TRENDS
Version 2021
SUPPORT MANUAL

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January 2021
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TRENDS SUPPORT MANUAL
TRENDS 2021
January 2021

TRENDS is a software tool developed by NATRI in 2000 and updated in 2005 with Version 3, then New TRENDS 2013, TRENDS 2015 and recently TRENDS2021. TRENDS was created to assist treasurers of religious institutes in projecting fund cashflows and census demographics over time, with the intention of yielding information that can be proactive and helpful in light of decision-making activity. The tool was developed to incorporate many of the accounting categories/standards, as well as to allow for flexible tailoring to fit the unique aspects found in religious institutes.

TRENDS was intended to be flexible and versatile. As a result, it is also complex. Therefore, the treasurer or finance office staff cannot merely sit down and begin entering accounting data to generate useful cashflows. Each user needs to understand how TRENDS works. Since the initial release of TRENDS, we at RCRI have worked to provide support to the end-user of this product. This Support Manual is one more effort to enhance support documentation that will better assist you to utilize TRENDS.

For the initial user, once the installation process is completed, it is suggested you organize your data in a sequential, manageable fashion, prior to actually invoking TRENDS and loading the data. That is, we have found it helpful to utilize the blank matrix worksheets to gather the institute’s demographics, assumptions, fund balances and cashflow income/expense amounts for the various funds that your institute utilizes. Once that is completed, the data from the matrix can be loaded into the respective tab worksheets in TRENDS. The real fun for a treasurer begins when you have the projections in front of you that can then be analyzed and tailored to fit a variety of scenarios, as you look at “what if....”

This manual has been designed with that sequence of activities in mind. It is divided into five (5) sections, as outlined in the Table of Contents on page 2, which describe many of the functions and procedures of TRENDS, version 2021. Each section attempts to guide the user, focusing on those steps that are to be examined and implemented in that particular section. It also includes any helpful hints and “troubleshooting areas” that you might encounter while attempting to perform the respective operations.

Version 2015 Changes

The updates to Version 2015 address three areas. First, this version has the revised mortality tables for men and women religious through 2014. It also corrects a small error on one graph. Graph #20 was changed to illustrate the Past Service Liability and UPSL.
CENSUS/DEMOGRAPHICS SECTION
The Members tab contains revisions in some of the buttons used in prior versions. The Members Summary tab no longer contains the Cost of Care and weighted Cost of Care information, as that has been moved to the new Cost of Care worksheet.

FUND CASHFLOW PROJECTION SECTION
This section remains fairly unchanged in Version 2015.

COST OF CARE/RNA SECTION
The new Cost of Care worksheet has been added to this section, which includes Percent of Age cohorts, Census by Level of Care, Cost of Care Assessment and Total Cost of Care Projection. It is similar to the information found in earlier versions, but has been significantly altered to more easily allow the user to determine the <70 and >=70 census projections based on level of care from either a) the congregation’s own historical data or b) from applying the national statistical percentages to their own census.

In addition, the user has the option to choose between the community’s cost of care figures or the national average cost of care figures. It is important to take the time to determine how best to select the cost of care method used in the Total Cost of Care and RNA projections. When using the congregation’s historical cost of care data, the user can select the projections based on the average cost of care amounts or on an individual member basis. When using the national statistical cost of care, the program inserts NRRO national statistics for the cost of each level of care.

USER TOOLS SECTION
This section includes the new worksheet labeled Internal Control. This worksheet is a synopsis of areas that may need further review because warnings or errors have been flagged by TRENDS. The Internal Control tab provides links to the tabs that contain error messages. After “cleaning up” the errors, the user should have more reliable projections.

Version 2021 Updates

The cost of care national statistics have been revised to match data from the National Religious Retirement Office from 2019.
The following have been revised:

- graphs have been updated
- Non-earner income amount raised
- The earliest historical year was set to 2019
- Percentages for levels of care were refined
- The matrix was revised
- Contact information for RCRI was updated as well as the copyright notice.
General

At the top of every worksheet in TRENDS is a hyperlink for INDEX. This will take you to the index and from there you can maneuver throughout TRENDS. The tabs at the bottom of TRENDS will also help you maneuver between worksheets.

There are red comment triangles that give directions, notes, and hints throughout the program. If this is not working, you may enable it by going to Tools/Options/View/Comment Indicator Only.

Do not SORT data within the TRENDS spreadsheet. It is best to sort data in an Excel spreadsheet rather than in the TRENDS file. Remove data from TRENDS to sort and then paste back into TRENDS. NOTE: The Members tab of the separate spreadsheet entitled TRENDS-MATRIX can be used for the SORT operation, but the data should be pasted back into TRENDS.

Because Columns and Rows in TRENDS can be tied to formulas, do not add or delete Columns and Rows in TRENDS. Do not unprotect sheets unless you are very experienced with TRENDS and Excel.

Do not change the names of the tabs in TRENDS, as the given names are embedded in formulas.

If you make any changes to demographics, retirement age, cost of care, the cost of care inflation rate, or rate of return on investments you need to re-calculate the Retirement Needs Analysis figures on the RNA tab.

If you change the number of years of the projection, all base data needs to be re-calculated, and for some line items, data will need to be entered into the newly added cells of the “new” columns.

**TROUBLESHOOTING**

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>De-Bug Error message. When I select one of the Calculate or Reset Rate buttons, I get a “De-Bug” error message.</td>
<td>1. Due to memory needed to perform some operations, this message may occur. SAVE TRENDS, exit the program, and at the TRENDS message box, re-open the same version of TRENDS. The Calculate or Reset Rates process should now function. 2. If the problem persists, contact RCRI.</td>
</tr>
<tr>
<td><strong>Problem</strong></td>
<td><strong>Possible Solutions</strong></td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Help</td>
<td>I need additional help with TRENDS. (for example, I am having trouble setting up the off-site worksheets and getting data entered into TRENDS) 1. Contact a local TRENDS user for input on simple process questions 2. Contact RCRI for assistance 3. Use RCRI's Listserv to find methods others have used to address particular issues 4. Contact RCRI.</td>
</tr>
<tr>
<td>“#VALUE” shows in cell.</td>
<td>I get an error message such as #VALUE in my report Whenever you enter data in your report, the number 0 is read as a number, but a blank space does not register as a number or as zero. Therefore, if anywhere in your program, you made an error in data entry, and erased the number, but did not put a 0 back in that cell, you will get an error message because the program is not reading the cell as a number that is acceptable. Also, for dollar amounts do not use a decimal point of cents.</td>
</tr>
<tr>
<td>Recalculation (in red) message appears</td>
<td>When do I need to Recalculate my figures? Be alert to all factors that contribute to the calculation of a number. In particular, with the RNA and earnings, you will need to Recalculate in the following situations: • Change in members (the number, ages, deaths, etc.) • Change in retirement age or cost of care • Change in return on investments • Change in inflation rate • Change in amount of Social Security/SSI • Change in the number of years you are projecting TRENDS (NOTE: if you begin your projection with &lt; 15 years, and later switch to 15 years, you will need to check all worksheets on the lines with black entry cells. The black entry cells indicate that yearly values must be entered. Therefore, any years beyond your initial data entry will not have data.</td>
</tr>
</tbody>
</table>
TRENDS Installation

Please follow these instructions for installing TRENDS on your personal computer (PC)

1. Close out any open software programs.
2. In Windows, prepare the computer to accept the macros
   (a) Open Excel Program
   (b) Choose TOOLS
   (c) Choose MACROS
   (d) Choose SECURITY
   (e) Set to MEDIUM level
   (f) Close Excel
3. Place the TRENDS USB drive in your computer.
   (a) ‘use the “Copy” command or drag copies of the files on the USB Drive into the directory or folder where you want to have the working copy of TRENDS
   (b) Make a clean copy of the files in another directory or folder as a backup.
4. Your computer’s default text reader will load the README.TXT file for your review.
5. After reading README.TXT, you may close your text reader. TRENDS is now installed.
6. Remove the TRENDS software USB Drive from the drive. (Don't put it away as you will use the License ID in the first time use of TRENDS.)

Following this process, seven files should be stored in the default directory: ReadMe., TRENDS 2021.XLSM, Blank TRENDS Matrix, MyTRENDS.EXE, User Support Manual, Getting Started pdf file, and the SCENARIO.xlsx file.

MyTRENDS

This program is an interface for ease in entering basic data into a TRENDS file. It does link to the TRENDS file you select and moves data into the file. No data is stored by MyTRENDS.exe. Think of it as a funnel to move data into the TRENDS file. Before using MyTRENDS, close any open copy of TRENDS and then when you start MyTRENDS open a link to the TRENDS file by finding the file and opening it within MyTRENDS using the password or license number.

Work through the tabs from left to right after going through the setup screens.
First Time Use of TRENDS

Please follow these instructions for licensing your version of TRENDS:

1. Locate the TRENDS directory or folder that you created.
2. Double click on the MYTRENDS file and it will open a dialogue box.
3. On start-up, link to the TRENDS macro enabled spreadsheet software file.
4. Click open.
5. You will now see the Open screen where you may choose a TRENDS file for use.
6. Enter the fifteen-character long license number.
7. EXCEL may warn you about macros contained in TRENDS. You must choose to enable macros for TRENDS to operate correctly.
   (a) If your computer will not accept TRENDS because of the macros it contains, go to any Excel spreadsheet, choose TOOLS on the toolbar, then choose MACROS on the dropdown menu, followed by SECURITY. Change security to MEDIUM level.
   (b) After making the change in security level, the computer needs to be shut down and restarted. TRENDS will now load.
8. The first time you open TRENDS you will receive the message "Welcome to TRENDS! Please enter the License ID from the TRENDS software USB Drive." Enter the 15-character License ID from the instruction page which came with the software.
9. Next you will be prompted to enter the name of your organization. Type in your institute's name and click the OK button.
10. You will next be prompted to enter a password. Enter a password and click the OK button. Record the password and leave this with the USB Drive.
11. As a spelling check, reenter the password and click the OK button.
12. If you have successfully added your institute's information and password, you are now able to use TRENDS.

It is recommended you save this “clean” copy of TRENDS which contains your license number and password information. To do this, perform these steps:

1. Click the “File” command on the menu bar. Click “Save As” and then name the file with a meaningful name and in a directory that you create.
2. Now this program will require the password you entered every time you open this worksheet. In the future, if you use this worksheet as a template and save it using a different file name, it too, will use the same password.
3. If you forget your password, you can use the license number to open the program. If you do not have your license number, you will need to contact RCRI at (301) 589-8143 for instructions on resetting a forgotten password. Please provide RCRI with your name, your institute's name, a phone number where you can be contacted, and possibly a fax number where instructions can be sent. Instructions will not be given to organizations that cannot disclose their License ID or have not purchased TRENDS.

You are now ready to use TRENDS.
Save and Close TRENDS

1. If you would like to save the changes you have made to your worksheet, please use the Save button on the file menu. Save TRENDS into the TRENDS folder rather than into the Excel default folder. Whenever you save a TRENDS file with data in it, it is recommended you choose some name other than TRENDS, so that you do not overwrite the “clean” version of TRENDS.
2. Close your TRENDS worksheet by choosing File, Exit from the software menu.
3. Close the program by choosing File, Exit.

TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved TRENDS</td>
<td>I can’t find a TRENDS document that I saved</td>
</tr>
<tr>
<td></td>
<td>Check to see if TRENDS was saved in a different directory or folder.</td>
</tr>
</tbody>
</table>

Uninstall TRENDS and TRENDS Browser

Please follow these instructions if you need to REMOVE TRENDS from your PC. This procedure may DELETE your TRENDS worksheet that was installed with the TRENDS BROWSER.
1. Click the Start button on your desktop. This is probably in the lower left side of the screen.
2. Search for the TRENDS working folder/directory and highlight the files. Click the delete button.

TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 2013 or 2015 Data</td>
<td>Installation of TRENDS version 2021 does not automatically copy the data from any of your Version 2013 or 2015 TRENDS files. You will need to re-enter any data manually. If using the Members Tab in Version 2013 or 2015, you can copy Members data to the blank matrix, and then copy the matrix data to Version 2021.</td>
</tr>
</tbody>
</table>
Installing MyTRENDS

The local security policies may require an administrator to copy the files.

1. This program requires users to be able to install the software. If you have any trouble running or installing the software, the user of the software will need to be a member of the “local administrators” group. Your computer technician will need to give your computer access to that right.

2. Due to heightened security within computer systems, the level of protection on your system may need to be changed to run the macros in TRENDS.

(a) In Excel, before installing or opening TRENDS, select TOOLS
(b) Then choose MACROS
(c) Next, open SECURITY
(d) Select MEDIUM level of security
(e) Close Excel
(f) Re-open TRENDS

Matrix Workbook

The blank matrix, Blank TRENDS Matrix, is a workbook provided to the user to assist in the organization of assumptions, demographic and cash-flow information. You are not required to use this matrix when working with TRENDS, but it provides a trail of allocation decisions that may prove to be helpful in succeeding updates. It is a tool that you may find helpful. If you decide to use the matrix, complete tabs (worksheets) within that file.

Note that the Matrix is a regular Excel file. It is not the same as the TRENDS file, which is a macro-enabled Excel file. The Matrix does not contain any macros.

The blank matrix contains worksheets: Assumptions, Members, Members Summary, Cost of Care, Identify Funds, Income Matrices for Operations, for Development, for Retirement and for other funds and Expense Matrices for these funds. If the Members worksheet is used, the data on this worksheet can be copied to TRENDS (see page 18). Data in the remaining worksheets is intended to be printed and manually entered into the appropriate TRENDS worksheets.

These worksheets, with the exception of Members, can be tailored to fit your financial format. On the Members tab, columns A through M should remain ‘as is’, with no additional columns inserted, since it is intended the data can be pasted into the TRENDS Members Tab.

Assumptions Tab Matrix

The Assumptions Tab lists the overall primary items of information on which TRENDS bases the projections. Column B allows the user to enter the respective data that is applicable to the projection being performed. Columns C and D provide the user with the
respective TRENDS tab and cell location where the data is to be entered manually by the user.

Notes about dates:

1. TRENDS uses a calendar year modality for its projections, so for non-calendar year projections, choose the beginning year or ending year of the fiscal year for your projection. JUST BE CONSISTENT. For example, if the fiscal year ends on 6/30/2020, it is recommended that the Historical Year would be 2020.

2. The date to calculate the age of members on the Members tab should be the midpoint of the year you are projecting. For example, if the fiscal year ends June 30, set the ‘Age Calculated on Date’ to January 1 of that same year. If the fiscal year ends Dec 31, set the ‘Age Calculated on Date’ to July 1 of that same year.

### Members Tab Matrix

If you intend to track individual Member’s earnings, use the Members Tab on the Blank TRENDS Matrix for data collection, preparation, and formatting.

A. **Review the format indicated in the explanation boxes for each column.**

B. **Columns must remain in the specified order.**

C. **Insert rows to accommodate information for all members.**

D. **Summary of matrix columns to be transferred to TRENDS Member Tab (title of column is underlined)**

1. **Name** - **Must include data** - Used to clarify identity of members. Use alpha figures rather than numbers in this column. It is helpful to sort members by age rather than alphabetically prior to copying into TRENDS, for ease in reviewing ages with level of care, income, etc.

2. **Date of Birth** - **Must include data** - dates need to be entered as MM/DD/YYYY—format this column accordingly in Excel. Monitor 2/29/XXXX birth dates as this date may cause problems if member is an earner and retires in a non-Leap Year.

3. **Identification Number** – Optional – May be used to count number of members. It is not good to enter a Social Security number here as a potential for identity theft might occur if someone gets the file, opens it, and has names, dates of birth and SS numbers.

4. **Location** – Optional – May be used to verify specific residence, e.g., member living at retirement facility, living at Motherhouse, etc.

5. **Earnings/Assessments** – **Must include data** if a member is an earner - must be in whole numbers, do not use any decimal points or cents.

Things to consider:

- Enter an amount for future earners. If members are current non-earners but have a projected beginning earning date - enter the amount of projected annual earnings.

- If including in-kind earnings for those in internal ministry, enter that figure here, but remember to include a comparable expense in one of the tabs.

- To verify the accuracy of your input, compare the total income to your general ledger plus the future earners’ earnings you are projecting. **NOTE 1:** an active member is not required to be an earner – an active member also may have the potential to earn if they move to a different ministry. **NOTE 2:** Future earners’ income will be included in a sum of this matrix column, so must be considered
when comparing total income to historical year earned income on the Member Summary Tab.

6. **Earning/Benefits Inflation Rate** – **Must include data** if an earner - this may vary by individual members, e.g., Church sector wage inflation may differ from public sector wage inflation. This rate should be entered as a decimal.

7. **Earnings Date** – **Must include data** if an earner - Enter dates as MM/DD/YYYY. To include a member as a current earner, there must be an amount in the Earning Assessment column and a date in the Earnings Date column that is prior to the current fiscal year. This rate does **not** need to be specific to the member (e.g., it doesn’t matter if the member began ministry in 1960 or 2000, as long as you enter a date prior to the historical year for current earners).

To include a member as a future earner, there must be an amount in the Earning Assessment column **and** there must be a date in the Earnings Date column in the future that is specific to this earner, (e.g., the member will be returning from sabbatical next year.)

*Hint:* Copy one earnings date through the entire column and then change the exceptions that will begin earning in the future.

*NOTE:* If there is a date in the column, but there is no amount in the Earnings Assessment column, no income will be included in the current or future, so it is not problematic to have an Earnings Date for retired members.)

8. **Projected Non-Earning Date** – A date is **required** in this column for all earners, but you do not need to enter it manually.

   - Enter Non-Earning dates in the matrix only for those members who stop working before or after the religious institute’s assumed retirement age. All other Non-Earning Dates will be calculated to coincide with the date they reach the defined retirement age by the TRENDS program through use of the [Format Members] button in TRENDS.
   - If an earner retires in the historical year **AND** has earnings in the historical year, the Non-Earning Date **must be** 12/31/YYYY. All other dates will result in $0 income for the historical year.
   - In future years, any Non-Earnings Date will calculate earnings for the entire year (not a partial year.) If there is not a date in this column, the member will continue to earn throughout the projection as long as there is a dollar amount in the Earnings Column.

*NOTE:* If the user changes the default retirement age after the Members Tab calculates the Projected Non-Earning Date using the original retirement age, the [Format Members] button will not change the Non-Earnings Date to the new retirement age unless the cell is blank. The simplest solution is to go back to the matrix of the base data and copy the Projected Non-Earnings Date column to the correlating column (Column K) on the Members tab, and then select the [Format Members] button to recalculate the non-earnings date. This assumes that the Projected non-earner date column has empty cells for member who are below retirement age.

9. **Assumed Entry Age** – **Must be Entered** - copy one age through the entire column. RCRI recommends that you use age 25 as the average entry age, because regardless of the “real age” of entry, all members’ needs will be cared for equally,
not based on the number of years they have been a member. The William M Mercer Mortality Table and cash flow projections were created using the assumption of entry at age 25, so this is a logical age to use.

10. **Cost of Care by Level of Care** – RCRI recommends input of Cost of Care by Level of Care through the TRENDS Cost of Care tab with average costs of care for each level of care. Enter data in this column only if you can specifically identify the cost of care for each individual member who is retired. (NOTE: Do not include living expenses for non-retired (active) members.)

11. **Level of Care (by number)** – Must be entered - Use the code number indicated for each level of care. It is important to understand the definitions of the levels of care because average costs need to be assigned to each level of care. Refer to the definitions for each level of care in the Help section of the TRENDS program. Note: Numbers corresponding to levels of care – 5 = active, 1 = independent, 2 = independent with services, 3 = assisted living, 4 = skilled care.

12. **Date to Calculate Age** – Choose the midpoint of the historical reporting year. For example, if the fiscal year ends June 30, set ‘Date to Calculate Age’ to January 1.

**NOTE**: For non-earners, columns notated by #6-10 above can be left blank.

### TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Setting a Date Format</th>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
</table>
| My computer sets dates as MM/DD/YY but TRENDS requires MM/DD/YYYY. How do I change the setting? | **•** Click on My Computer  
• Choose “Control Panel”  
• Select “Regional Settings”  
• Go the tab named “Date”  
• Choose MM/DD/YYYY as the date style |

### Members Summary Tab Matrix

If you choose to use a Members Summary approach to TRENDS (instead of the individual members data), enter the appropriate summarized members data in this Members Summary tab. The data requested is census counts by ages, count of members above the Social Security age not receiving SS benefits, count of members in the FICA age range not paying FICA taxes, census of wage earners, expected average new entrants or departing members (other than through death) and total earnings and benefits assessments. **NOTE**: some sections on this tab do not require data to be entered, as TRENDS will calculate the corresponding sections at the time you enter the data in TRENDS. Sections where data entry is required is in blue, with directions highlighted in red for ease in identifying the required information. The black cells will be calculated by TRENDS.

### Cost of Care Tab Matrix

The Cost of Care tab requires input from the matrix **ONLY** if you have chosen to utilize the Members Summary averaging approach for the census demographics, **AND** you wish to use the congregation’s current history for the census and/or annual costs by levels of
care, instead of the National Statistics. The user is asked to enter the < 70 and >= 70 census counts by levels of care when using national statistics to determine percentage of age cohorts in each level of care. When choosing to use current history of the community for cost of care, the user is asked to enter the annual average cost of care for each level of care and the respective inflation rates to be used in the projected time period. The inflation rate entered in Year 1 will be copied across all years after choosing the RESET RATES button. Some sections on this tab do not require data to be entered, as TRENDS will calculate the corresponding sections at the time you manually enter this data in TRENDS. Sections where data entry is required are in blue on both the matrix and on the Cost of Care tab, with notes highlighted in red in the matrix for ease in identifying the required information.

Identify Funds Tab Matrix

The Identify Funds tab is used to list information for the various funds that you wish to project in TRENDS. The user is asked to enter the name of the fund, the liquid cash and investment balance (not plant or property assets) of the fund at the end of the historical year and the expected average investment return of the fund. If cash receivable and payable accrual entries are included in the fiscal year activity, the ending cash balances may need to be adjusted in order to incorporate the “cash activity” which has not yet affected the bank balances.

Income Tab Matrices

The Income Tab Matrices provides a template for income categories that apply to the various funds you wish to project. The account numbers and names can be listed in these worksheets, as rows can be added to accommodate the income accounts in your chart of accounts. The fiscal year balances in these accounts should be entered (or distributed) over the various columns that are labeled to fit the income categories found in TRENDS.

Expense Tab Matrices

The Expense Tab Matrices provides a template for expense categories that apply to the various funds you wish to project. The account numbers and names can be listed in this worksheet, and rows can be added to accommodate the expense accounts in your chart of accounts. The fiscal year balances in these accounts should be entered (or distributed) over the various columns that are labeled to fit the expense categories found in TRENDS. It is recommended you do not include non-cashflow items, such as depreciation, etc. in the account balances, as these would tend to skew cash flow projections. If you wish to tie the aggregate amount in each fund with your annual financial statements, it is suggested you list those ‘non-cashflow’ items below the section of amounts that will be entered into TRENDS. This combined total can be compared to your financial statements to verify the accuracy of the data being used in TRENDS.

