TRENDS
The Shape of Tomorrow

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Census and financial forecasting tool to assist religious institutes in decision-making and planning for the future

Available on CD for purchase by religious institutes only

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Components of TRENDS

- Census projection
  - Uses Mercer actuarial tables developed specifically for members of religious institutes
  - Projects four levels of long-term care

- Financial projection
  - Income, expenses, cash and investment balances

- Retirement Needs Analysis
  - Flexible Past Service Liability calculation
  - Calculates the funds needed today to care for all retired members until the last member of the institute dies
What’s new in TRENDS2013?

- Completely re-engineered for compatibility with Microsoft Excel 2010 and Windows 7
  - Eliminates error and formula incompatibility messages experienced when TRENDSv3 was used with newer versions of Excel and Windows
  - TRENDS2013 will work with Excel 2007 but is not compatible with earlier versions of Excel.

- Designed with easy to read fonts and pleasing to the eye colors
New Method to Input Cash and Investment Balances and Income

- Ending balances and investment income in the historical year are direct inputs
- Eliminates the need to interpolate between beginning and ending investment balances to obtain correct historical year ending balance (especially in retirement fund because of the fixed rate of return assumption)
- No longer need to unprotect cells or interpolate investment rate to show actual investment income in the historical year
What’s new in TRENDS2013?

- New care level projection methodology
- Previous versions of TRENDS use care levels percentages of entire age 70+ age cohort to project care levels
- TRENDS2013 uses percentages of discrete five-year cohorts over age 70 to project care levels
- Result is a more accurate projection of members in the skilled care, assisted living, independent with services and independent categories
What’s new in TRENDS2013?

- A total of 10 custom fund tabs for tracking your community’s unique needs (previous versions of TRENDS have 4 custom funds)
- A new Notes tab that incorporates Microsoft Word into your TRENDS Excel file to conveniently provide the ability to add documentation to TRENDS
- New chart for Retirement Needs Analysis (total of thirty charts)
MyTRENDS Application

- Completely new user-friendly application that quickly and easily guides the user through the setup process by prompting the user with easy to understand questions
- Easy to use format assists in entering base-year data and assumptions quickly and in the proper sequence
- Manages inflation rate entry in an efficient manner that reduces data entry
- Data validation reduces the chance of invalid data impacting your projections
- Note: experienced users can still enter data directly into TRENDS2013
Matrix

- Excel spreadsheet
- Organize census and financial data
- Manually transfer data from the matrix to MyTRENDS

MyTRENDS

- Software application
- Transfers data to TRENDS2013 in an efficient and sequential manner

TRENDS2013

- Macro-enabled excel spreadsheet
- Produces census and financial projections, retirement needs analysis and graphs
Scenario Analysis Tool

- Easily and efficiently organizes scenario analysis
- Compares up to four TRENDS2013 Excel files (scenarios) showing linear displays of data for easy comparison
- Automatically creates comparative charts for easy visual comparison
What’s needed to get started?

- Reliable historical year data (audited or reviewed financial statements)
- Institute census
- Member levels of care
- Fiscal year-end cash and investment balances
- Expected rate of return on investments
- Understanding of the finances of the institute
- User who understands finances, is proficient with Microsoft Excel, and (ideally) has had TRENDS training.
GETTING STARTED

Copy the TRENDS_2013 folder from the CD to the root of your C:\ drive or to any other location on your computer you would like to keep your TRENDS files. Open the TRENDS_2013 folder to view the files. Your screen should look like this.
Backup: Empty folder that can be used to backup your work.

MasterFiles: Folder containing all five TRENDS files. Note that you should never work directly with these files but rather make copies. They are master files in case you need to start over with a clean file. For your convenience, copies of the master files are also available outside of the MasterFile folder.

Getting Started: Instructions to assist you in getting started with TRENDS2013.

MyTRENDS_2013.exe: Application for historical year data input.

Scenario Analysis Tool: Microsoft Excel file to assist in analyzing and comparing up to four different TRENDS scenarios.

TRENDS2013: Re-engineered version of TRENDSv3. This is a macro-enabled Excel file.

