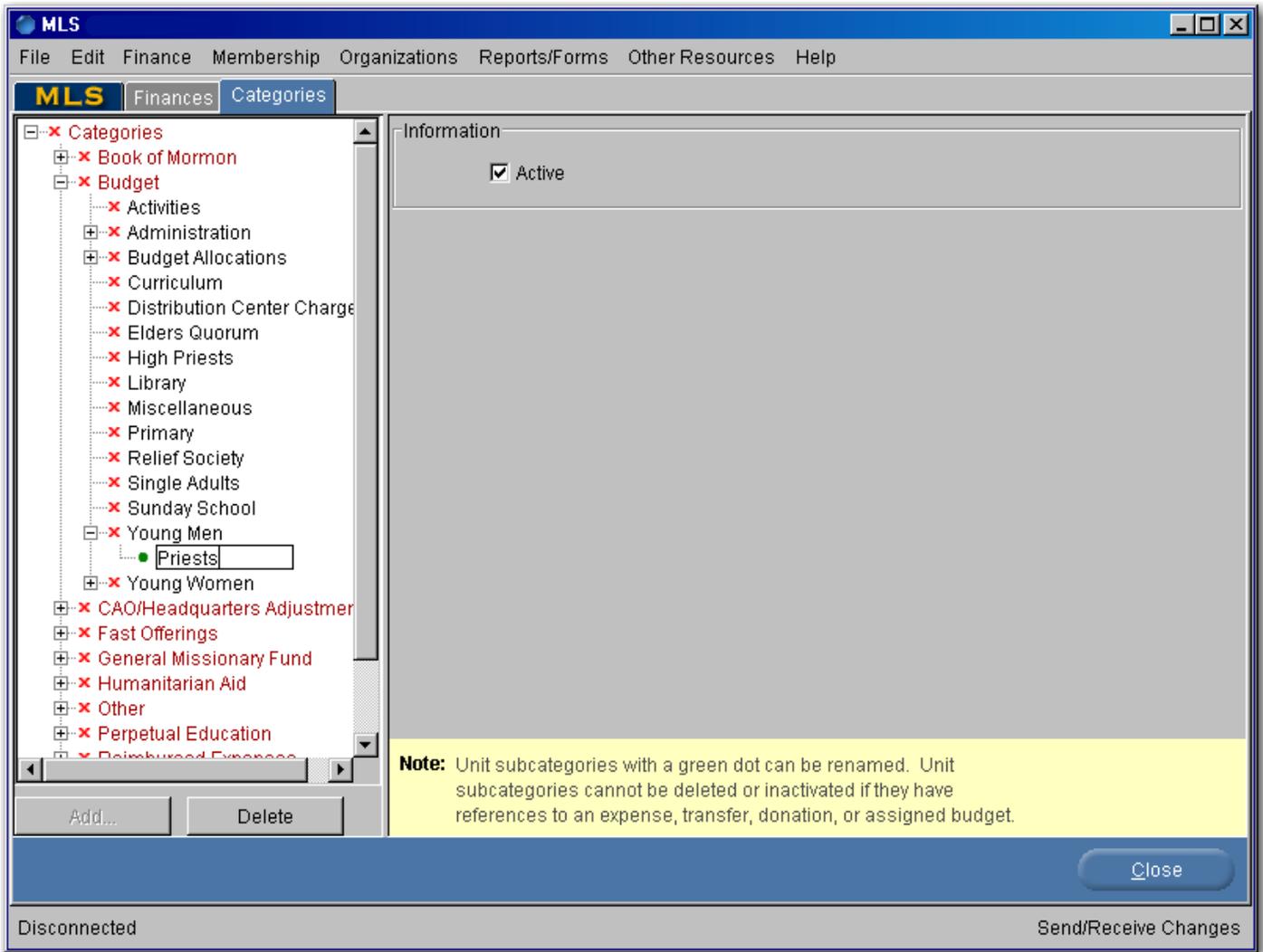
In the past the Budget subcategories were whatever the stake or ward wanted to make them. Now global standard subcategories under the Budget category have been established for the use of all units in doing their budgets. To see the standard Budget subcategories, do the following:

1. On the Finance menu, click **More**.
2. On the Budget menu, click **Add/Update Categories**.
3. Click the plus sign (+) next to the Budget category.