SUGGESTION: After the historical information has been listed in the Identify Funds,
Income and Expense tabs of the matrix workbook, it is suggested the user perform a
cursory calculation for each fund used. Starting with the income and expense categories
and the investment income and ending balance of a respective fund, add the total income
and subtract the total expenses. If the arithmetic amount agrees, at least within a reasonable
amount, with the ending balance of the fund listed in Column E of the Identify Funds tab,
then the data is ready to be entered into TRENDS.
TRENDS Tabs

Intro Tab

After starting MyTRENDS, enter the password and TRENDS will open, asking to link this to a TRENDS2021 file. MyTRENDS is an interface used to help enter data into the TRENDS2021 spreadsheet. It does not store any data in MyTRENDS but copies it into the macro enabled TRENDS spreadsheet.

Enter the data using the tabs on the MyTRENDS interface. The setup screen will ask for names of funds, etc. Just follow from left to right on the tabs.

TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Use the license number or call RCRI for a way to get into program to change password.</td>
</tr>
<tr>
<td>Change password</td>
<td>Go to the Help Tab and go to Password in the “P” section. Follow the directions for changing the password. Save with Excel save command and save TRENDS with the new password. This only changes the password in the current document. To change the password for all new TRENDS, the password must be changed in the master copy of TRENDS. Existing TRENDS files will retain the original password.</td>
</tr>
<tr>
<td>Accepting license number</td>
<td>TRENDS2021 will not accept my license number Note that the license number is fifteen characters long. It is case sensitive on letters (all capitals).</td>
</tr>
</tbody>
</table>

Index Tab

The Index tab provides a list of the respective tabs found in TRENDS. Each tab name listed in columns C and E contain a hyperlink to the corresponding worksheet. You can merely click on the name listed, and TRENDS will move directly to that worksheet.

In addition, each worksheet has a reference to the Index in cell A1. Clicking this cell will transfer you to the Index tab.
Members Tab

I. Prepare the TRENDS spreadsheet – Members Tab
   A. Insert all assumptions from the Assumptions Tab Matrix into the correct tabs in TRENDS. **NOTE**: All assumptions should be entered before inserting data into the Members tab to avoid calculation issues.
   
   To set the cost of care method using your Current History:
   
   (a) The drop-down menu box in cell M2 sets the option to enter the **average** cost of care for each level of care or the **individual** cost per member. The initial setting of TRENDS is set to use the Average method. **Note**: choosing **individual** invokes column N on the Members tab which requires data entry of each person’s unique cost of care. The **average** cost of care method uses a weighted average cost of care approach, which is the more common method used.
   
   (b) Cell L4 contains a hyperlink to the Cost of Care Assessment section in the Cost of Care tab. If you are using the average cost of care method, then this link should be used to easily allow you to enter the average cost of care amount from your assumptions. The cost of care values entered on this section will be automatically transferred back to column R in the Members tab based on the level of care number inserted into column O of the Members tab.

   B. On the Members tab, choose **Add Member(s)** box. Enter the number of members in your religious institute. The program will include “placeholders” for members (formula record). **NOTE**: it is always preferable to have too many lines formatted rather than an insufficient number. However, extra lines must be deleted by placing the cursor on cell C in the extra row, and then choosing the **Delete Member** box.

   C. On the Members tab, choose **Prepare for Paste** box. Choose “Yes” when query box appears.

   D. Keep TRENDS open but minimize it in size, or if you have two screens, move this to a second screen/monitor.

Copy Data to Members Tab in TRENDS

II. Copy from Matrix Members Tab
   A. Open the worksheet in the **TRENDS Matrix** to the “Members Tab”
   B. Highlight the information to be copied (beginning with cell A19 and ending with the last row of information in column M) and click on the COPY icon.
   C. Maximize TRENDS. (Another option is through use of the menu bar and click on Window. On the dropdown box choose the TRENDS version that you are currently using and click on it.) Find the most comfortable method for you to use when switching between workbooks (spreadsheets).

III. Paste to TRENDS
   A. Place cursor over the first Formula Record cell on the Members tab (Cell C13) and click the **PASTE** icon. This will copy all of the highlighted cells from the matrix to TRENDS.
B. Go to the bottom of your list to check for any extra rows. Put cursor on the extra rows in column C and choose the Delete Members box to eliminate extras. (NOTE: To use the Delete option, the highlighted cell must be in column C.)

C. If you did not add enough rows for all members, you will get the message that the data cannot be copied.

D. Choose Format Members box. If you want to use the retirement age you entered in the RNA tab as the non-earning date for those members for whom you did not enter a specific non-earning date, select “Yes”. NOTE: If earnings date is blank and non-earnings date is blank, but earnings amount contains a non-zero amount, Format Members will set an earnings date of 1/1 of the historical year as well as a non-earnings date of when the member reaches the retirement age. Review the non-earnings date for unusual entries, i.e., non-earnings date is prior to the historical year, or a member born on February 29 may have an invalid non-earnings date. A “*” warning indicator in column B may also be noted to signal problems in the non-earnings date. Suggestion: Once you have invoked the Format Members button, subsequent invocations of this Format function will yield no additional changes unless the contents of any or all non-earnings date cells have been deleted. If you need to “undo” the result of the Format button, it is suggested you copy the non-earnings date cells from the original matrix to column K in TRENDS. For example, if you change the retirement age after you have invoked the Format Members button, the non-earnings date cells need to be reset in order for a non-earnings date predicated on a newly defined retirement age can be changed. Copying the non-earnings date column from the original matrix is a simple method to reset the values.

E. Enter a Non-Earner Income Limit in cell I8. The member who earns below this limit will not be counted as an earner. However, the income from the member will be included in the total earnings until the year when the non-earnings date is reached. NOTE: The default value for the non-earner limit has been raised to $20,000 in Version 2021. Hint: The Non-Earner Income Limit should be based on the amount of average earnings required to avoid subsidizing the expenses attributed to members above the assumed retirement age. If expenses are subsidized through community funds, then the amount set aside for retirement needs to be adjusted accordingly. This is accomplished by assigning a level of care in the 1 – 4 categories rather than assigning an Active status (#5). This level of care is assigned for forecasting purposes only and is not a reflection of the member’s ongoing ministry.

IV. Check for accuracy
A. Scan all ages to be sure there are no negatives in Column T (if so, go to the Birth date column and make sure the years were entered as MM/DD/YYYY and all dates are right justified.
B. Scan the “earner/non-earner” classification in column S to spot check appropriate value in relation to the levels of care in column O, e.g., would you expect to see an earner in skilled care?
C. Scan Column P for a “**” warning indicator. In Version 2021, TRENDS evaluates if a member is over the retirement age but listed as ‘Active’ (care level = 5), who has earnings greater than zero but less than the non-earner limit. This warning may be an indication that the Past Service Liability amount may be undercalculated. Consider changing level of care to a 1 – 4 category when income is less than expenses for members above the assumed retirement age.

V. Save TRENDS (using a different file name). Choose Excel “Save As” command. Give this version a new name. [NOTE: Maintain an empty TRENDS (“clean copy”) for control purposes.] Save to the user-named file periodically throughout the remainder of your data entry by choosing Save. TRENDS will be saved in the directory or folder where you have the working copy of the TRENDS macro enabled spreadsheet.

<table>
<thead>
<tr>
<th>Troubleshooting Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy Members tab data from previous TRENDS</strong></td>
<td>I copied the Members tab data from my last TRENDS and now Columns P onward are not functioning correctly. If demographic data from a previous TRENDS is to be copied for use in an empty TRENDS, first copy the information from Columns C – O (it is important that only those columns be copied, with the exact number of rows used for members) into a MATRIX or a BLANK Excel spreadsheet. Make changes in the non-TRENDS spreadsheet and save. Pay particular attention to the Projected Non-earning Date column. Make cells for all members who are below retirement age empty cells, so that the assumed retirement age can be correctly projected in TRENDS. Update the Earnings/Assessment column to current stats, as well as the Level of Care column (as of mid-year). After all adjustments have been made, copy and paste into Columns C – O in TRENDS. Do not enter any information beyond Column O or TRENDS will not function correctly.</td>
</tr>
<tr>
<td><strong>Cell Protection</strong></td>
<td>When I try to change a field, I get the message that this is a protected cell. It is not recommended that any tabs be unprotected unless you are a very experienced TRENDS user. Cells with black numbers are not editable, only those that are blue.</td>
</tr>
<tr>
<td><strong>Formula Row Problem/Deleting First Member</strong></td>
<td>The first member on the list (row 13) needs to be deleted and the program won’t allow me to delete the “Formula Row” Highlight cells A14 through O14 on the second person on the list. Copy and paste that range to A13 through O13, which then becomes the “Formula Row.” Then use the Delete Member button to delete the duplicate person in Row 14. <strong>NOTE:</strong> May need to recalculate earnings on the Members Summary tab and the percentage of age cohort on the Cost of Care tab.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible Solutions</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Entry of percentages</td>
<td>The Earnings &amp; Benefits percent rate shows greater than 100% Check your entry for Earnings and Benefits – enter as a decimal point.</td>
</tr>
<tr>
<td>Copy and Paste</td>
<td>When I copy and paste from an off-site spreadsheet, I get the message that I am not allowed to paste or that the cell is protected Checkpoint 1: Check to be sure that you have added the correct number of rows. Even one row short will prohibit you from pasting to this spreadsheet. Checkpoint 2: Begin your paste on the first cell of the “Formula Record.”, cell C13.</td>
</tr>
<tr>
<td>Number of Members doesn’t reconcile between tabs</td>
<td>After entering my members, extra people are showing up on the Members Summary page Check that there are no extra rows on the Individual Members tab, as they include a default birth date, level of care, etc., and will be added to your true statistics.</td>
</tr>
<tr>
<td>Members</td>
<td>The Formula Record below the data entry spreadsheet includes default data that confuses my statistics The default data on that Formula Record row may be changed by placing your cursor on the cell and making the change you desire (only on cells with blue lettering.) Delete extra rows with TRENDS delete command button on that tab.</td>
</tr>
<tr>
<td>First Member</td>
<td>The first member on the list is fictitious and can’t be deleted. How do I get my member on that row? When Pasting census information, place your cursor on cell C13 and paste. This covers the first member row. It is not possible to delete the first row as it drives the calculation; it can only be covered. If you already pasted beginning with row 14 you will need to copy row 14 from columns C through O and re-paste up one line. Then delete that duplicate member on row 14 by placing the cursor on cell C14 and choose the Delete Member button.</td>
</tr>
<tr>
<td>Age appears as negative number</td>
<td>The ages of members are appearing as negative numbers. The program needs four digits for the year in the date of birth. If it does not read 1923, it may enter 2023, resulting in a negative age.</td>
</tr>
<tr>
<td>How do I decide entry age?</td>
<td>How much research should I do to determine entry ages for members? We recommend that you choose an average age of entry. The older the average age of entry, the lower is the Past Service Liability, but the Present Value of Future Benefits (PVFB) will not change. Regardless of whether you enter at 25 or 55, your cost for retirement will be the same, because you are not vesting. Therefore, the average age of 25, which has been used throughout Mercer Mortality Table and cash flow projections is a constant, and the age recommended.</td>
</tr>
<tr>
<td>Earning date start</td>
<td>Do I need to know the exact date that members started earning income? This column is used to tell TRENDS that the person is an earner, so any date prior to this fiscal (historical) year will be satisfactory. You do not need to know each person’s actual beginning earning date. If you enter a future date, that person’s earnings will be calculated into total earnings in the calendar year of that date.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible Solutions</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Earning date start</td>
<td>The beginning earning date is prior to the ending earning date when 2019 is my historical year.</td>
</tr>
<tr>
<td></td>
<td>TRENDs requires a beginning earning date in Column J that is prior to the beginning of the historical year. If the user leaves this column empty, the default beginning earning date of 01/01/2019 will be invoked through the Format Members button if there is an earnings amount entered into Column H for this member. To correct this, enter a date in Column J that is prior to the beginning of the historical year.</td>
</tr>
<tr>
<td>Projected non-earning date</td>
<td>What date do I use to as the Projected non-earning date for: 1. members who retire in the historical year? 2. members who retire in future years?</td>
</tr>
<tr>
<td></td>
<td>TRENDs is based on a calendar year format. 1. If your member will earn income in the historical year, the Projected Non-Earning Date should be set at 12/31/20YY. The program will include the total income for the historical year, but will not project income for future years. 2. If the member retires in future years, any non-earning date may be entered, and TRENDs will calculate earnings for that entire year.</td>
</tr>
<tr>
<td>Projected non-earning date</td>
<td>What do I do if I change the Retirement Age after I have invoked the Format Members button? 1. A change in the Retirement Age potentially affects the Non-earning date and the PSL calculation. Restore the original non-earning date to the Members tab by copying Column I (Non-earning Date) from the original matrix into Column K of TRENDs. Invoke the Format Members button and Recalculate the PSL on the RNA tab. 2. If the non-earning dates in the supporting matrix for members who are not yet retirement age are not blank, those cells must first be emptied for the Format Members button to perform the function correctly. 3. The Projected Non-earner date cells can also be emptied in the Members tab in TRENDs column K by using the space bar followed by enter for those members who are below retirement age. Then use of the Format Members button will recalculate Projected Non-earner dates using the new assumed retirement age from the RNA tab.</td>
</tr>
<tr>
<td>Members with 2/29/XXXX birthdays</td>
<td>If the non-earning date in column K of the Member tab does not fall in a leap year, the program does not recognize an ending date for earnings. The member’s earning will be projected across all 15 years.</td>
</tr>
<tr>
<td></td>
<td>Change the non-earning date to 2/28/XXXX. Column B of the Members Tab will alert you to members who fit this scenario. You can visually see problem dates in column K of the Members tab, as the date will be left justified instead of right justified. Left justified dates are interpreted as text rather than as date fields by TRENDs</td>
</tr>
</tbody>
</table>
Members Summary Tab