TRENDSMatrixv2013: Updated Excel file for organizing your historical year data.
In order to produce a reliable forecast, it is critical that historical year data is correct and accurate. The TRENDSMatrixV2013 is provided to assist you with organizing your historical year data for input into MyTRENDS. The TRENDSMatrixV2013 is an Excel Worksheet. It is not password protected and can be used and adapted as any other Excel Worksheet. There are no automatic transfers between the TRENDSMatrixV2013 and MyTRENDS or TRENDS 2013.
Complete each tab with census and financial data from your institute

For income and expense tabs
- Column A: account number (not necessary)
- Column B: account name
- Column C: fiscal year end account totals
- Columns D through AL: headings represent the TRENDS2013 categories. Spread Column C amounts across these categories.
- Add totals of columns D through AL. These are the input amounts for TRENDS2013.
Once you have organized your historical year data in the TRENDSMatrixV2013, you are ready to input data for your projection. Click on the MyTRENDS application to open it.
Click the ellipse button, to find and open the TRENDS2013 Excel file you want to work with.
You will see the browser screen. Navigate to the correct folder and select TRENDS2013. Click “open”. Note that you are not using files from the MasterFiles folder. Note also that it is possible to change the name of your working TRENDS2013 file in the same way you change the name of any Excel file by using the Save As command or right clicking on the closed file icon.
Once you select the TRENDS2013 Excel file your screen should look like this. Note that the TRENDS file being called up for use is located on the user’s C:\ drive in a folder named TRENDS_2013. Also note the .xlsm extension indicating that the workbook is a macro-enabled file. Finally notice the note in the box at the bottom of the screen stating that MyTRENDS requires exclusive access to your TRENDS2013 Excel file.
Type the license ID in the Password or license ID box. Note: the first time you use a TRENDS file you need to use the license ID because you have not set a password for the file. Once you set a password, you can use the password or the License ID to open MyTRENDS.
If your License ID is validated, you will be prompted to enter a password. This is a password you set. Type in a password of your choice and click OK. Passwords are case sensitive.
Next you will be prompted to re-enter your password. Type in the password again and click OK.
Once your new password has been validated, you will be asked if you would like to setup TRENDS for your institute. Click Yes to save your password and continue with the setup of TRENDS. If you accidently click No, your Excel file will not be saved and you will be exited from MyTRENDS. The next time you access the TRENDS Excel file using Excel or MyTRENDS, you will need to go through the password validation process again using your license ID.
Next you will be asked to enter your Organization’s name; this is the name of your Institute. Type in the Institute name and click OK.
You will be notified that your password and organization name have been saved in your TRENDS2013 Excel file. Next time you access your TRENDS Excel file using either MyTRENDS or Microsoft Excel, you may use your new password. If at any time you forget your password, you may use your license ID as your password to gain access to your file.
Next, you will receive a message. You may continue and setup your Organization to use TRENDS, or you can exit and perform the setup at a later time by choosing Settings from the menu bar. Click Yes to continue with setup. If you make a mistake or answer a question incorrectly, just keep going with the setup. Incorrect set-up information can be corrected once the automated set-up completes.
Next, you will be prompted with questions about your institute. Respond to the questions by replying Yes, No, or OK. When prompted for information, such as your TRENDS Historical Year, provide the information in the box and click OK e.g. to make 2013 your historical year, click no.
You will get a box prompting you to enter your historical year.
Type in the year of your historical financial data (e.g. 2013) and click OK.
Select the gender of your institute. Select Yes for women’s institute; No for men’s institute.
If you would like to use the standard projection of 15 years click Yes, otherwise click No. Note: the recommended selection is Yes.
There are two methods for entering data on members of the institute: Individual Member Data and Members Summary Input. You will be asked which method you want to use. Click Yes for Individual Member Data. Click No for Members Summary Input. See the TRENDSMatrixV2013 for information on the member data needed for each method.
Enter the average age at which members begin to receive Social Security benefits.
Enter the average age when FICA payments for members are discontinued.
Enter the average retirement age. For the purpose of TRENDS, this is the average age members of the institute are no longer actively engaged in compensated full-time ministry.
When the Setup questions are completed you will get the Completed Model Setup message below. Click OK.
You are now in Settings (the Settings menu option is highlighted). It is highly recommended that you click SAVE. If you wish to change one or more of your Setup answers click the Setup button to re-run the questions.
MyTRENDS has three standard funds, Operating, Retirement and Development. To setup Custom Funds click the Setup Funds tab.
To add a Custom Fund, click the Add Fund button.
When prompted, type in the name of your new Custom Fund and click OK.
You will see your new fund listed under Customizable Funds. You may add a total of 10 customizable funds to TRENDS by clicking the Add Fund button and following the Add Fund process. If you wish to change the name of a fund click the Edit Fund button and modify your fund name. If you wish to eliminate an existing custom fund, click the Edit Fund button and remove the name of the fund using the backspace or delete button on your keyboard.
Note the red Status: Not Saved. When you have completed adding Customizable Funds to your TRENDS, click the Save button to save your new funds.
Your funds have been saved and the red Status: Not saved message is gone.
Click Funds in the menu bar and choose Operating.
When the Funds open, you will see the Operating, Retirement, Development tabs and your Customized funds tabs listed along the top. The Operating and Development tabs manage extensive data, so those tabs also have section tabs. Use the tabs in Funds to enter and modify your fund information. To access a cell, or data entry box, within a fund, you may use your mouse to click the cell. Navigation using the tab key works most expeditiously to enter your data. If you wish to return to the last cell you just exited from, press and hold the Shift key on the right side of your keyboard and press the Tab key.
When you have added or modified data in any of the fund tabs, click the Save Fund button before leaving the tab. This will ensure all of your work is saved to the TRENDS2013 Excel file. For assistance click
Use the tabs to enter or modify fund information. Enter income data for operating fund.
Enter expenses and inflation rates for operating fund.
Enter data for facilities and auto expense for operating fund.
Enter other expenses for operating fund.
Enter transfers out of Operating fund to other funds. Incoming Transfers will show on this tab once they are added in the appropriate Transfers Out location on other tabs.
Enter investment income and the balance of cash and investments in the operating fund.
During the setup process of your TRENDS file you either selected Members Summary or Individual Members method of processing. If you chose Individual Members, you saw the message shown here. You will need to enter your member information directly into your TRENDS Excel file from your matrix (see TRENDSv3 User’s Guide pages 19, 20, and 21). You must not have MyTRENDS open when you add your membership, but you may return to MyTRENDS once your membership is added, TRENDS Excel is saved, and you have exited out of Excel. Some funds depend on membership data, so you may wish to add your membership prior to adding your financial data.
Individual Member Method

