FORM 990 – REGION COMPILATION
Instructions

Introducing **FORM 990 – REGION COMPILATION** – a spreadsheet that will automatically aggregate all data from each **PATROL REPORTING FORM** in your Region. It's quick, simple and will help minimize (or hopefully eliminate) data entry and formula errors.

It's been tested successfully on a PC. **APPLE** devices may have technical issues. If you have any technical issues, please email the Division Treasurer: controller@easterndivision.org. If you have difficulty using an **APPLE** device, you may want to use a PC instead. Dual monitors are highly recommended, but not required.

When complete, be sure to save a copy on your computer. Then email it to me and your Region Director. No printing or signature is required. **The due date is July 31, 2022.**

1. As you receive the **PATROL REPORTING FORMS**, rename them using the patrol name. Example: **FYE 2022 0630 NASHOBA Patrol Report**.

2. Open the **2022 0630 Region Compilation 990 Worksheet V1** attached. This spreadsheet is comprised of 27 "sheets" shown at the bottom of your screen. The sheets are labeled:

   COMPILATION   REGION   Patrol 1 through **Patrol 25**
   Do not delete any of the sheets, even if you won't use all of them.

3. At your option, you can rename the Patrol sheets. Just right-click the tab for each sheet, then click **Rename**. Leave the numbering intact and put the Patrol name after the number.

   Example: **1-CAMELBACK   2-WHITETAIL   3-SHAWNEE**   etc.

   Please do not rename the **COMPILATION** or **REGION** sheets.
   Do not delete sheets for Patrols that have no activity. They must be reported.
   Leave the extra sheets that you don't need intact and do not rename them.

4. On the **COMPILATION** sheet, enter your Region name and abbreviation in highlighted cells B5 and B6. All other cells on this sheet are protected and cannot be overwritten.

5. The **REGION** sheet is for the Region finances only. The Region Treasurer should enter the Region data in the yellow and orange highlighted fields – and Q2 at row 22.

6. Now you can quickly import data for your Patrols. It's best to do this in a single session after you have received and reviewed all **PATROL** **REPORTING FORMS** for your region. Here's where having dual monitors will help. One monitor for A, the other for C below. If you don't have dual monitors, then you can **Alt-Tab** between the 2 spreadsheets.

   A. Open the *PATROL REPORTING FORM* for your first patrol. Here's a screenshot of the top left of your screen. Right-click the square with a triangle at the bottom, to the right of the red arrow shown below. This will gray-out the entire spreadsheet.
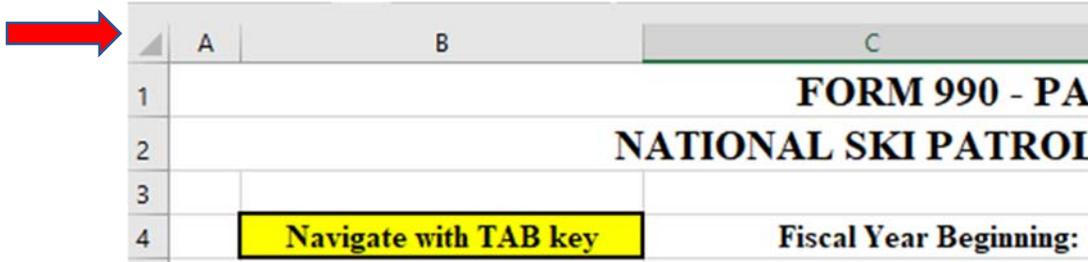
   Your entire screen will become grayed-out like this.
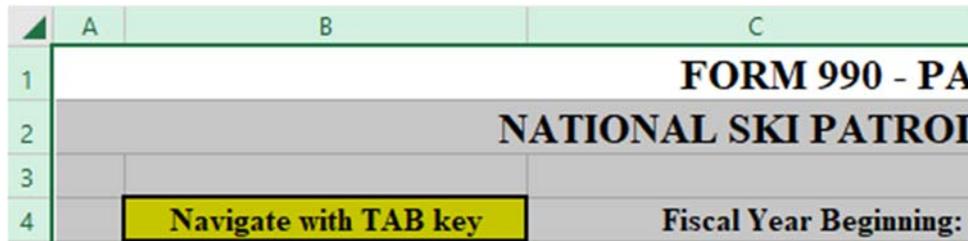
   B. Now click **Copy**.

   C. Go to the **Patrol 1** (or whatever you renamed it) sheet. This sheet should be immediately to the right of the **REGION** sheet in *2022 0630 Region Compilation 990 Worksheet V1*. Right-click on the same square with a triangle at the bottom to the right of the red arrow shown in A above. This will highlight the entire spreadsheet again.

   D. Now click **Paste (P).** All data for that patrol should appear on that sheet.

   E. Repeat the process in A through D above for the rest of your patrols, *including patrols with no activity*. Be patient and take your time. In a few minutes, you'll be done.

   F. When finished, all data will be automatically compiled in the **COMPILATION** sheet.

   G. Save this file on your computer. Then email it to controller@easterndivisionnsp.org and your Region Director. No printing or signature is required.

Thank you once again for helping us improve our financial reporting and tax compliance – and for all that you do. We appreciate it more than you know. Have a safe and healthy summer!

Dallas W. Coffman, *Treasurer*
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