Treasurer Training

ServWare

There are many different ways that treasurers can utilize ServWare for conference activities.

- Track and pay assistance for neighbors
- Track expenditures, receipts, and deposits
- Track donors and donations
- Generate quarterly and annual reports
- Calculate running balance and transaction register for conference accounts
Conference Configuration Options

Admin > Conference Details > Configuration Options

- **Financial Functions**
  - Include Assistance with Expenditures
  - Restrict Updates to Admin Users
- **Assoc Expenditures with Acct**
  - Default Acct for Expenditures
    - Chase Checking
- **Assoc Receipts with Acct**
  - Default Acct for Receipts
    - Chase Checking
- **Assoc Deposits with Acct**
  - Default Acct for Deposits
    - Chase Checking
- **Assoc Assistance with Acct**
  - Default Acct for Asst
    - PNC Checking - ABC Grant

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Enable the ability to enter conference expenditures and receipts. Include request assistance on expenditure reports.

Only allow conference administrators to update financial entries.

Allow expenditure entries to be associated with a conference account (i.e. Checking Account).

Allow receipt entries to be associated with a conference account (i.e. Checking Account).

Allow deposit entries to be associated with a conference account (i.e. Checking Account).

Allow assistance entries for Neighbor requests to be associated with a conference account (i.e. Checking Account).
Pending Assistance

- Mark assistance pending and set promised date.

### Assistance for Ann Marie Able

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance Type</td>
<td>Rent</td>
</tr>
<tr>
<td>Landlord Name</td>
<td>AAA Hotel</td>
</tr>
<tr>
<td>Contact</td>
<td>Mike Salmon</td>
</tr>
<tr>
<td>Address</td>
<td>542 Hampton Ave.</td>
</tr>
<tr>
<td>City</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>State</td>
<td>OH</td>
</tr>
<tr>
<td>Zip</td>
<td>45240</td>
</tr>
<tr>
<td>Account</td>
<td>PNC Checking - ABC Grant - Sel (311.874.00)</td>
</tr>
<tr>
<td>Promised Date</td>
<td>01/30/2021</td>
</tr>
</tbody>
</table>

View > Pending Assistance

Requests > Pending Assistance Flag
Track and Pay Assistance for Neighbors

Completing Assistance
• Enter Date Provided, and other optional finance information
• Assistance reporting

Other Payment Information: District, Council, and Co-Sponsor Payments
Track expenditures, receipts, and deposits

Finance > Finance Selection List Options > Expenditure, Receipt, and Deposit Types

- Define expenditure, receipt, and deposit types
- Map expenditures and receipts types to national reporting categories
- Enter Expenditure, Receipts, and Deposit entries
- Reporting
Track Donors and Donations

Finance > Conference Donors
- Add Donor information
- Add Donations
- Run Donor Reports
ServWare
Conference Activity Report

Help and Support Page: ServWare SVdP Conference Annual Report.pdf
Conference Activity Report: Treasurer’s Report

Annual Report Section – Account Balances

![Balance Report](image)

ServWare

- Populated using the Finance > Accounts menu option
- When an account is added or edited from the Finance->Accounts page there is a National Report Account checkbox that must be checked in order for the account’s information to be used for the report. If multiple accounts are entered with the National Report Account checkbox checked then the beginning and ending balances from each account will show on the report.

**Note:** In order to populate the Account Balance section of the Conference Activity Report correctly the Financial functions configuration options must be enabled for the Conference.
## Treasurer’s Report

### Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations from Members</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>Church/Poor Box Collections</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fund Raising - Special Works</td>
<td></td>
</tr>
<tr>
<td>Fund Raising - Stores</td>
<td></td>
</tr>
<tr>
<td>Fund Raising - Special Events/Other</td>
<td></td>
</tr>
<tr>
<td>Other SVdP Contributions</td>
<td></td>
</tr>
<tr>
<td>Other - Qualified Government Grants</td>
<td></td>
</tr>
<tr>
<td>Other - Disaster Funds</td>
<td></td>
</tr>
<tr>
<td>Other - Capital Campaign Funds</td>
<td></td>
</tr>
<tr>
<td>Other - Other Restricted Funds</td>
<td></td>
</tr>
<tr>
<td>Other - Misc. Receipts</td>
<td>$450.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,600.00</strong></td>
</tr>
</tbody>
</table>

ServWare

- Populated using Finance > Conference Receipt entries
ServWare - Receipts

• In order to correctly populate a receipt category on the annual report the Conference Receipt Types must be added and associated with a National Report Category.