The data on the Members Summary tab can be approached in two ways: Individual member method by using the individual member data from the Members Tab, or the Summary method by not using the Members Tab and entering data in a summarized fashion on the Members Summary Tab.

When using the Individual method, TRENDS stores the data summarized from the Members Tab in column I (Column J is hidden). When using the Summary method, TRENDS stores the summarized data entered by the user in column J (Column I is hidden). It is recommended data for the Individual method and data for the Summary method not be saved in the same TRENDS file. Create two separate TRENDS files, one for Individual method and one for Summary method if you wish to compare data between the two methods.

Individual Method

A. All assumptions from the Matrix Assumptions Tab should have been inserted into the correct tabs in TRENDS prior to entering individual member data.
B. Summary census data will be moved over to the Members Summary Tab automatically.
C. Social Security and FICA – On rows 119 and 123 of the Members Summary tab you have the option of removing members from the average calculation of Social Security Benefits (SSB) and FICA payments respectively.
   1. These entries could be made when members from other countries are not included in SSB or FICA.
   2. Row 119 should also be used when the Social Security Benefit (SSB) for members utilizing Title 19 is deposited into the account of the care center rather than the religious order. By deducting these members from the number of aggregate SSB recipients, the calculation of average SSB is more accurate. Row 107 of the Cost of Care tab can be referenced to project the number of Title 19 recipients throughout the projection if the majority of your Skilled Care members are also Title 19 recipients.
D. Decreases or Increases in Membership
   1. Choose hyperlink Decreases or Increases/Membership (or go to row 191) and complete this section for adding average data for new members or projecting departures.
   2. Attrition through death occurs in the mortality tables, so only the number of departing members should be projected in this section.
   3. TRENDS rounds decreases or increases in membership to whole numbers, so rather than enter fractions, skip years to get the number you desire. For example, if you have .25 members per year, enter 1 in year 4, year 8, etc.
E. Total Earnings/Assessment
   1. Choose hyperlink Total Earnings/Assessment by Age Group (or go to row 208).
   2. Choose Calculate box. This will calculate member earnings based on the earnings, earnings date, inflation rate and non-earnings date from the Members Tab. NOTE:
If the Non-Earnings Date on the Members tab is blank and the member has a dollar amount in the Earnings column, the member will reflect earnings throughout the defined projection years.

3. Earnings/Assessment will need to be recalculated when there are changes in demographics or inflation rates, the defined retirement age, or changes in the number of years projected. It will also need to be recalculated when there are changes to ‘Increases/Decreases in Membership’ even if those changes do not affect earnings.

4. The Calculate process will identify each member who doesn’t pass the non-earner limit test. You will be asked if you want the ** to be removed from column P in the Members tab.

   - Choose “Yes” if the member is active and expenses will be paid as part of operations, e.g., the member is in leadership.
   - Choose “No” if the member is incorrectly assigned the active status and living expenses are being subsidized by the community, e.g., a member is actively volunteering, but is minimally compensated for this ministry. If you choose “No” the calculation will continue, but you need to go back to the Members tab, change the level of care of those members who have ** in Column P, and then re-calculate.

**Summary Method**

This Spreadsheet is used as a “stand-alone” projection if you choose to enter aggregate data about your members rather than individual data. Any data entered into the Members tab will not transfer to the Members Summary tab when you have chosen the option for Members Summary Input. To use aggregate entry of Members Summary Input, complete the following steps:

A. Insert all assumptions from the Matrix Assumptions Tab into the correct tabs in TRENDS, if you have not already done so. Cell H10 must be set to “Members Summary Input.”

B. Data Entry
   1. Enter census from J29 through J108
   2. Enter annually the number of Social Security non-recipients if you have a combination of social security recipients and non-recipients (J119 to Y119). Note that this should include Title 19 recipients whose Social Security Benefit is deposited with the care center rather than in the community account. These will be subtracted when calculating average future Social Security income.
   3. Enter annually the number of non-FICA payers if there is a combination of FICA payers and non-payers in the community (J123 to Y123)
   4. Enter the numbers of wage earners by age cohorts (J174 to J187). If an unusual number of active members are non-earners in the historical year, assimilate average data into your projection.
   5. Enter new and departing members (K193 to Y203) and other statistics about them. Attrition through death occurs in the mortality tables, so only the number of departing members should be projected in the Departing Members section.
6. Enter TOTAL earnings only in cell J224
7. Enter TOTAL benefits only in cell J245
8. Choose Print & Save hyperlink. Select Save TRENDS box and give it a new name. Save to this file periodically throughout the remainder of your data entry.
9. Select the Calculate button to complete the projection of earnings/assessments.
10. Earnings/Assessment will need to be recalculated when there are changes in the number of years projected or retirement age. It will also need to be recalculated when there are changes to ‘Increases/Decreases in Membership’ even if those changes do not affect earnings.

## TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Using Individual and Summary Methods</td>
<td>Data input from Individual Members and Members Summary are two separate procedures. If you input data about individual members, TRENDS automatically completes most of the tables on the members summary tab when in that mode. However, if you change to the Members Summary mode, you are now working with all new data input. Therefore, if you delete in one mode, and then change the mode through the drop-down box, you will need to update any changes in the alternate mode as well.</td>
</tr>
<tr>
<td>Changes in Members data</td>
<td>Check cell H10. Changes in Member’s data is only reflected on the Individual Member Data summary page. The transfer of data from the Members tab occurs only when the drop-down box indicates Individual Member Data. Even though both formats are summaries, the summary for Independent Members and Members Summary Input are completely independent, and must be changed individually.</td>
</tr>
<tr>
<td>Earnings deducted for a Departing Member</td>
<td>When you enter an average age of departure, the income is deducted from the next older person’s income cohort, e.g., if you have members who are 43 and 53, and you put in average age of departure as 44, the income will be deducted from the cohort of the next older member (the 53-year-old in this case.) If you want to deduct more income than what is projected in this age cohort, the remainder will move up to the next older age.</td>
</tr>
<tr>
<td>Error in Total Members Earnings</td>
<td>The total earnings/assessments do not agree with the sum of earnings in column H of the Members tab. Members’ Earnings are shown in the 90+ age cohort</td>
</tr>
<tr>
<td></td>
<td>Solution 1: Earners whose non-earning date is in the historical year must have 12/31/historical year in column K of the Members tab or their earnings for the year will not be counted. Solution 2: Check all dates for formatting. Spot check that all dates in TRENDS are right aligned in the columns. Check the original matrix for formatting of dates (MM/DD/YYYY). Solution 3: In TRENDS, earnings cannot include cents. The figure on the Matrix must be entered as whole dollars before being copied into TRENDS.</td>
</tr>
</tbody>
</table>
Extended Census Tab

The Extended Census Tab requires no data input from the user. The census data from the Members Summary tab is extended for years 16 through 30.
Operating Tab

The Operating tab is used to project the cash flow of funds normally designated as Operating Funds. As a user, you have the option to use only this page to project all the cash and investments for the institute, rather than to separate monies into various other funds. The income and expense categories on this tab represent the more common categories. The projection for each category includes a user specified, annually independent, positive or negative inflation rate. Some categories are projected based solely on inflation rates, while others are census-driven and include average costs based on census numbers. In the income section, the categories labeled membership earnings and benefits, and social security are census-driven. In the expense section, the categories labeled direct living cost (both retired/non-active and active), medical (retired and active) and FICA are census-driven. For census-driven projections, a positive inflation rate may result in declining amounts as the census declines.

A. Do not enter the beginning balance (cell I9) from the “Summary of Accounts Used” on the Identify Funds worksheet in the matrix workbook. TRENDS will use the year-end cash and investment balance that you enter for the worksheet in cell I142.

B. Using the Income Matrix printout, enter income amounts in applicable categories.

C. Determine the inflation rate for each category. These can be changed annually. To apply the same inflation rate across the projection, enter rates in Year 1 for each applicable category, then choose [Reset Rates] button. **NOTE:** Using a 0% inflation rate keeps the income amount the same as in the prior year. Using a negative inflation rate decreases the amount in the subsequent year. Using –100% (minus 100%) sets the amount in the subsequent year as zero. A –100% inflation rate is the equivalent of a one-time event income or expense, as it discontinues any future amounts in that category for the years remaining in the projection.

D. Note that the **Pensions, annuities** and **Income from one-time event** categories are not inflation based, that is, the user is required to enter an applicable amount into each cell across the projection.

E. Do not include Investment Income in the income section, as it is automatically computed separately.

F. Using the Expense Matrix printout, enter expense amounts in applicable categories.

G. Enter inflation rates for expense items (see C above). **NOTE:** The projection for Debt Service expense is no longer an inflation driven amount, and therefore, must be manually entered for any or all years of the projection.

H. The Operating, Retirement, and Development tabs provide space to count employees, so distribute employees between the appropriate tabs. That is, the sum of the employees listed in these three tabs should be equivalent to the total number of employees your institute has. The same is true when counting healthcare staff. If the total cost of the health care facility includes salaries, do not include the salary again in the employee section. If the health care salaries are paid through the Retirement fund, the employees would be included in the Retirement tab. Conversely, if the salaries for
health care workers are paid by Operations, do not include them again on the Retirement worksheet.

In the respective fund, enter the number of employees for EACH year of the projection and enter TOTAL salaries and benefits in the historical year. The program calculates the average. If in the future you will be hiring a disproportionate number of employees with lower salaries, you may use negative inflation percentages to reflect a decreasing average salary.

I. Other (rows 27-51 and 105-129)
This section allows you to record unique categories which are not part of the common ones already listed. Type in the name of the unique category by entering it in Column F (where the number is currently located). TRENDS will automatically replace the number in the inflation line with the label you have entered.