In MLS, stakes and wards can add unit-defined subcategories to the Budget subcategories. For example, a ward may want to separate the “YM” subcategory into Deacons, Teachers, and Priests. To do this:

1. Highlight **Young Men**.
2. At the bottom left of the screen, click **Add**.
3. A new subcategory will appear below the Young Men category.
4. Type in the name of the desired subcategory, such as **Priests**.



**Note:** Unit-defined subcategories will appear in MLS reports as defined. However, on the monthly financial reports from the CAO, the amounts will appear in the standard subcategories (Young Men, Primary, Relief Society, etc).

## View/Edit Budget (Estimating future budget and assigning to subcategories)

The View/Edit Budget screen is used to estimate future budget allocations, show actual budget allocations received, and assign funds to Budget subcategories. To view and edit budget amounts in MLS, do the following:

1. On the Finance menu, click **More**.
2. On the Budget menu, click **View/Edit Budget**.

Allowance	Estimated/Actual	Actual
<b>Quarterly Allowance</b>		
Balance Forward	2,405.28	2,405.28
1st Quarter	3,547.73	3,547.73
2nd Quarter	4,000.00	
3rd Quarter	3,500.00	
4th Quarter	3,500.00	
Miscellaneous	250.00	
Manual Adjustments by Unit	-2,500.00	-2,500.00
<b>Total</b>	<b>14,703.01</b>	<b>3,453.01</b>

Subcategory	Budget Assigned by Unit	% of Budget
<b>Budget</b>	<b>14,703.01</b>	
Activities	1,200.00	0%
Fathers and Sons	400.00	3%
Ward Activities	800.00	5%
Administration	3,500.00	22%
Missionary	250.00	2%
Curriculum	450.00	3%
Distribution Center Charges	200.00	1%
Elders Quorum	100.00	1%

**Total Estimated/Actual Allowance:** \$14,703.01  
**Budget Assigned by Unit:** \$14,703.01  
**Difference:** \$0.00

Disconnected Send/Receive Changes

### Note the following:

1. Enter amounts you expect to receive in the coming year into the Estimated/Actual column in the top section of the screen.  
*Note: You can click the Copy data button at the bottom left of the screen to populate the screen for next year with current year amounts.*
2. The prior year ending balance on your Unit Financial Statement is in the Balance Forward row.
3. The next four rows show quarterly allocations.
4. The Miscellaneous row shows additional estimated allocations.
5. The Manual Adjustments by Unit row shows the net amount of disbursements or deposits made by the unit to the Budget Allocations subcategory. A Budget Allowance Detail Report

*can be run for the Budget Allocations subcategory to review Manual Adjustments by Unit detail. Most units should not see this row, but an example of when the row will show is if a Stake disburses a check from Budget Allocations subcategory to the ward and the ward then deposits the check to its Budget Allocations category. Both the stake and ward will now see an amount for Manual Adjustments by Unit.*

**6. The Estimated/Actual column total agrees with the Total Estimated/Actual Allocation line at the bottom right of the screen.**

- A. When the budget allocation is received, it will appear in the Actual column in the upper right of the screen. These amounts also appear in the Estimated/Actual column and cannot be edited. When a miscellaneous allocation is received, an additional miscellaneous row appears to accommodate further estimates.
- B. Use the bottom half of the screen to assign Total Estimated/Actual budget amounts to specific subcategories managed by your stake or ward.
  - 1. When a budget amount is assigned to a subcategory under the Budget Assigned by Unit column, the total will update on the Budget row. These amounts will automatically update your budget for each line entered. Year-end subcategory balances will not be carried forward to the next year and an annual budget will need to be assigned each year. The total stake or ward year-end budget balance on your Unit Financial Statement will stay with the unit and be shown as the next year Balance Forward.
  - 2. Under the % of Budget column an estimated percentage is displayed for each subcategory for the percent of budget assigned to that subcategory when compared to the total budget assigned by unit.
  - 3. The total Budget Assigned by Unit is also shown at the bottom right of the screen.
  - 4. The amount shown on the Difference line at the bottom right of the screen represents one of the following:
    - a. (If positive) The Estimated/Actual budget amount yet to be assigned
    - b. (If negative) The amount of budget that has been over-assigned
  - 5. Estimated amounts of budget assigned to subcategories on this screen will automatically be updated in the Budget Report.