• A receipt type may only have one National Report Category associated. For example, a Conference might create a receipt type named Parish Donations which would be associated with the Church/Poor Box Collections National Report Category.

Note: In order to populate the Receipts section of the Conference Activity Report correctly the Financial Functions configuration option must be enabled for the Conference.
### Conference Activity Report: Treasurer’s Report

#### Annual Report Section – Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those We Serve</td>
<td>$5,351.00</td>
</tr>
<tr>
<td>Disaster Contributions</td>
<td></td>
</tr>
<tr>
<td>Domestic Twinning</td>
<td></td>
</tr>
<tr>
<td>International Twinning**</td>
<td></td>
</tr>
<tr>
<td>Solidarity Contributions (Dues/Tithing)</td>
<td></td>
</tr>
<tr>
<td>Contributions to Upper Councils</td>
<td></td>
</tr>
<tr>
<td>Operating Expense - Special Works</td>
<td></td>
</tr>
<tr>
<td>Operating Expense - Stores</td>
<td></td>
</tr>
<tr>
<td>Operating Expense - Special Events</td>
<td></td>
</tr>
<tr>
<td>Operating Expense - Other</td>
<td>$75.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Housing Assistance/Eviction Prevention</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses:** $5,426.00

**ServWare**

- Populated using Finance > Conference Expenditure entries
ServWare - Expenses

- In order to correctly populate an expense category on the annual report the Conference Expenditure Types must be added and associated with a National Report Category.

- An expenditure type may only have one National Report Category associated. For example, a Conference might create an expenditure type named Twinning to Other Councils which would be associated with the Domestic Twinning National Report Category.

**Note:** In order to populate the Expenses section of the Conference Activity Report correctly the Financial Functions configuration option must be enabled for the Conference.
Annual Report Section – In Kind Services and Goods

ServWare

• The In-Kind Services and Goods categories listed below are recognized by SVdP National and can be added as assistance on a request in ServWare.

• In-Kind categories can be updated from the Admin->In-Kind Categories page in ServWare by a conference administrator.

• In-Kind Services
  • Legal
  • Medical
  • Dental
  • Other

• In-Kind Goods
  • Food
  • Furniture
  • Clothing
  • Other

In-Kind Goods and Service Categories are assigned as assistance on an assistance request. When adding assistance on a request, the In-Kind assistance type can be selected which then allows an In-Kind category to also be selected. The estimated value of the In-Kind assistance should also be entered. If the date provided for the In-Kind assistance entry falls within the report date range then the respective In-Kind category totals will be updated on the report.

NOTE: Do not assign a National Reporting Category to In-Kind assistance types in order for In-Kind calculations to be separated on the Annual Report.
Conference Activity Report: In Kind

Annual Report Section – In Kind Services and Goods

In Kind Goods And Services Provided (Non-Cash Contributions)

<table>
<thead>
<tr>
<th>Description</th>
<th># of Times</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Food</td>
<td>2</td>
<td>$35.00</td>
</tr>
<tr>
<td>Furniture</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>$185.00</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>$185.00</td>
</tr>
</tbody>
</table>

NOTE: Do not assign a National Reporting Category to In-Kind assistance types in order for the values to appear ONLY in this section of the Annual Report.
Set a Running Balance for the conference account.

(Beginning and Ending Balances are used for the Annual Report only)

After setting the initial running balance, all of the entries described below will impact the running balance.

**Note:** In order to calculate a running balance for an account, enable the appropriate Financial Functions configuration. Optionally, set a default account for each entry type.

Entries that impact the running balance:

- Receipts entered with an association to a conference account
- Deposits entered with an association to a conference account
- Expenditures entered with an association to a conference account
- Assistance entered with an association to a conference account
- Transaction entered with an association to a conference account
Account Transactions

Finance > Accounts > Account Transactions

• View or edit account transactions that are associated with expenditure, receipt, deposit, and assistance entries.

• If necessary, enter account transactions directly from the transactions page. For example, you can enter an adjustment credit or debit to update the running balance.

• Export account transactions.