J. One-Time Event (rows 52-54 and 130-132)
This section allows you to record income or expenses which are typically a singular event. The amount in any given year can represent a single event or an aggregate number of events. It is helpful to list a label(s) on the matrix worksheet in order to identify these one-time events. Keep in mind one-time event cells can store a numeric value or a formula.

K. Enter the Rate of Return on Investments (row 139)
The investment earnings are automatically calculated by adding the beginning balance plus ½ of the net income(loss) multiplied by the rate of return. NOTE: If the historical year return is positive, adjust interest rate to a rate which most closely yields the actual earnings, for example, 3.47%. If historical year return is negative, enter 0% as the rate of return and use “One-Time Event” or “Other” to enter net investment loss amount. This amount may require an adjustment since recording the loss amount in one of these two categories will be incorporated into the investment calculation formula. In cell I139 enter the interest rate that you wish to project over time. After all the inflation rates are entered leading into the projection for Year 1, use the Reset Rates button to copy across all years. Then go back to cell I140 to adjust return on investments for the current year. [See comments in Section L below].

L. Reset Inflation Rates
After you have entered the “standard” inflation rates in Year 1, go to the top of the worksheet and select the Reset Rates button. This action will copy the inflation rates in Year 1 across Years 2-15. If you wish to change specific inflation rates for periodic years or categories, make the changes after you have used the Reset Rates button. Keep in mind, each time you invoke the Reset Rates button, you will need to re-enter those “non-standard” inflation rates which you had specifically altered.

M. Transfers
1. ‘Transfers In’ (rows 143-150) can only be accomplished as a ‘Transfer Out’ through another fund tab.
2. ‘Transfers Out’ (rows 152-158) can be made to any of the funds and will appear as a ‘Transfer In’ in the respective fund tab.
3. Note that you may enter a different amount each year.
4. If the message “Insufficient Funds” appears, complete the entry of data into all funds and then do a final check of all funds to verify sufficient funds for transfer. A warning of insufficient funds will appear as a reminder.

5. The program assumes money that is transferred between funds earns interest in the fund of origination for the entire year, and no interest in the fund of destination for the year.

6. Transfers IN are not included in income line items and Transfers OUT are not included in expense line items. Only Transfers OUT are entered in each worksheet.

N. Check ending balance

After all data has been entered in the historical year, including transfers, verify the ending balance reasonably matches the ending balance for this fund as listed on the Identify Funds tab in the Matrix worksheet.

NOTE: In the section below the Operating Fund (rows 164-168), the user can enter descriptive or archival notes using the WordPad. These notes are not included on the hard copy printed using the Print & Save function, but can be printed, when highlighted, using the Excel Print function.

### TROUBLESHOOTING

<table>
<thead>
<tr>
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</table>
| Insufficient Funds | 1. If you have not completely entered data for the entire TRENDS program, do so and then re-check for “Insufficient Funds” messages.  
2. Go to the funds where transactions originate to determine in which years the End Balance is negative. If appropriate, make changes to fund transfers to keep a positive end balance.  
3. Do not project “Transfers Out” in years with a negative fund balance. |
| Employee Salaries | 1. The number of employees for each year of the projection must be entered manually on Line 81, or you may have 0 employees, resulting in no salary.  
2. Check the average salary on Line 83. If you will be hiring a disproportionate number of employees with lower-than-average wages, you may use negative percent changes in average salaries on Line 82 |

### Retirement Tab

The Retirement tab is used to project the cash flow of funds normally designated as Retirement Fund or Charitable Trust. As a user, you can choose to solely use this page to project the retirement cash and investments for the institute. Do not use this tab if you have included the retirement assets in the Operating Tab. The income and expense categories on this tab represent some of the typical retirement fund categories. As in the
Operating Tab, some categories are projected based solely on inflation rates, while others are census-driven and include average costs based on census numbers. In the income section, the Social Security category is census-driven, while in the expense section, the Support of Members category is census-driven.

A. Do not enter the beginning balance (cell I9) from the “Summary of Accounts Used” on the Identify Funds worksheet in the matrix workbook, only the ending balance in cell I51. NOTE: This ending balance should be the total amount of cash and investment assets (liquid assets), classified as retirement and/or trust funds at the end of the historical year. It may also be beneficial to include receivable or payable accrual activity if their timing missed the fiscal year end cash classification. Keep in mind, materiality and consistency over the projection time.

B. Using the Income Matrix printout, enter income amounts in applicable categories (rows 12-21). NOTE: If you have included Social Security income in the Operating Tab, do not include it in the Retirement Tab (should be in one tab or the other). [An error will generate an indication on the Internal Control tab].

C. Determine the inflation rate for each category. These can be changed annually. To apply the same inflation rate across the projection, enter rates in Year 1 for each applicable category, then choose \[\text{Reset Rates}\] button. NOTE: Using a 0% inflation rate keeps the income amount the same as in the prior year. Using a negative inflation rate decreases the amount in the subsequent year. Using \(-100\%\) sets the amount in the subsequent year as zero.

D. Using the Expense Matrix printout, enter expense amounts in applicable categories (rows 26-34).

E. Enter inflation rates for expense items (see C above).

F. Note that the “Number employed” row requires entries into each cell that applies across the projection. The Operating, Retirement, and Development tabs provide space to count employees, so distribute employees between the appropriate tabs. That is, the sum of the employees listed in these three tabs should be equivalent to the total number of employees your institute has. The same is true when counting healthcare staff. If the total cost of the Support of Members includes salaries, do not include the salary again in the employee section.

G. Other and One-Time Events (rows 36-42). See Operating Tab, sections I and J.

H. Rate of Return on Investments (row 49)
   The rate of return for investments in the Retirement Tab is stored in cell I7 on the RNA Tab. It remains constant for the entire projection, since this rate is used in the PSL calculations and cannot be varied from year to year. The investment earnings are automatically calculated by adding the beginning balance plus \(\frac{1}{2}\) of the net income(loss) multiplied by the specified rate of return. SUGGESTION: Use the “One-Time Event” or “Other” to enter the relative gain or loss if the calculated investment earnings is not representative of the year’s actual amount. This amount may require an adjustment since recording the “relative difference” in one of these two categories will be incorporated into the investment calculation formula.

I. Transfers (rows 54-59)
   1. Transfers In will automatically come from only the Operating Tab. Transfers Out can only be made to the Operating Tab. If monies are
transferred to a fund other than Operating Fund, you must use the Operating Tab as a “conduit” for transferring these monies.

2. See Operating Tab, section M. 2-6 and Section N, page 28 for additional information pertaining to this tab.

Reminder: Use [Reset Rates] button to replicate inflation rates.

---

**TROUBLESHOOTING**

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal Activity</td>
<td>The only activity in the Retirement Fund is growth and occasional withdrawals.</td>
</tr>
<tr>
<td></td>
<td>This is a flexible tool, so Ending balances are sufficient activity. Money from the Retirement Fund can be tracked in 2 ways.</td>
</tr>
<tr>
<td></td>
<td>1) If expenses are paid directly from the Fund, include them as an expense from rows 26 to 42.</td>
</tr>
<tr>
<td></td>
<td>If expenses are paid from the operating fund with transfers from the Retirement Fund for their support, use Row 59</td>
</tr>
<tr>
<td>Interest Rate of Return</td>
<td>I want to change the interest rate of return on the Retirement tab.</td>
</tr>
<tr>
<td></td>
<td>Go to RNA tab cell I7 and change the rate there.</td>
</tr>
<tr>
<td></td>
<td>This will require you to re-run the Past Service Liability on the RNA tab.</td>
</tr>
<tr>
<td>Interest rate of return</td>
<td>Historical return differs from projected return</td>
</tr>
<tr>
<td></td>
<td>For the retirement tab only, the user is not able to change rate of return for each year. For this tab, use One-time income (gain) or One-time expense (loss) to reflect the true experience of the fund in the historical year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship of cost of care to retirement expenses</td>
<td>Are we duplicating expenses by including the cost of care on the Cost of Care worksheet and the same expenses on the Operating or Retirement worksheets?</td>
</tr>
<tr>
<td></td>
<td>The cost of care figures are used only to calculate Past Service Liability, Future Normal Cost, and subsequently retirement need. This figure is not used to project cash resources, just to identify cash needs. The expenses you include for care of members reflect the real cash flow rather than an amount to set aside to take care of those expenses in the future.</td>
</tr>
</tbody>
</table>

---

**Development Tab**

The Development tab is used to project the cash flow of funds normally designated as Development Funds or the operation of a Development Office. Do not use this tab if you have included the development assets in the Operating Tab. The income and expense categories on this tab represent the more common categories. The projection for each category includes a user specified, annually independent, positive or negative inflation rate. All categories are projected based solely on inflation rates.

See Operating Tab, sections A-C and E-N for additional information pertaining to this tab.

Regarding Transfers
A. The Development tab contains only a “Transfers Out” section. If you enter a transfer to Operating or Retirement funds, it will automatically be recorded as a “Transfer In” in the respective tab. You can also transfer out to other special funds (A through J). You would also have the option of using the Operating Tab as a “conduit” for transferring these monies to some other fund.

B. If you need to record a transfer of funds into the Development Tab, you would need to use the “Other” or “One-Time Event” category to manually reflect this income.

Reminder: Use [Reset Rates] button to replicate inflation rates.

**Fund A - J Tabs**

The Fund A tab, Fund B tab, Fund C tab, etc. are identical worksheets to allow you to optionally project cash flow for up to ten specific funds which are unique to your institute. Do not use these tabs if you have included the assets in the Operating, Retirement or Development Tab. The income and expense categories on these tabs are undefined, which allows the user to identify and track up to five income and five expense categories, none of which are census-driven. The projection for each category includes a user specified, annually independent, positive or negative inflation rate. All categories are projected based solely on inflation rates.

**NOTE:** Do not change the names on any of the worksheet tabs as there are formulas in TRENDS that specifically reference the names FUND A, FUND B, etc. In cell I4 you can enter the name of the respective fund to identify which fund-data is contained on the respective worksheet. TRENDS automatically references this user-defined name on the SUMMARY tab listing of the cash flow activity and in the GRAPHS display.

A. See Operating Tab, sections A-C and E-G for additional information pertaining to this tab.

B. Enter income and expense categories. Type in the name of the unique category by entering it in Column E (where the number is currently located). TRENDS will automatically replace the number in the inflation line with the label you have entered.

C. See Operating Tab, sections J and K for one-time events, if any, and investment rates.

D. The Transfer section in the four fund worksheets is set up to automatically transfer monies to the Operating Fund only. If you wish to transfer funds to a fund other than Operating, it is recommended you use the Operating Tab as a “conduit” for transferring these assets to the receiving fund tab.

E. Ending Balance (See Operating Tab, section N).

Reminder: Use [Reset Rates] button to replicate inflation rates.
## TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Names</td>
<td>I renamed my Funds, but the name on the Tab remains the same. Tab names will not change. TRENDS accepts new names for the Funds on the spreadsheet, but if you Renamed your Tabs to reflect your fund name, all the formulas in TRENDS that use the original tab name will no longer function. For example, you will not be able to print Fund A-Fund J reports from the Print &amp; Save tab.</td>
</tr>
<tr>
<td>Number of funds</td>
<td>We use more than ten funds. How should we account for them? TRENDS is limited to ten funds. Consolidate fund activities based on return on investments and other similar characteristics so all funds are included in the cashflow projection.</td>
</tr>
<tr>
<td>Funds to include</td>
<td>Do we include funds that are designated or restricted for uses outside the religious institute? Yes, designated funds are owned and controlled by the institute and should be included in the projection. Specific activity doesn’t need to be projected, but it is helpful to project a percentage change in the fund balance. It is not necessary to project restricted funds that have no income or expense ties to the community.</td>
</tr>
</tbody>
</table>
Summary Tab

The Summary tab requires no data input from the user. The cashflow data is collected from the various tabs in TRENDS and summarized on this worksheet. A message will appear warning you the “Transfer money into depleted funds or interest income will be overestimated” when some funds are negative although the composite fund balance is positive. This warning alerts the user that the normal practice is to transfer funds to pay the expense in underfunded areas. Therefore, the principal would decline as bills are paid, which in turn decreases interest earned.