The number of members is automatically calculated.

Enter non-earner income limit, date for member age calculation and cost of care calculation method (individual values vs average values).
To enter information on your members, click Members from the menu bar. If you have selected Members Summary input method, enter the number of members in each age cohort for the historical year membership. Click the Save button to save your members to the TRENDS Excel file.
Members Summary Method – Levels of Care

Enter number of members in each level of care by age cohort

Enter annual cost of care and inflation rates for levels of care
Enter number of wage earners by age cohort in the historical year.
Enter Other Census Data

Enter number of members not receiving Social Security benefits

Enter number of members for whom you are not making FICA payments

Enter departing members, projected income loss and average age
Enter number of new entrants, potential earnings and average ages
When you are ready to exit MyTRENDS, click the Yes button to save your work to TRENDS2013 Excel file. Then click the x in the right corner of the application.
There will be times when you exit My TRENDS and receive a warning message about saving data not previously saved, and you may also receive a message about committing your changes. Always select yes to save and commit your changes before exiting.
Review TRENDS2013 file

- Make sure the MYTRENDS application is closed
- Open the TRENDS2013 Excel file
- Go to the Members’ Summary tab to calculate earnings/benefits
- Go to the Cost of care tab
  - Choose historical or national statistics
  - Reset 1–9 year and 10–15 year care level projection
- Go to the RNA tab and run the RNA calculation
- Check each tab to assure that historical year data was entered accurately and that income and expenses are projecting properly on each tab
- Review inflation rate assumptions for each year
- Review investment rate assumptions
- Review customized tabs to assure that information is correct. Note that the name of your custom funds will appear at the top of the tabs. Do not change the names of the fund tabs in TRENDS2013 or the macros will not work properly.
- Review summary tab historical year balance and confirm that it is the total combined value of cash and investment
- Review internal control tab for warnings that need attention
Scenario analysis is used to compare the results of TRENDS2013 projections that have been prepared using different assumptions or different fiscal years.

It is possible to compare two, three or four TRENDS projections.

The scenario analysis tool compares income, expenses, investment income and ending fund balances.
To use scenario analysis, click Scenarios on the menu bar. You will be prompted to save and exit your current TRENDS2013 to continue with scenarios. Click Yes to continue.
You will see this screen. Note the Import Status: **Pending** message for up to four Scenario Source Files along with an Import Status: **Pending** message for the Scenario Target File.
Click the ellipse button on the first Scenario Source File 1 box to locate and open the first TRENDS2013 Excel file to include in your scenario analysis. Typically, this is your status quo projection.
The browser will open. Note in this example there are three TRENDS2013 Excel files created by the user in the TRENDS_2013 folder.

