



Tidemark Panels To Be Used For Budget Review (2016)

This document contains information on Tidemark panels available to be used by department directors, Executive Directors, and Chief Officers to review the proposed annual operating and payroll budgets.





Overview:

This document provides a list of all of the Tidemark panels designed to be used to review the proposed operating and payroll budgets by Masonic Villages' management staff.

You will only have access to the panels in Tidemark that match to your security profile.

Explanations written by individuals who input the budget amounts in Tidemark will only appear in the "People Planning", "Op Ex", and "Expense Account Analysis" panels.

Please refer to the following pages for descriptions of the Tidemark panels and fictitious examples of each.

Tidemark Tips:



SCREENS WITHIN THIS DOCUMENT ARE FOR DEMONSTRATION AND TRAINING PURPOSES

All screens, within Tidemark, are security driven. What you see on your screens within the system may differ slightly than what is shown on the screens within this document.

DATA AGE

Actuals data within the panels is refreshed periodically.

- All general ledger information is refreshed daily as part of an overnight process.*
- All payroll data is refreshed the following week after the check date. For example, payroll data for a check date of 7/15/2016 would be available in Tidemark no later than the following Thursday, 7/21/2016. The Payroll Department issues an email message announcing each time Tidemark payroll data has been updated.*



Tidemark Panel Name	Comments
Revenue Detail Review by Unit	This panel provides a listing of the proposed budgets for detailed revenue accounts (with associated revenue categories) of a company, region, or cost center. This panel will be most useful to department directors.

COMPANY	REGION	COST CENTER		FY 2015	FY 2016		FY 2017			
Masonic Villages of ...	Elizabethtown	Gift Planning (105)			Actual	Actual	Budget	Working Budget	Current Year Budget vs. Prior Year Budget	Current Year Budget vs. Prior Year Budget %
										Explanation
Perpetual Trust Income - General	4806	Trust Income - General	4806	1,324,684	1,309,282	1,436,000	1,436,000	0	0%	
Perpetual Trust Income - Special Purpose	4807	Trust Income - Special Purpose	4807	154,761	108,469					
Contributions from Grand Lodge Restricted	4832	Contributions - GL Restricted Funds	4832	254,778	120,800	1,053,000	1,053,000	0	0%	
Bequests - Unrestricted	4840	Bequests - General Unrestricted	4840	14,185,827	1,342,197	4,288,000	4,257,000	(-31,000)	-0.7%	
		Bequests - Childrens Home Fund	4844	182,441	1,872					
Contributions - Unrestricted	4851	Contributions - General Unrestricted	4851	357,778	142,204	615,000	608,000	(-7,000)	-1.1%	
		Contributions - Bleiler Caring Cottage Unrestricted	4874	3,555	290					
		Contributions - Children's Home Unrestricted	4875	259,128	75,561					
Contributions - Compassionate Care	4862	Contributions - Compassionate Care	4862	54,426	17,205					
Contributions - Non Cash (R/E, etc.)	4866	Contributions - Non Cash	4866	56,200						
Contributions - Chapel Projects	4870	Contributions - Chapel Projects	4870	71,148	32,697					
Contributions - Hospice	4872	Contributions - Hospice	4872	31,073	13,052					
Contributions - Child Care Center - EITC	4873	Contributions - Child Care Center - EITC	4873			20,000	20,000	0	0%	
Contributions - Chapel Membership	4884	Contributions - Chapel Membership	4884	188,987	87,868	250,000	1,800,000	1,550,000	620%	Masonic Villages' pastors are going to be expected to be very convincing fundraisers in 2017.
NonOperating Gains (Losses)		All Categories		17,124,785	3,251,497	7,662,000	9,174,000	1,512,000	19.7%	
Total Revenue		All Categories		17,124,785	3,251,497	7,662,000	9,174,000	1,512,000	19.7%	

Tidemark Panel Name	Comments
Budget Review By Unit	This panel provides a high level view of the proposed budgeted revenues and expenses of a company, region, or cost center. Individual revenue and expense accounts are condensed into line items in a format that is consistent with the Statement of Operations that is presented to Masonic Villages' Board of Directors. This panel will be most useful to directors responsible for individual business units. This panel may also be used for directors responsible for cost centers that do not comprise a separate business unit but that do produce some revenue, such as the farm or individual dining rooms.