Graphs Tab

The Graphs tab outlines thirty (30) different graphs that you may decide to utilize. Data for each of these graphs is included in this tab, columns N-AV, which can be used in PowerPoint presentations by copying data to another Excel worksheet. If you wish to create a graph unique to your environment that uses some of this data, Copy and Paste Special the appropriate data to another workbook, tailoring it in whatever fashion you prefer. The graphs appear on your computer monitor utilizing various designs, which aids in their readability if you print the graphs using a black & white only printer.

On the graphs worksheet, if you place the cursor arrow over a point on the graph, the label and value of that point will be displayed.

TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Adding or modifying graphs What if I’d like different graphs than those already available?</td>
<td>We recommend that you create a new workbook to add graphs rather than add them to the current graph tab. The Version 2021 Graphs tab includes tables with data used in the graphs for easy copying to other workbook for creation of additional graphics.</td>
</tr>
<tr>
<td>Care Level Graphs Graphs that depict care levels are flat after the historical year.</td>
<td>On the Cost of Care tab, when using the current membership method in the Percent of Age Cohort by Level of Care section (rows 22-43), use the COPY 1 to 9 Year Census and Copy 10 to 15 Year Census to copy the historical year percentages to the remaining years of the projection period.</td>
</tr>
</tbody>
</table>

Cost of Care Tab

The Cost of Care tab contains data utilized in the prior versions of TRENDS. This worksheet contains the following information: Percent of Age Cohort by Level of Care;
Total Census by Level of Care; Cost of Care Assessment; and Total Cost of Care Projection (formerly located in the Members Summary tab). This information is used in the calculation of the Past Service Liability and the subsequent impact of the retirement costs on the Retirement Fund assets as reflected in the RNA tab. The data on this sheet and the input required by the user is dependent on several factors: 1) demographic input mode, i.e., individual or summary method; 2) percentages of age cohorts by level of care, i.e., based on the congregational historical percentages or based on data collected by RCRI; and 3) cost of care method, i.e., averages or individual, per member costs. When using the average per member costs option, TRENDS allows the use of the congregation’s historical costs or use of the National Statistics provided by NRRO 2019 median cost of care.

**NOTE:** When selecting average historical costs of care, regardless of the demographic input mode, the cost of care amounts must exceed the average Social Security benefit. When TRENDS calculates the Past Service Liability, it utilizes the net support cost, that is, average weighted cost minus the average SS benefit. Therefore, if the level of care cost is less than the SS benefit, the PSL calculation will assess a benefit rather than a liability. This occurs most often when Title 19 SS recipients deposit the SS payments directly into the care center accounts. To determine a more representative PSL calculation, enter the number of Title 19 members into row 119 of the Members Summary tab; note the average SS benefit in cell F9 on the RNA Worksheet tab, and then add that amount to the out-of-pocket care cost and enter on the Cost of Care tab in row 130.

**Demographic Input Mode**
When using the Individual method, TRENDS stores the historical year cost of care information in Column I (Column J is hidden). When using the Summary method, TRENDS stores the summarized data entered by the user in Column J when using national statistics and Column I when using current history.

**Individual Member Input Method**
In the Individual method, only two sections require information from the user—Percent of Age Cohort by Level of Care and Cost of Care Assessment.

**Percent of Age Cohort by Level of Care (rows 22-43)**
The percentages entered in this section are used to project the number of members expected in the various levels of care for members less than age 70 and those 70 and older based on the future census as projected by TRENDS. The user can select one of two approaches, either the current history (C16) or the National Statistics (C17).

1) **Current History**
   This approach automatically calculates the percentages of age cohorts in the various levels of care (in Column I) from the information provided on the Members tab. To project percentages for each level of care in future years, the user may choose the COPY button in cell H24 to use the historical percentages throughout the projection. Or the user may manually alter any of the percentages in the projected years, as long as the ‘Total’ rows (31 and 40) add to 100%.

2) **National Statistics**
   This approach automatically enters the national statistics as collected by RCRI. It should be used if the congregation has no historical data on which to base future projections.
Cost of Care Assessment (rows 119-130)
As in the Percentages section, the user can identify two approaches to this section—
Current History or National Statistics.
1) Current History
If the user has selected the ‘average cost of care’ from the top-down menu box in cell
M2 of the Members tab, then average costs must be entered into cells I-124 to I-130 of
the Cost of Care tab. If the user has selected the ‘individual cost of care’ from the
drop-down menu box on the Members tab, TRENDS will automatically calculate the
average in each level of care based on the individual costs stored in Column N of the
Members tab. NOTE: A non-zero value is required in each cost of care category, even
if the institute has no members classified in that care level.

2) National Statistics (both C-17 and B-119 on the Cost of Care tab are activated)
If the congregation has no historical data on which to base costs of care in the various
care levels, the average costs calculated by NRRO can be used, by checking on the box
in B119. NOTE: The National Statistics are based on the 2019 median cost of care per
level of care, with the Independent and Independent with Services categories inflated at
3% each year and the Assisted and Skilled categories inflated at 4% each year. NOTE:
If your historical year is greater than 2019, TRENDS will calculate the appropriate
national standard cost of care for the selected year, i.e., with the inflation factor
included, and automatically reflect the inflated values in the new historical year. The
user may change the inflation rates and use the Reset Rates button to copy those rates
across all years.

Members Summary Input Method
If the Summary method is being used, the data that will need to be provided for this tab is
dependent upon the use of Current History or National Statistics.
1) Current History only (select C16 and the empty box on B119)
Using the printout from the Matrix-Cost of Care tab, data representing the total census
by the five levels of care for members <70 and those >= 70 should be entered in the
historical year (Column J) Total Census by Level of Care section (rows 72-105). The
corresponding percentages of age cohorts will be automatically calculated by
TRENDS. The percentages used in the projected years will need to be copied (using
the [COPY] button,) or manually entered as described in the Percent of Age Cohorts in
the Individual Method above. In addition, the Cost of Care Assessment section will
need costs entered for the various levels of care, along with the inflation rates for the
projection period.

2) National Statistics only (select C17 and check the box on B119)
If the congregation has no historical data on which to base percentages or costs of care
in the various care levels, the average cost of care calculated by NRRO and the cohort
statistics collected by NATRI can be used. If the National Statistics for both the
Percent of Age Cohorts (cell C17) and the Cost of Care Assessment (cell B119) are
used, the user needs only to review the inflation rates in the Cost of Care Assessment
section.

3) Combination of Current History and National Statistics
When current history is used for the Percentage of Age Cohorts and National Statistics
are used for the Cost of Care Assessment, data representing the total census by the five
levels of care for members <70 and those >= 70 (rows 72-105) is the only information the user needs to enter on this tab. Conversely, if National Statistics are used for the Percentage of Age Cohorts and current history used for the Cost of Care Assessment, the amounts and inflation rates for the respective level of care costs will need to be entered (rows 123-130). Use the Reset Rates button to copy the inflation rates across all years.

**TROUBLESHOOTING**

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members in each Level of Care- Summary method</td>
<td>I don’t have an accurate number of members in each level of care. Is this breakout necessary to calculate Past Service Liability?</td>
</tr>
<tr>
<td>Percent of Age Cohort in future years</td>
<td>The Percent of Age Cohort by Level of Care found in rows 25 to 38 don’t reflect the future reality of our community’s level of care needs.</td>
</tr>
<tr>
<td>Changing weighted average cost of care on Row 145 (using either individual method or summary method)</td>
<td>When I look at the inflation rate used for the increase in cost of care on cell F13 of the RNA Worksheet tab, I do not understand how to make it higher or lower.</td>
</tr>
<tr>
<td>Cost of Care &lt; Social Security Benefit</td>
<td>When the cost of care amount is less than the average social security benefit amount, a message appears in cell D131.</td>
</tr>
</tbody>
</table>

**RNA Tab**

The RNA Tab serves to provide three pieces of information. First is the calculation of the Past Service Liability based upon certain user assumptions defined in TRENDS. The second is an annual cost of support that would be needed based on the weighted average cost of care and the number of retired members based on the assumed retirement age selected by the user. The third is a comparative summary of the target retirement funding level and what is classified as the institute’s actual retirement funding to provide a sense of the position of fundedness (over or under). This third piece of information relies on data from the Retirement tab. If the institute is not using the Retirement tab, the comparative section may not provide meaningful data for the user. In this case, the most important information on the RNA tab is the calculation of the PSL. The user must enter an assumed percent for return on investments in cell I-7 in order to calculate the PSL. Since these projections are based on actuarial calculations, you are required to enter the retirement age and interest rate of return that remains constant on an annual basis throughout your particular TRENDS projection.
A. Past Service Liability (cell I11)
   1. Uses census projections, weighted average inflation rate for cost of care (found on RNA Worksheet tab), return on investments from the retirement fund, and assumptions entered by the user.
   2. Calculation is based on the average retirement age specified on the RNA tab.
   3. An entry age of 25 is strongly recommended for all members, as the retirement cost is covered by the institute regardless of the actual age a member enters the institute. Therefore, the calculation needs to be based on the standard actuarial projection age of 25.

B. Net Level of Support (rows 19-27)
   1. Rows 19 - 21: Row 19 is the weighted average cost of care for retired members. These figures were calculated on the Cost of Care tab on line 279. The calculation uses the cost of care for each level of care, which is then multiplied by the total number of members receiving this level of care. The total annual retirement expenses are added together and divided by the total census of retired members to get the weighted average cost of care. Row 20 is the average Social Security benefit, which is census and inflation driven. Care should be taken to ensure that the Average Social Security & SSI Benefit in cell I20 is accurate and realistic, as it will impact the calculation of the PSL. Row 21 is the difference between the institute’s retirement expenses and the social security benefit. This represents the Net Support or “out-of-pocket” retirement monies that the institute needs to generate for sufficient retirement funds.
   2. Rows 23 & 24: Row 23 is the non-active census numbers from the Cost of Care tab, which is based on the non-earning date and non-earner income entered by the TRENDS user. For some members the non-earnings date is not the same as the assumed retirement age, as they are currently above the retirement age and are still working. Row 24 is the number of retired members based on the average retirement age chosen in cell I-6 of the RNA tab and stored in the Members Summary tab. Row 24 is the only number used for calculating PSL. NOTE: If there is a noticeable change in the census numbers on rows 23 and 24 between the historical year (column I) and Year 1 (column J), it may indicate the user may have made changes affecting the census counts in the various care levels and may have forgotten to COPY the revised historical year percentages in the Percent of Age Cohort by Level of Care on the Cost of Care tab (rows 22-43) to the remaining years of the projection period.
   3. Row 25 will provide a warning that the assumed retirement age may be too high or too low based on the current practice. Bringing the assumed (non-active members from Row 23) and defined retirement ages (retirement age and above from Row 24) closer together will project a better PSL if levels of care have been properly designated to each member.
(a) Defined retirement age (Row 24) --based on the age determined by the user in cell I6. All members that age and above will be considered retired and benefits based on the average cost of care will be assigned to them.

(b) Non-active census (Row 23)—based on the Total Non-Active census from the Cost of Care tab (row 110), which in turn is based on the level of care assigned to each member on the Members tab (or manually entered into the Cost of Care tab if the summary method is used).

