

Fund Balance: Populating the Service Activity Rate Template

The adjusted fund balance and working capital should be calculated for every service fund. The over-under recovery should be calculated to determine if your fund has a surplus or a deficit. If you are over or under recovered, this impacts what you should charge your customers.

Complete the **Expenditures**, **Equipment Depreciation**, and **Salaries and Wages** tabs before completing the **Fund Balance** tab.

Step	Task
1.	You should already have run the Webi report to calculate the Fund Balance Report. See the Fund Balance: Running the Webi Report job aid for assistance.
2.	Open the saved Fund Balance Report in Excel.
3.	Click on EOY Fund Balance tab.
4.	Copy the fund balance table including only the information for the relevant 3E fund.
5.	Open the Service Activity Rate Calculation template.
6.	Click on the Adjusted Fund Balance tab.
7.	Paste the fund balance table from the Fund Balance Report underneath the Calculations of Fund Balance Over/Under Recoveries section.
8.	Type in the End of Year Fund Balance amount for the fund from the fund balance table you pasted onto this tab. NOTE: Ensure that if the balance is negative, that you input the negative value.
9.	Verify that the Fund Type 3E – Equipment Net Asset Value amount matches the net asset value amount from the 3E Equipment heading in the Equipment Depreciation tab. NOTE: Amount should be linked from the Equipment Depreciation tab
10.	Verify that the Total “Cash” Expenditures matches the amount from the Expenditures tab. NOTE: Use the amount in the Total Cash Expenditures box near the words in red To Adjusted Fund Balance Tab. This cell should be linked to the Adjusted Fund Balance Tab.
11.	Click the Save button. NOTE: This amount will automatically populate the Rate Summary tab.