COMPANY Masonic Villages of ...		REGION Elizabethtown		COST CENTER Employee Real Estate...			
		FY 2015	FY 2016		FY 2017	Current Year Budget vs. Prior Year Budget	Current Year Budget vs. Prior Year Budget %
		Actual	Actual	Budget	Working Budget		
Rental Income	4420	321,573	157,310	0		0	
Total Operating Revenue		321,573	157,310	0		0	
Employee Housing - Internal Charges	7560	(62,286)	(40,664)	(69,710)		69,710	-100%
Operating Supplies	7100	7,438	18,552	50,000	50,000	0	0%
Outside Services	7300	16,479	26,678	30,000	30,000	0	0%
Service Agreements	7500	13,132	10,900	12,000	12,000	0	0%
Maintenance of Building	7609	8,751	405	0		0	
Maintenance of Equipment	7610	1,955	114	0		0	
Gas and Oil	7190	239	0	0		0	
Fuel	7541	9,451	2,902	15,000	15,000	0	0%
Electricity	7542	2,166	2,304	5,000	5,000	0	0%
Water	7544	280	105	400	400	0	0%
Gas	7545	788	1,300	500	500	(0)	0%
Sewer	7546	8,310	6,210	8,000	8,000	(0)	0%
Waste Disposal	7549	7,904	7,837	8,000	8,000	(0)	0%
Cable Line Charges	7552	789	0	0		0	
Depreciation Expense	7990	74,330	38,008	71,956		(-71,956)	-100%
Contingency	7700	95,434	0	0		0	
Contingency - Distributed	7701	(95,434)	0	0		0	
Autumn Days Program Expenses	7721	76	0	0		0	
Real Estate Taxes	7787	66,015	34,578	66,680		(-66,680)	-100%
Total Operating Expenses		155,818	109,227	197,826	128,900	(-68,926)	-34.8%
Total Revenue		321,573	157,310	0		0	
Net Income		165,755	48,083	(197,826)	(128,900)	68,926	-34.8%





Tidemark Panel Name	Comments
Cost Center Review By Unit	This panel provides a summary view of the total proposed budgeted expenses by cost center of a region. Budgeted expenses are presented for the current approved budget and the proposed budget by the categories Payroll, All Other Expenses, and Total Operating Expenses. This panel will be most useful to directors responsible for cost centers that do not comprise a separate business unit.

REGION	TIME							
Elizabethtown ☺	FY 2017 ☺							
		FY 2016			FY 2017			
		Payroll Salary Accounts	All Other Expenses	Total Operating Expenses	Payroll Salary Accounts	All Other Expenses	Total Operating Expenses	
Administration - Food Services (525)		191,797	171,492	363,289	185,345	67,012	252,357	
Kitchen (535)								
Catering Kitchen (537)		61,670	200,745	262,415	521	55,732	56,253	
Catering Services (538)								
Village Cafe (MHCC) (540)		124,581	275,297	399,879	129,528	258,097	387,625	
Nutrition (550)		319,019	106,507	425,526	316,273	31,100	347,373	
Abattoir (555)		0	1,349	1,349				
Central Commissary (565)		774,123	578,406	1,352,529	750,403	57,406	807,809	
Dietary Services - Nursing (570)		1,059,415	1,850,512	2,909,927	1,089,778	1,535,870	2,625,648	
Dietary Services - Personal Care (560)		511,229	530,711	1,041,940	512,592	451,402	963,994	
Kitchen - Grand Lodge Hall (388)		425,501	723,165	1,148,666	433,438	578,182	1,011,621	
Dining Room - Grand Lodge Hall (389)		588,954	230,007	818,961	569,675	115,027	684,703	
Food Services - RLC (390)		509,491	1,075,945	1,585,436	491,325	899,534	1,390,860	
Food Services - Eisenlohr (391)		232,726	296,549	529,274	230,327	200,081	430,408	
Dining Room - RLC (392)		656,363	225,317	881,680	638,379	115,981	754,360	
Dining Room - Eisenlohr (393)		223,256	74,688	297,944	224,645	43,657	268,303	
3 Loaves Cafe (394)		376,755	564,440	941,194	388,423	316,335	704,758	



Tidemark Panel Name

Comments

Revenue Detailed Review By Region

This panel provides a listing of the proposed budgets for detailed revenue accounts (with associated revenue categories) of a company, region, business unit or cost center. This panel will be most useful to senior management and Executive Directors reviewing their region and/or individual business units within their region.

/ Planning and Budgeting / [2017 Working Budget](#): Revenue Detail Review by Region for [All Regions](#)

EXPORT

PRINT

COMPANY

Masonic Villages of ...