- TRENDS 2013 (status quo projection)
- TRENDS2013_Sc1 (scenario one projection)
- TRENDS2013_Sc2 (scenario two projection)

Select a file you wish to use for the scenario analysis and click open.
Your screen should look like this. Note the Import Status: **Pending** message for Scenario Source File 1.
Type in the password or License ID for the TRENDS2013 Excel file and click the import button.
If your import is successful the Import Status: Imported message will be displayed.
Add additional TRENDS2013 Excel files by clicking the ellipse buttons to locate your file, and clicking the Import button to import your data. You may use two, three, or four TRENDS2013 files.

This example shows what the scenario builder looks like when three TRENDS2013 files are imported for comparison.
To review the imported data, click the Scenario Data tab. Note that this data is view only.

In the example, the data exceeds the window, so use the right side slider bar to see all four sections of data.
Return to the scenarios tab

In the bottom section of the Scenarios tab click the ellipse button to locate and load your target scenario analysis Excel file named Scenario Analysis Tool. The Scenario analysis files are not password protected.
The browser will appear. Select the Scenario Analysis Tool file and click open.
The path and name of the Scenario Analysis Tool file will appear in the file box. Import Status will be Pending.
Click the Transfer button and MyTRENDS Scenarios will be saved to your Scenario Analysis Tool Excel file.

The Import Status message for the Scenario Target File will change from Pending to Transferred.
Exit out of MyTRENDS and open the Excel file named Scenario Analysis Tool.xlsx.

The file has four tabs

- Tab one is the financial data for the TRENDS2013 files that were imported
- Tab two shows the graphs for a two-scenario analysis
- Tab three shows the graphs for a three-scenario analysis
- Tab four shows the graphs for a four-scenario analysis
The graph shown here is an example of a graph for a comparison of three scenarios with different assumptions for the beginning cash and investment balance amounts.
Trouble Shooting

TRENDS2013 and MyTRENDS were developed and tested on a Windows 7 operating system and Microsoft Excel 2010 software. They were also tested on Microsoft Excel 2007 software. However, given all the computer and network security configurations it is impossible to anticipate all compatibility issues. Some users may receive the following message when they open My TRENDS. This message is telling you that your security software that protects you from computer viruses does not recognize the My TRENDS application. My TRENDS is a safe file for you to use, and you should click the Run button to access. This security warning message can be eliminated by un-checking “Always ask before opening this file”.

![Open File - Security Warning](image)
When opening the TRENDS2013 Excel spreadsheet, the Security Warning will appear just below the Excel Ribbon. Click on the Options button.
Using TRENDS2013 with Excel 2007

A Security Options box will open. Click on Enable this content and then click OK.
You will then be prompted to type your password, click OK and then proceed into TRENDS2013.

![Enter TRENDS Password dialog box](image)
Users of Excel 2007 will need to enable the macros every time they open the TRENDS 2013 Excel Worksheet. It is highly recommended that users maintain a macro setting of "Disable all macros with notification." To verify that Excel 2007 has this setting, follow these steps:

1. Exit from TRENDS and close any other Excel files. Open Excel with a blank worksheet.
2. Click on the Office Button in the upper left corner of Excel.
3. Click on "Excel Options" in the lower right hand corner of the menu.
4. Select "Trust Center" from the column of choices on the left.
5. Click on "Trust Center Settings..." on the right side of the box.
6. Choose "Macro Settings" from the column of choices on the left.
7. Select the second choice in the list of Macro Settings: "Disable all macros with notification."
8. Click "OK."
Using TRENDS with Excel 2013

- In Excel 2013, before opening the TRENDS 2013 or MyTRENDS files for the first time, you may need to enable macros. (This also applies to earlier versions of Trends).
- Open Excel, click on the tab in the top left corner for “File”, then click on “Options”, when this window opens click on “Trust Center”, then look for the button “Trust Center Settings” near the middle of the screen on the right. Click on this button.
- On the list on the left look for “Macro Settings”. Click on this and then click on the radio button “Disable all macros with notification”. Click “OK” on the next two screens.
- When you open the TRENDS2013.xlsxm file for the first time, you will get a message to “enable macro settings?” Answer yes to this for the TRENDS files, then click “OK”.

Using TRENDS with Excel 2013
Using TRENDS with Excel 2013

On a new computer running Windows 7 and Microsoft Office Excel 2013

- Received a prompt to load the “.NET framework 4.0” in order to open MyTRENDS.
- Download was easily accessed and installed from the Microsoft website for Office 2013.
Need Help?

- Contact Brother Larry Lundin, SJ at RCRI
- Individual TRENDS consultations are available from RCRI