## Budget Reports

There are three budget reports available in MLS.

- Budget Allowance Summary Report (Type: Summary)
- Budget Allowance Auxiliary Report (Type: Auxiliary Summary)
- Budget Allowance Detail Report (Type: Detail)

Start Date: 1 Jan 2011 - End Date: 27 Jan 2011      Type: Summary      Date Range: Current Year

Subcategory	Budget	*Previous Activity	Income	Balance	% Spent
<input checked="" type="checkbox"/> Activities	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Fathers and So...	\$400.00	\$0.00	\$0.00	\$400.00	0%
<input checked="" type="checkbox"/> Ward Activities	\$800.00	\$0.00	\$0.00	\$781.34	2%
<input checked="" type="checkbox"/> Administration	\$3,250.00	\$0.00	\$0.00	\$3,250.00	0%
<input checked="" type="checkbox"/> Missionary	\$250.00	\$0.00	\$0.00	\$250.00	0%
<input checked="" type="checkbox"/> Budget Allocations					
<input checked="" type="checkbox"/> Curriculum	\$450.00	\$0.00	\$0.00	\$450.00	0%
<input checked="" type="checkbox"/> Distribution Cent...	\$200.00	\$0.00	\$0.00	\$182.00	9%
<input checked="" type="checkbox"/> Elders Quorum	\$100.00	\$0.00	\$0.00	\$100.00	0%
<input checked="" type="checkbox"/> High Priests	\$50.00	\$0.00	\$0.00	\$50.00	0%
<input checked="" type="checkbox"/> Library	\$300.00	\$0.00	\$0.00	\$300.00	0%
<input checked="" type="checkbox"/> Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	-
<input checked="" type="checkbox"/> Bishopric	\$600.00	\$0.00	\$0.00	\$600.00	0%
<input checked="" type="checkbox"/> Carry over	\$1,093.01	\$0.00	\$0.00	\$1,093.01	0%
<input checked="" type="checkbox"/> Choir	\$280.00	\$0.00	\$0.00	\$263.52	6%
<input checked="" type="checkbox"/> YM/YW Combin...	\$500.00	\$0.00	\$0.00	\$243.78	51%

\* This is Year-to-Date activity prior to the beginning report date.

Print Selected Items      Preview      Close

Disconnected      Send/Receive Changes

### Budget Allowance Summary Report

This report is the new summary report for stake presidencies and bishoprics. The report can only be accessed for the current and previous year and will always include all active subcategories for a unit. Do this to access the report:

1. On the Finance menu, click **More**.
2. On the Budget menu, click **Budget Report**.
3. In the Type field, select **Summary**.
4. To view the report, click **Preview**.

Note the following for each displayed column on the report:

- Column titled Subcategory displays all active subcategories.
- Column titled Annual Budget Assigned by Unit displays budget amounts assigned to each subcategory on the View/Edit Budget screen.

- Columns titled Income, Expenses, and Transfers display actual balances for each subcategory.
- Column titled Assigned Budget Balance displays the available budget balance for each subcategory and year-end balances will not carry forward by subcategory.
- Column titled % Spent displays the percent of subcategory annual budget that has been spent.
- Detail is not shown for the Budget Allocations subcategory because it would duplicate actual budget amounts to be assigned by unit.