REGION

Elizabethtown

COST CENTER

All Business Units

				FY 2015	FY 2016		FY 2017				
				Actual	Actual	Budget	Working Budget	Current Year Budget vs. Prior Year Budget	Current Year Budget vs. Prior Year Budget %	Explanation	
Room & Board - Medicare A	4000	Skilled - Medicare A	4000	3,312,666	1,663,719						
		Hospice - Medicare A	4170	2,695,809	1,365,765	2,891,000		-2,891,000	-100%		
Room & Board - Medicaid	4002	Skilled - Medicaid	4020	23,529,321	18,186,585						
		Nursing - Medicaid	4021	5,198,167							
		Dementia - Medicaid	4022	931,037							
Room & Board - Private	4003	Skilled - Private	4030	14,422,307	8,197,832	7,225,000		-7,225,000	-100%		
		Nursing - Private	4031	4,453,221		36,774,000		-36,774,000	-100%		
		Dementia - Private	4032	758,830		15,682,000		-15,682,000	-100%		
		Personal Care - Private	4033	6,985,151	3,707,066	7,722,000		-7,722,000	-100%		
		Childrens Home - Private	4036	2,513,595	1,282,466	2,543,000		-2,543,000	-100%		
		Residential Care Program - Private	4038	111,571	46,039	128,507		-128,507	-100%		
Room & Board - Managed Care	4004	Skilled - Managed Care	4040	1,722,145	1,012,536						
		Nursing - Managed Care	4041	(2,011)							
		Dementia - Managed Care	4042	100							
Room & Board - Commercial	4005	Skilled - Commercial	4050	520,824	208,869						
		Nursing - Commercial	4051	211,939							
		Dementia - Commercial	4052	850							
		Hospice - Commercial	4175	26,267	23,991						
Room & Board - Other	4008	Residential Care Program - Lancaster MH/MR	4080	204,315	92,077	155,819		-155,819	-100%		
		RCP - York MH/MR	4081	23,915	23,019	39,674		-39,674	-100%		
		Residential Care Program - Franklin	4082	16,037							





Tidemark Panel Name	Comments
Budget Review By Region	This panel provides a high level view of the proposed budgeted revenues and expenses of a company, region, business unit or cost center. Individual revenue and expense accounts are condensed into line items in a format that is consistent with the Statement of Operations that is presented to Masonic Villages' Board of Directors. This panel will be most useful to senior management and Executive Directors of individual regions.

← / Planning and Budgeting / [2017 Working Budget](#): Budget Review by Region for [All Regions](#)

COMPANY		REGION	COST CENTER					
Masonic Villages of ...		Corporate	All Business Units					
			FY 2015	FY 2016		FY 2017		
			Actual	Actual	Budget	Working Budget	Current Year Budget vs. Prior Year Budget	Current Year Budget vs. Prior Year Budget %
Tuition Reimbursement		7049	2,357	8,449	30,000	50,000	20,000	66.7%
Training and Education		7050	101,275	81,467	255,755	114,300	-141,455	-55.3%
Recognition - Employee & Volunteer		7053	731	0	650	520	-130	-20%
Employee Activities Committee		7054	23,846	647	23,900	23,900	0	0%
Employee Wellness Programs		7055	0	8,055	0	15,000	15,000	100%
Subscriptions/Professional Dues		7115	31,978	15,616	38,443	9,725	-28,718	-74.7%
Travel		7122	111,619	60,226	154,295	91,000	-63,295	-41%
Operating Supplies		7100	10,728	3,632	4,800	4,500	-300	-6.2%




Tidemark Panel Name	Comments
Expense Account Analysis	This panel provides the amounts for an <u>individual expense account</u> by cost center in a format that enables the reviewer to see all of the cost centers within a specific business unit or region. This panel will be most useful to senior management and Executive Directors reviewing their region or a large business unit within their region.

COMPANY	REGION	COST CENTER	METRICS							
Masonic Villages of ...	Corporate	All Business Units	Legal Expenses							
					FY 2015	FY 2016		FY 2017		
					Actual	Actual	Budget	Working Budget	Current Year Budget vs. Prior Year Budget	Current Year Budget vs. Prior Year Budget %
										Explanation Item
Chief Operating Officer - Health Care (101)	Legal Expenses	7325	Legal Expenses	7325			10,000	10,000	0	0%
Chief Operating Officer - Retirement Living (102)	Legal Expenses	7325	Legal Expenses	7325	7,132	4,549	7,000	7,000	0	0%
Finance (103)	Legal Expenses	7325	Legal Expenses	7325	29,881	30,462	40,000	250,000	210,000	525% We're planning on getting into a lot of trouble in 2017.
Gift Planning (105)	Legal Expenses	7325	Legal Expenses	7325	362,201	71,117	200,000	200,000	0	0%
Chief Environmental & Facilities Officer (110)	Legal Expenses	7325	Legal Expenses	7325			1,000		-1,000	-100%
Human Resources (115)	Legal Expenses	7325	Legal Expenses	7325	80,354	5,155	75,000	75,000	0	0%
Safety (125)	Legal Expenses	7325	Legal Expenses	7325	5,944	6,941	30,000	30,000	0	0%
Information Technology (140)	Legal Expenses	7325	Legal Expenses	7325			5,000		-5,000	-100%
Chief Executive Officer (145)	Legal Expenses	7325	Legal Expenses	7325	62,008	21,331	100,000	100,000	0	0%
Chief Mission Development Officer (146)	Legal Expenses	7325	Legal Expenses	7325	1,511	1,634	10,000	10,000	0	0%
All Business Units	Legal Expenses	7325	Legal Expenses	7325	549,031	141,188	478,000	682,000	204,000	42.7%



Tidemark Panel Name	Comments
FTE Review	This panel provides a summary of the proposed budgeted hours and full time equivalents (FTE) by individual cost center within a specific region, all derived from the People Planning budget entry panels. This panel may be run for multiple regions at once, but the panel will not combine the individual cost center totals, just list regions one after the other in ascending numerical order. This panel will be most useful to senior management and Executive Directors reviewing their region or a large business unit within their region.