(c) Non-active census (Row 23) < Number of members at retirement age (Row 26.)
If the census in row 23 is significantly smaller than the census in row 24, the user is assigning the Active status to members beyond the average retirement age chosen in cell I6. Therefore, more members are working than would be if everyone retired at the defined retirement age. The implication for this is that if a member continues to be self-supporting (with an earnings amount equal to or greater than the non-earner income limit), funds from retirement are not being used for this person, so they do not need to be set aside for retirement. Therefore, if row 23 is significantly lower than row 24, the PSL is overstated, and less funds will be needed for retirement.
Solution:
- Review the assigned levels of care. Is every member who is over the assumed retirement age and classified as active, actually contributing earnings to the institute which exceeds the non-earner income limit? If not, reclassify their level of care to Independent living. If using the individual method, go to the Members tab and change their level of care; if using the summary method, go to the Cost of Care tab and change the >70 census count (most likely switch from column L to column M in the Current Membership Assessment).
- If there continues to be a significant gap between rows 23 and 24, consider raising the defined retirement age in cell I6 until the numbers are closer together, as this reflects your current reality vs. what your institute may have set as the planned retirement age.
- Recalculate PSL on the RNA tab.

(d) Non-active census (row 23) > Number of members at retirement age (row 24.)
If the census in row 23 is significantly larger than the census on row 24, the members are retiring sooner than the assumed average retirement age.
Solution:
- Check the level of care for members in the Members tab. Are they an accurate reflection of the members under retirement age who are no longer self-supporting? If their living costs are funded from other than Retirement funds, their level of care could remain as non-active.
- If living costs are funded from the Retirement funds, move the average retirement to a lower age until the gap decreases.
- Recalculate PSL on the RNA tab. (See row 10.)

4. Rows 17 – 24 show the weighted average cost of care, less Social Security/SSI and then shows the net support.

5. Section 2: Actual Retirement Funding (rows 32 - 35)
The “actual” amounts are copied from those in the Retirement tab. The income line
includes retirement income, investment income and ‘transfers in’, while the expense line includes retirement expenses and ‘transfers out’. If the Retirement tab is not used, this section provides no information.

**TROUBLESHOOTING**

<table>
<thead>
<tr>
<th>Problem</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Projection year when less than 15 years</td>
<td>When I project for fewer than 15 years, the RNA shows projections for 15 years, but the cost of care does not change beyond the number of years of my initial projection. The program is built to project for the number of years that you choose on the Members Summary tab. The RNA tab shows all 15 years, but all years beyond your initial projection do NOT factor in any inflation rates, income or expense, or census changes for retirement purposes. DO NOT rely on data beyond your initial number of years projected, as it is not complete data. If you want to see a correct version of all 15 years, you will need to set your projection to 15 years, and re-enter data to complete the information for the years beyond your initial projection.</td>
</tr>
<tr>
<td>PSL compared with NRRO report</td>
<td>My Past Service Liability is very different from the NRRO reported PSL. NRRO calculates PSL using specific assumptions of 5% inflation, retirement at age 70, entry at age 25, return on investments of 7%, and 5-year age cohorts and your reported cost of care. If any of your assumptions vary from those used by NRRO, the PSL will vary.</td>
</tr>
<tr>
<td>RNA Calculation indicates ‘type mismatch’ error</td>
<td>While executing the Calculate RNA function, the process halts and indicates there is a ‘type mismatch’ error and prompts the user to invoke the DEBUG function. The RNA calculation requires several pieces of data in the Members Summary and Cost of Care tabs: census, costs of care and percentages of age cohort by level of care. Check to make sure percentages have been copied through all the years in your projection (Cost of Care tab, cells K25-Y38). If some years contain a total percentage = 0%, the mismatch error may result.</td>
</tr>
<tr>
<td>Inflation rate warning</td>
<td>I get the message “warning: the inflation rate is more than 4% less than the rate of return – this might not be reasonable.” William M. Mercer, Incorporated bases its general projections on a spread of less than 4% between inflation and rate of return on investments. This warning is a caution to carefully consider the assumptions you are using. The program will</td>
</tr>
<tr>
<td><strong>Social Security arithmetic error</strong></td>
<td>I get a #DIV/0 message in the row for Avg. Social Security &amp; SSI</td>
</tr>
<tr>
<td><strong>Number of Non-Active Members and Retired Members</strong></td>
<td>The census counts between the historical year and Year 1 indicate an unusual increase or decrease.</td>
</tr>
</tbody>
</table>
| **Projected non-earning date** | What do I do if I change the Retirement Age after I have invoked the **Format Members** button? | 1. A change in the Retirement Age potentially affects the Non-earning date and the PSL calculation. Restore the original non-earning date to the Members tab by copying Column I (Non-earning Date) from the original matrix into Column K of TRENDS. Invoke the Format Members button and Recalculate the PSL on the RNA tab.  
2. If the Projected Non-earning dates in the supporting matrix for members who are not yet retirement age are not blank, those cells must first be emptied for the Format Members button to perform the function correctly.  
3. The Projected Non-earner date cells can also be emptied in the Members tab in TRENDS column K by using the space bar followed by enter for those members who are below retirement age. Then use of the Format Members button will recalculate Projected Non-earner dates using the new assumed retirement age from the RNA tab. |
| **Retirement Age** | The message on Row 27 directs to increase the Retirement age and we are using 75, the highest age allowed. | Consider the implications of a retirement age higher than 75. Is this realistic? Evaluate the following components that influence number of members retired, and therefore retirement age:  
1. On the Members tab, does the Non-earner income limit reflect the actual income needed to be self-supporting for members over retirement age?  
2. Has the Non-earner income limit been used to determine level of care in column O of the Members tab? (Level 5 active members must be self-supporting, not just busy)  
3. Rather than change assumed retirement age on the RNA tab, consider changing levels of care for members over the assumed retirement age from level 5 to level 1 for cash flow projection purposes if their earnings don’t meet a realistic Non-earner income limit. |
RNA Worksheet Tab

This RNA Worksheet tab is distinct from the RNA Tab. Whenever the Recalculate RNA button is invoked on the RNA Tab, this worksheet is used to calculate the Past Service Liability based on the factors entered by the user. The calculation goes through an iterative process beginning at age 25, counting the members at that age and summing the PSL for each age. This process continues through a determined age (usually, 94, 104 or 110) at which time the total PSL is determined for the institute. (That is why cell I13 contains an age following this calculation process, and it has no bearing upon the actual age of members in the institute).

The worksheet can also be used to quantify the amount of funds that theoretically should be part of the past service liability “at that time” if a new member were to enter the institute. As long as the appropriate assumptions have been entered, along with weighted average cost of care, you can enter a prospective age in cell F19, and the worksheet will reflect the present value and PSL for that particular age (see Troubleshooting below).

Rows 27-30 serve as a reminder that the average weighted cost of care should not be less than the Social Security benefit. To adjust the cost of care value to reflect an appropriate amount which exceeds the Social Security benefit, refer to the Cost of Care tab note on page 35.

TROUBLESHOOTING

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Inflation Rate in RNA Worksheet Tab seems too low or too high</td>
<td>When I look at the inflation rate used for the increase in cost of care on cell F13 of the RNA Worksheet tab, I do not understand how to make it higher or lower. Cell F13 on the RNA Worksheet Tab is calculated using a trend formula that looks at the change in the cost of care over the period of the cash flow projection, as seen in cells I276 to Y276 on the Cost of Care tab. To change the inflation rate in cell F13 of the RNA Worksheet tab, change the inflation rates in cells L257, L259, L261, and L263 on the Cost of Care tab, and use the “Reset Rates” button to make the change across the years. This requires some manipulation, but you will be able to generate your desired inflation rate using this method.</td>
</tr>
<tr>
<td>Inflation rate looks unusual</td>
<td>You refer to the trend formula. What is it? This is a mathematical process used to put into a percentage the institute’s experience of change in source or use of funds over a period of time. The formula is the ([(N)^{th} \text{ root of (Ending balance / Beginning balance)} - 1]) where N is the number of years between the beginning year and the ending year, e.g., for the period 2015 – 2020, N = 5.</td>
</tr>
<tr>
<td>Current age is not valid for our membership</td>
<td>When I look at this page it says the current age is 104 and we don’t have anyone who is that age. What does this page mean? This page is used by the TRENDS program to calculate PSL. It goes through each age on the projection to find members at that age. Even though you may have no members at age 104, it is...</td>
</tr>
</tbody>
</table>
just checking. Because this is the highest age, it ends here.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>What amount should a potential member contribute to the Retirement Fund?</td>
<td>This page could be used to get a quick calculation of an individual’s past service liability and present value of future benefits. E.g., someone who is 50 years old is interested in entering your community. As a basis for discussion, it may be helpful to examine how much of a “retirement” contribution would be needed to bring this person up to speed with others in community at the time of entrance? Enter current age as 50, and the assumed age at entry, i.e., 25, and you will see a calculation for PSL and Present Value of Benefits. The PSL statistically tells you that today you would need this amount in a retirement fund so that it will continue to earn interest at your projected rate in order to provide funds to care for them at the time of their retirement.</td>
</tr>
</tbody>
</table>

### Assumptions Tab

The Assumptions Tab provides a summary of the various data assumptions that have been entered in the various TRENDS tabs (primarily inflation rates and transfers in and out). The tab requires no data input from the user.

### Internal Control Tab

The Internal Control tab is a worksheet added to TRENDS. This worksheet attempts to summarize, in one location, all warnings and potential errors, which can be reviewed by the user.

In the first section (rows 6-23), all the interactive worksheets are listed. If a warning or error appears on the specific tab, a red “Yes” is listed in column F, indicating the user should examine what has caused the error, and attempt to correct it, if applicable.

In the remaining sections (rows 26-102), the individual tabs are listed, along with those warnings/errors that can potentially occur on that respective tab. These warnings/errors are flagged with either a “Yes” or “No” to alert the user to the source of the problem. **NOTE:** Each warning is a hyperlink to the area which would need correction.

The following warnings/errors are described as follows:

A. Members Tab
   1. **Requires projected non-earnings date.**
      This error is signaled whenever an “*” appears in column B of the Members tab. Those members flagged with an “*” reflect earnings in Column H, and the non-
earnings date is blank or prior to December 31 of the historical year. The projected non-earnings date will need to be corrected as appropriate. A “**” will also appear if an earning member with a February 29 birthday is projected to retire in a Leap Year.

2. **Level of Care Warning: Income does not meet earnings limit.**
   This error is signaled whenever an “**” appears in column P of the Members tab. Those members flagged with an “**” reflect earnings in column H which are below the non-earner income limit but are older than the defined retirement age and classified as Active. The care level classification should be critically reviewed to determine if the respective member should be reclassified in a level of care value other than Active. Refer to E.4. on Page 23 - 25 for additional information.

B. **Members Summary Tab**
   1. **Earnings & Benefits should probably be recalculated.**
      This error is signaled if cell H20 contains a reminder to recalculate earnings. The reminder is set whenever earnings are changed (either for an individual member or an aggregate cohort amount in the summary mode), changes have been made to the Increases/Decreases in Membership section on the Members Summary tab (rows 191-203), or the total aggregate earnings in cell I224 do not agree with a TRENDS calculated earnings total based on individual member’s earnings listed in column H and classified as historical year earnings when the individual mode is used. To correct, the user should invoke the Calculate button in cell I209 on the Members Summary tab.

C. **Cost of Care Tab**
   1. **Percentages do not equal 100%**
      This error is signaled if any of the total percentages in column Q of the Current Membership Assessment section do not equal exactly 100%. Double-check for rounding issues as the warning is set whenever the Percentage of Age Cohort by Level of Care does not add to exactly 100%. To correct, review the percentages in rows 138-143, rows 149-154 and rows 160-165 to determine where the error might be and set the proper percentage in each level of care so that the total adds to 100%. With the manual entry option, avoid rounding problems by entering a percentage in each level of care even if you are not changing the percentage, as the numbers are projected to many decimal points.