<b>Budget Allowance Summary Report (1 Jan 2011 - 27 Jan 2011)</b>						
<b>Anywhere 1st (108)</b>						
Page 1 of 1						
Subcategory	Annual Budget Assigned by Unit	Income	Expenses	Transfers	Assigned Budget Balance	% Spent
Activities	0.00	0.00	0.00	0.00	0.00	-
Fathers and Sons	400.00	0.00	0.00	0.00	400.00	0%
Ward Activities	800.00	0.00	-18.66	0.00	781.34	2%
Administration	3,250.00	0.00	0.00	0.00	3,250.00	0%
Missionary	250.00	0.00	0.00	0.00	250.00	0%
Budget Allocations						
Curriculum	450.00	0.00	0.00	0.00	450.00	0%
Distribution Center Charges	200.00	0.00	-18.00	0.00	182.00	9%
Elders Quorum	100.00	0.00	0.00	0.00	100.00	0%
High Priests	50.00	0.00	0.00	0.00	50.00	0%
Library	300.00	0.00	0.00	0.00	300.00	0%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	-
Bishopric	600.00	0.00	0.00	0.00	600.00	0%
Carry over	1,093.01	0.00	0.00	0.00	1,093.01	0%
Choir	280.00	0.00	-16.48	0.00	263.52	6%
YM/YW Combined	500.00	0.00	-256.22	0.00	243.78	51%
Primary	1,400.00	0.00	-122.76	0.00	1,277.24	9%
Cub Scouts	1,000.00	0.00	-67.25	0.00	932.75	7%
Relief Society	1,000.00	0.00	0.00	0.00	1,000.00	0%
Single Adults	0.00	0.00	0.00	0.00	0.00	-
Sunday School	200.00	0.00	0.00	0.00	200.00	0%
Teachers			0.00	0.00	950.00	0%
Young Women	2,200.00	0.00	0.00	0.00	2,200.00	0%
Beehive	0.00	0.00	0.00	0.00	0.00	-
Laurels	0.00	0.00	0.00	0.00	0.00	-
Miammaids	0.00	0.00	0.00	0.00	0.00	-
<b>Total</b>	<b>\$17,203.01</b>	<b>\$0.00</b>	<b>-\$525.19</b>	<b>\$0.00</b>	<b>\$16,677.82</b>	<b>3%</b>
<b>2011 Budget Balances:</b>						
2010 Carry Forward Balance		\$2,405.28	Actual			
First Quarter Allowance		3,547.73	Actual			
Second Quarter Allowance		4,000.00	Estimated			
Third Quarter Allowance		3,500.00	Estimated			
Fourth Quarter Allowance		3,500.00	Estimated			
Miscellaneous Adjustments		250.00	Estimated			
Estimated/Actual Annual Budget		\$17,203.01				
Annual Budget Assigned by Unit		17,203.01				
Unassigned Annual Budget		\$0.00				

The Budget Balances section shown on the bottom of the report displays the total Estimated/Actual Annual Budget, the Annual Budget Assigned by Unit, and the calculation of the Unassigned Annual Budget.

### Budget Allowance Auxiliary Report

The Budget Allowance Auxiliary Report is similar to the old summary report. The report can be used to summarize auxiliary budgets as compared to the assigned budget. It is not intended to be a summary of the overall unit budget. That is the primary purpose of the Budget Allowance Summary Report.

Do this to access the report:

1. On the Finance menu, click **More**.
2. On the Budget menu, click **Budget Report**.
3. In the Type field, select **Auxiliary Summary**.
4. To view the report, click **Preview**.

Budget Allowance Auxiliary Report (1 Jan 2011 - 27 Jan 2011)							
United States Dollar							
Anywhere 1st (108) <span style="float: right;">Page 1 of 1</span>							
Subcategory	Budget	*Previous Activity	Income	Expenses	Transfers	Balance	% Spent
Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Fathers and Sons	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
Ward Activities	\$800.00	\$0.00	\$0.00	-\$18.66	\$0.00	\$781.34	2%
Administration	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,250.00	0%
Missionary	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
Budget Allocations							
Curriculum	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	0%
Distribution Center Charges	\$200.00	\$0.00	\$0.00	-\$18.00	\$0.00	\$182.00	9%
Elders Quorum	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
High Priests	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	0%
Library	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Bishopric	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
Carry over	\$1,093.01	\$0.00	\$0.00	\$0.00	\$0.00	\$1,093.01	0%
Choir	\$280.00	\$0.00	\$0.00	-\$16.48	\$0.00	\$263.52	6%
SMW Combination	\$500.00	\$0.00	\$0.00	-\$256.22	\$0.00	\$243.78	10%