 ← / Planning and Budgeting / 2017 Working Budget: FTE Review for All Regions						
REGION Dallas 						
		Current Hours	Loaded FTE	Manager Hours	Proposed FTE	Loaded FTE vs. Proposed FTE
Administration - RLC (375)	All Others	4,160	2.00	4,160	2.00	0
Marketing - RLC (377)	All Others	2,080	1.00	2,080	1.00	0
Maintenance - RLC (380)	All Others	4,576	2.20	4,576	2.20	0
	All Business Units	10,816	5.20	10,816	5.20	0

Tidemark Panel Name	Comments
Cost Center Review by Region	This panel provides a summary view of the total proposed budgeted expenses by cost center of a region or business unit. Budgeted expenses are presented for the current approved budget and the proposed budget by the categories Payroll, All Other Expenses, and Total Operating Expenses. This panel will be most useful to senior management and Executive Directors of individual regions.

← / Planning and Budgeting / [2017 Working Budget](#): Cost Center Review by Region for [All Regions](#)

REGION	COST CENTER	TIME				
Lafayette Hill	All Business Units	FY 2017				
	FY 2016			FY 2017		
	Payroll Salary Accounts	All Other Expenses	Total Operating Expenses	Payroll Salary Accounts	All Other Expenses	Total Operating Expenses
Food Services - Eisenlohr (391)						
Dining Room - RLC (392)	261,017	84,124	345,140	312,156	44,680	356,836
Dining Room - Eisenlohr (393)						
3 Loaves Cafe (394)						
Housekeeping - RLC (395)	210,243	84,426	294,668	121,019	14,258	135,277
Activities - RLC (405)	0	54,449	54,449		49,100	49,100
Transportation - RLC (406)						
Landscape - RLC (410)	0	105,000	105,000		120,000	120,000
Cosmetology - RLC (415)						
Convenience Store - RLC (420)						

Tidemark Panel Name	Comments
Comparative Payroll Review By Region	This panel provides a view of the total proposed budgeted salaries for individual employee positions, compensation overhead amounts and the resulting total salaries expense by cost center of a region or business unit. Budgeted expenses are presented for the current approved budget and the proposed budget by the categories. This panel may be run for multiple regions at once, but the panel will not combine the individual cost center totals, just list regions one after the other in ascending numerical order. This panel will be most useful to Executive Directors of individual regions and directors responsible for individual business units.

← / Planning and Budgeting / [2017 Working Budget](#): Comparative Payroll by Region for [All Regions](#)

REGION		COST CENTER		FY 2017				FY 2016			FY 2017	FY 2016
Elizabethtown		Retirement Living		Working Budget				Budget			Working Budget	Budget
				Total Adjusted Salary	Total Compensatic Overheads	Payroll Salary Accounts	Payroll Salary Accounts	Salary Variance	Salary Variance %		Proposed FTE	Approved FTE
Elizabethtown	Maintenance - RLC (380)			928,848	12,167	941,015	964,039	(-23,023)	-2.4%		20.00	20.00
	Security - RLC (385)			563,133	20,960	584,093	546,302	37,791	6.9%		13.00	13.00
	Kitchen - Grand Lodge Hall (388)			424,686	8,753	433,438	425,501	7,937	1.9%		13.10	13.10
	Dining Room - Grand Lodge Hall (389)			554,400	15,275	569,675	588,954	(-19,278)	-3.3%		16.50	16.51
	Food Services - RLC (390)			477,950	13,375	491,325	509,491	(-18,165)	-3.6%		16.00	16.00
	Food Services - Eisenlohr (391)			223,612	6,715	230,327	232,726	(-2,398)	-1%		6.90	6.90
	Dining Room - RLC (392)			617,448	20,931	638,379	656,363	(-17,984)	-2.7%		22.77	22.78
	Dining Room - Eisenlohr (393)			217,698	6,947	224,645	223,256	1,389	0.6%		7.70	7.70
	3 Loaves Cafe (394)			373,858	14,565	388,423	376,755	11,668	3.1%		12.80	12.80
	Housekeeping - RLC (395)			924,979	180	925,159	932,909	(-7,749)	-0.8%		32.00	32.50