   2. **Cost of Care Assessment should probably be recalculated. Review rates too!**
      This error is signaled if any warning appears. The warning is set if there have been changes in the cost of care values or the assessment type, i.e., historical, or national statistics.
3. **Enter Cost of Care value**
   
   This error is signaled if any warning appears in cell D133. A cost of care amount must be entered for all levels of care when using the national statistics for percent of age cohort in each level of care, regardless of if the institute uses that specific level of care or has members in the respective level of care. In the historical mode, a figure must be entered for all levels of care that have a corresponding census and/or percent of age cohort for that level of care. To correct, enter a level of care (either historical or national statistic value) that exceeds the Social Security value listed in cell F9 on the RNA Worksheet tab.

4. **Values are less than Social Security values on the RNA Worksheet**
   
   This error is signaled if any warning appears in cell D131. Any cost of care amount in rows 124-130 that is less than the Social Security benefit in cell F9 of the RNA Worksheet will generate this error message. Since the RNA Worksheet subtracts the Social Security benefit from the average cost of care amount in order to determine the care cost funded by the Retirement Fund, a negative difference would imply for those members in that particular level of care, there would be no need for retirement funds. To correct this error, the cost of care value should be added to the average Social Security benefit amount and that sum entered as the cost of care amount.

D. **RNA Tab**

1. **Recalculate RNA**
   
   This error is signaled when a Recalculate message appears in cell H10. This is generally due to any changes in cost of care values, percentages in care level cohorts, or factors which effect the calculation of the Past Service Liability. To correct, the user should invoke the Calculate button in cell C10 on the RNA tab.

2. **Assumed retirement age should be changed**
   
   This error is signaled when a warning appears in cell D25. A warning is set whenever the variance between the Non-Active census count and the defined retirement age census count (cells I23-I24) is more than 3 people or 3.5% difference for larger groups. To determine how best to adjust this difference, review Section B-3 on the RNA tab.

3. **Rate of Return on Investments Warning**
   
   This error is signaled when a warning appears in cell J7. This is due to a potential variance problem between the rate of return in cell I7 and the inflation rate in cell F13 of the RNA Worksheet Tab (calculated from the Weighted Cost of Care information). If this difference is greater than 4%, a warning will indicate the rate of return might not be reasonable. As a second precaution, if the rate of return exceeds 10.5%, another warning will indicate the rate of return may be too high. These are both warning messages only to serve as notification to the user that a review of the rate of return and/or the calculated inflation rate might be beneficial.
E. Extended Census Tab
   No error messages programmed for this tab.

F. Operating Tab
   1. Operating Inflation Rates and Interest Rates need to be reviewed.
      This error is signaled when there has been a change in the number of years
      TRENDS is to be projected (cell H9 of the Members Summary tab), i.e., 10 years
      increased to 15 years. The inflation percentages and rate of return need to be
      copied in the extended projection years. To correct this error, invoke the [Reset
      Rates] button. **NOTE**: Prior to invoking the Reset Rates button, check and notate
      any inflation rates which differ from the rate in Year 1, as they will be overwritten.

   2. Reminder: Employees must be manually entered each year
      This error is signaled when a warning appears in cell I80. A warning is set when
      an employee count is entered into cell I81, and zero employees are shown for the
      projection years. To correct, make sure employee counts are properly indicated in
      the projection years.

   3. Insufficient funds to complete incoming transfers.
      This error is signaled when a warning appears in row 175. A warning is set if the
      Operating Fund includes a Transfers Out amount to another fund, and the
      Operating Fund has a negative ending balance at some point during the projection.
      This implies that the recipient fund(s) would be receiving income from the
      Operating Fund at a time when the Operating Fund did not have amounts to
      transfer. This “invalid” income to the recipient fund(s) would generate interest
      income which would overestimate the investment earnings. To correct, adjust the
      Transfers Out in the Operating Fund.

   4. Does the historical year-end balance agree with the audit end balance for cash
      and investments?
      This is a rhetorical question to remind the user to double-check the ending balance
      of the Operating Fund to the ending balance as listed on the matrix Identify Funds
      tab. The balance should not include fixed assets values, as the projection is for cash
      flow only.

G. Retirement Tab
   1. Retirement Inflation Rates and Interest Rates need to be reviewed
      This error is signaled when a warning appears in cell H6.
      This error is signaled when there has been a change in the number of years
      TRENDS is to be projected (cell H9 of the Members Summary tab), i.e., 10 years
      increased to 15 years. The inflation percentages and rate of return need to be
      copied in the extended projection years. To correct this error, invoke the [Reset
      Rates] button. **NOTE**: Prior to invoking the Reset Rates button, check and notate
      any inflation rates which differ from the rate in Year 1, as they will be overwritten.

   2. Social Sec cannot be accounted for on both the Operating and Retirement funds
      This error is signaled when a warning appears in cell C22. A warning is set when
      an amount for Social Security has been entered into cell I18 in the Operating tab,
      and an amount is entered into cell I16 in the Retirement tab. To correct, decide
which Fund should reflect the entire Social Security & SSI income for the historical
year and enter accordingly.

3. **Insufficient funds to complete outgoing transfers.**
   This error is signaled when a warning appears in row 62. A warning is set if the
   Retirement Fund includes a Transfers Out amount to the Operating Fund, and the
   Retirement fund has a negative ending balance at some point during the projection.
   This implies that the Operating Fund would be receiving income from the
   Retirement Fund at a time when that fund did not have amounts to transfer. This
   “invalid” income to the Operating Fund would generate interest income which
   would overestimate the investment earnings. To correct, adjust the Transfers Out
   in the Retirement Fund.

4. **Does the historical year-end balance agree with the audit end balance for cash
   and investments?**
   This is a rhetorical question to remind the user to double-check the ending balance
   of the Retirement Fund to the ending balance as listed on the matrix Identify Funds
   tab. The balance should not include fixed assets values, as the projection is for
   cash flow only.

**H. Development Tab**

1. **Development Inflation Rates and Interest Rates need to be reviewed.**
   This error is signaled when a warning appears in cell H6. A warning is set to
   appear when there is a beginning or ending fund balance, but the [Reset Rates]
   Button has not been used. This is a reminder that inflation percentages and rate of
   return on investments must be copied across all years. This error is also signaled
   when there has been a change in the number of years TRENDS is to be projected
   (cell H9 of the Members Summary tab), i.e., 10 years increased to 15 years. The
   inflation percentages and rate of return need to be copied in the extended projection
   years. To correct this error, invoke the [Reset Rates] button. **NOTE:** Prior to
   invoking the Reset Rates button, check and notate any inflation rates which differ
   from the rate in Year 1, as they will be overwritten.

2. **Insufficient funds to complete outgoing transfers.**
   This error is signaled when a warning appears in row 75. A warning is set if the
   Development Fund includes a Transfers Out amount to another fund, and the
   Development Fund has a negative ending balance at some point during the
   projection. This implies that the recipient fund would be receiving income from
   the Development Fund at a time when the Development Fund did not have amounts
   to transfer. This “invalid” income to the recipient fund would generate interest
   income which would overestimate the investment earnings. To correct, adjust the
   Transfers Out in the Development Fund.

**I. Fund A-J Tabs**

1. **Fund A (B, C, D, etc.) Interest Rates need to be reviewed.**
   This error is signaled when a warning appears in cell H6. A warning is set to
   appear when there is a beginning or ending fund balance, but the [Reset Rates]
   Button has not been used. This is a reminder that inflation percentages and rate of
   return on investments must be copied across all years.
2. Insufficient funds to complete outgoing transfers.
   This error is signaled when a warning appears in row 54. A warning is set if the Fund A-J includes a Transfers Out amount to the Operating Fund, and Fund A-J has a negative ending balance at some point during the projection. This implies that the Operating Fund would be receiving income from Fund A-J at a time when that fund did not have amounts to transfer. This “invalid” transfer/income would generate interest income which would overestimate the investment earnings. To correct, adjust the Transfers Out in Fund A-J.

J. Summary Tab
   1. Transfer money into depleted funds or interest income will be overestimated.
      This error is signaled when a warning appears in cell C18. A warning is set if any of the individual funds reflect a negative beginning balance during the projection period, while the total aggregate beginning balance reflects a positive amount at that year in the projection. This implies that the funds with a positive balance would generate interest income, and thus overestimate the investment earnings when other funds were not covering their expenses. To correct, adjust the Transfers Out in the appropriate fund(s) to cover the deficient fund balances.

K. Graphs Tab
   No error messages programmed for this tab.

L. Assumptions Tab
   No error messages programmed for this tab.

M. RNA Worksheet Tab
   1. Inflation Rate Warning
      This warning is signaled for two reasons:
      a) When the inflation rate in cell F13 (calculated from the Weighted Cost of Care information) is larger than the investment rate of return in cell F14 (as entered on the RNA tab),
      b) When there is a significant difference between inflation and return on investments, the warning, “the inflation rate is more than 4% less than the rate of return - this might not be reasonable” will appear.
      Both warning messages only serve as notification to the user. The percentages used in the projections should be based on long-term expectations rather than
historical year experience. We suggest that you refer to CPI for long-term assumptions if they are not readily available based on your experience.

2. Rate of Return on Investments Warning
   This warning could be generated for any of the three following reasons:
   a) When the rate of return is lower than the inflation rate - this might not be reasonable; a warning will appear in cell H14, which will be reflected on the Internal Control tab.
   b) When the rate of return is more than 4% greater than the inflation rate - this might not be reasonable. This message appears when the rate of return in cell F14 on the RNA Worksheet tab exceeds the calculated inflation rate in cell F13 by more than 4%. NOTE: Cell H13 will also contain a warning.
   c) When the rate of return is more than 10.5% - this might be too high. These are warning messages only to serve as notification to the user that a review of the rates might be beneficial. The percentages used in the projections should be based on long-term expectations rather than historical year experience. We suggest that you refer to investment return standards for long-term assumptions.

   Print Tab

   Each worksheet in TRENDS contains a hyperlink to the Print Tab in cell A2. Double-click on this cell to move directly to the Print Tab. It is recommended that you print reports individually, not all at once. Use the reset button on this tab to uncheck any reports that you previously selected to print.

   When printing reports, the option is available to make the copy larger. This often means using paper that is 8.5” x 14”.

   There is a button in cell G5 to allow the user to set the printer to which the printed reports will be directed.

   TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printout difficult to read</td>
<td>The printout is hard to read because of shading.</td>
</tr>
<tr>
<td></td>
<td>Choose the “Print Black and White” option. You may also choose the “Print Bigger” option.</td>
</tr>
<tr>
<td>Printing all the reports</td>
<td>I can’t run all the reports.</td>
</tr>
<tr>
<td></td>
<td>Depending on your printer memory, you may need to print the reports individually.</td>
</tr>
<tr>
<td>Very small numbers</td>
<td>The figures are very small and hard to read.</td>
</tr>
<tr>
<td></td>
<td>When printing out reports for 15 years, it may be difficult to read. Your option is to use the Print format in the Excel program where you determine</td>
</tr>
<tr>
<td>Print doesn’t print</td>
<td>I am having difficulty printing reports from the Print Tab.</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Saving the file</td>
<td>I’ve been using the “Save” icon on my menu bar to save TRENDS, but then I must go into Excel to retrieve it.</td>
</tr>
<tr>
<td>Saving TRENDS on a diskette</td>
<td>When I try to copy TRENDS to my laptop from the PC, it won’t fit on a diskette.</td>
</tr>
</tbody>
</table>

**Other Tabs**

The Help tab includes definitions and terminology used in TRENDS. The remaining tabs, Developer Notes, Codes, Calcs and Warnings tabs, contain programming information by E. LeClair. These tabs generally do not need to be accessed by the user, although contents of the Help, Developer Notes and Codes can be printed from the Print & Save tab.