



# REVISED Procedures and Year-End Reports

## Important Review of Procedures & Year-End Reports:

Review these sections on Downloads:

- |   |  |
|---|--|
| <i>Class Data Management Instructions</i> | <input type="checkbox"/> Preparing for Next Class Year<br><input type="checkbox"/> Website Pre-Registration<br><input type="checkbox"/> G 110 Notice   |
| <i>Staff Core Module of the CA Manual</i> | <input type="checkbox"/> The BSF Class Calendar<br><input type="checkbox"/> Form Retention – Quick Reference   |
| <i>CA Module of the CA Manual</i>         | <input type="checkbox"/> CA Checklist at the End of Class Year<br><input type="checkbox"/> Year-End Reporting Procedures – Internal Control Questionnaire – Financial Examination<br><input type="checkbox"/> Retention of Records |

## Checklist for Procedures & Year-End Reports:

- |                              |   |
|------------------------------|---|
| No longer necessary          | <del><input type="checkbox"/> Submit Forms Inventory</del><br><del><input type="checkbox"/> Submit Year-End Summary</del>   |
| No Later than May 1          | <input type="checkbox"/> Submit the Matthew Class Calendar ( <i>Next Class Calendar</i> )<br><a href="#">(See Helps for Matthew Class Calendar below)</a>   |
| Last Week of Class           | <input type="checkbox"/> Submit final Attendance and Finance reports <ul style="list-style-type: none"> <li>○ Reminder – Sharing Day is excluded from Attendance reporting.</li> </ul>  |
| Week After Sharing Day/Night | <input type="checkbox"/> Submit <i>Year-End Financial Examination</i> . This is required for <u>ALL</u> classes.<br><a href="#">(See Helps for Year-End Internal Control Questionnaire below)</a>   |
| Before June 30 <sup>th</sup> | <input type="checkbox"/> Complete <i>End of Class – Information Updates</i> in the <i>Preparing for Next Class Year</i> link on the CA website. <ul style="list-style-type: none"> <li>○ Re-registration</li> <li>○ GO Button<br/>NOTE: Any member inactivating for Matthew will lose access to Genesis lectures and notes on Mybsf.org as soon as you complete this process.</li> </ul> <input type="checkbox"/> Prepare to Transition Data from class.bsf to BSF 2.0. After the pushing the GO Button: <ul style="list-style-type: none"> <li>○ Remove SDG meeting locations that will not be used for Matthew</li> <li>○ Print <i>Class at a Glance</i> (for both Adults and Children)</li> <li>○ Print <i>Placement Reports</i> (for both Adults and Children)</li> </ul> |

- Print the current *TL Checklist* (use print screen)
- Print *Leadership Roster*
- Download *Matthew Materials* and updated *Manuals* as they become available
- (CA) Retain and Store the *Seven-Year File*
- (TL) Retain and Update the *TL Permanent File*

### **Helps for Matthew Class Calendar:**

- In preparation for BSF 2.0, please submit your Matthew class calendar **by May 1<sup>st</sup>**.
  - If necessary, dates can be edited later on BSF 2.0.
- Before you submit the Matthew class calendar (*Next Class Calendar*) on class.bsf, please complete the following:
  - Confirm Matthew class meeting dates with your Host Church to avoid future scheduling conflicts
  - Confirm your scheduled breaks with Area Team to help keep classes in the same city on the same schedule
  - Insert “placeholder dates” for Seminars. Why? Adding placeholder dates provides flexibility to delay the Seminars (if necessary) after the class year has begun
  - Look for a placeholder date for Summit is built into your calendar. Leave this in place until you receive more specific information from your Area Team
  - Provide a copy of the calendar to your Host Church after you submit the Matthew Class Calendar

### **Helps for Year-End Internal Control Questionnaire:**

To support the integrity of BSF financial procedures, every BSF class must complete a financial examination **if they had any banking activity** (i.e., deposits, disbursements, bank fees, etc.). This includes classes who have met online the entire study year. Thank you in advance for protecting the integrity of the ministry.

- Access the form and instructions in the *Year-End Reporting* link. See *CA Module* of the *CA Manual* Internal Control Questionnaire – Financial Examination
- Secure a Financial Examiner now
- If your class met only online during the year and had no banking activity
  - No Financial Examiner is necessary
  - write “No activity for Genesis Study Year” and
  - have the CA sign the Internal Control Questionnaire
- The completed questionnaire must be emailed ([orders@bsfinternational.org](mailto:orders@bsfinternational.org)) **the week after your Sharing Day/Night**