### Budget Allowance Detail Report

The Budget Allowance Detail Report can continue to be used as before. Small changes have been made to update titles. The report can continue to be distributed to leaders assigned to manage a specific budget.

Do this to access the report:

1. On the Finance menu, click **More**.
2. On the Budget menu, click **Budget Report**.
3. In the Type field, select **Detail**.
4. To view the report, click **Preview**.

Budget Allowance Detail Report (1 Jan 2011 - 27 Jan 2011)				
Primary				Page 1 of 2
Anywhere 1st (108)				
<b>Budget</b>				
Budget for 2011				\$1,400.00
<b>Previous Activity</b>				
Net budget used before 1 Jan 2011				\$0.00
<b>Income</b>				
Date	Donor			Amount
			Total	\$0.00
<b>Expenses</b>				
Ref. No.	Date	Payee	Purpose	Amount
1927	9 Jan 2011	Hermione Silver	Scripture journals	-\$122.76
			Total	-\$122.76
<b>Transfers</b>				
Ref. No.	Date	Transfer Source	Comment	Amount
			Total	\$0.00
<b>Remaining Budget</b>				
Remaining budget as of 27 Jan 2011				\$1,277.24

## Income and Expense Report

Changes have been made to the Income and Expense Report to remove subcategory detail for Budget. The Income and Expense Report can still be used to review the Budget category summary but to review Budget subcategory detail you must use the Budget Allowance Summary Report. A button has been added to the Income and Expense Report screen to link to the Budget Allowance Summary Report. To review the added functionality that has been added do the following:

1. On the Finance menu, click **More**.
2. On the Reports/Reconcile menu, click **Income and Expense Report**.
3. In the Report field, select **Summary by Sub-Category**.
4. On the Summary by Sub-Category screen, click **Budget Report** button on the bottom.
5. The Budget Allowance Summary Report will display.

Report: **Summary by Sub-Category**

Start Date: 1 January 2011 - End Date: 27 January 2011 Date Range: Current Year

	Category	Balance Forward	Income	Expenses	Transfers	Balance
<input type="checkbox"/>	Authorized Member Financed ...	\$92.00	\$0.00	\$0.00	\$0.00	\$92.00
<input type="checkbox"/>	Authorized Member Financed ...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Authorized Member Financed ...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Authorized Member Financed ...	\$1,581.76	\$0.00	-\$160.00	\$0.00	\$1,421.76
<input type="checkbox"/>	Authorized Member Financed ...	\$1,186.10	\$0.00	\$0.00	\$0.00	\$1,186.10
<input type="checkbox"/>	Book of Mormon	\$0.00	\$120.00	\$0.00	-\$115.00	\$5.00
<input type="checkbox"/>	Fast Offerings	\$602.02	\$3,868.57	\$0.00	-\$3,993.42	\$477.17
<input type="checkbox"/>	Fast Offerings:Food - Fast Off...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Fast Offerings:Housing - Fast ...	\$0.00	\$0.00	-\$1,200.00	\$1,200.00	\$0.00
<input type="checkbox"/>	Fast Offerings:Medical - Fast ...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Fast Offerings:Other - Fast Off...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Fast Offerings:Utilities - Fast ...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	General Missionary Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Humanitarian Aid	\$50.00	\$230.00	\$0.00	-\$265.00	\$15.00
<input type="checkbox"/>	Other:Authorized Member Fina...	\$39.71	\$0.00	\$0.00	\$2.33	\$42.04
<b>Total:</b>						

Print Preview Clear All Select All Budget Report Close

Disconnected Send/Receive Changes