

2016 Town Mutual Annual Statement Entry Instructions

The Town Mutual Annual Statement is being provided in an Excel 2010 format.

There are two changes to accessing macros noted in red.

Macros must be enabled for them to work. If Macro Security is set to high or macros are disabled when the file is open, the macros will not work. Some Macros will not work if the NumLock is toggled on.

Updating Prior Year

If you used the OCI Spreadsheet for the prior year and any OCI-required amendments pursuant to their review were made to the spreadsheet, a macro can be used to update prior year information to the current year sheet.

This process can only be done once with any template and is executed by clicking on the button in cell G4 in the table of contents. The button will disappear once the macro successfully runs.

(The prior method of Ctl + Shift + U no longer works and could not be resolved)

Investment schedules are not updated by this macro. The ranges in these schedules are unprotected allowing copying the data from other sources.

The macro will prompt you to open the prior year spreadsheet and then will update the amounts in the current year spreadsheet. The macro will not overwrite cells which already contain data. Updated cells can no longer be changed and the blue filling is removed from the cell. Write-in amounts may still be changed as they may need to be resummarized to current year activity.

The Jurat Page information will also be copied from the prior year statement with the exception of salaries. Companies should take care to make sure that all copied information is updated in the current statement

Entry

Each page of the Annual Statement is represented by an Excel sheet. The interrogatories (pages 31-34) are included in one sheet. There is an additional page (39) which is not part of the statement and used for crossreferencing the data entered.

Where appropriate, all blue areas should be completed.

It is not necessary to enter in zeros, but if entered, all zeros should be entered or crosscheck errors may result, as zero is not equal to a blank.

Information is pulled from supporting schedules.

In some cases there is data validation, and only certain values are allowed.

Enter in dates in the MM/DD/YY format. See instructions or the comment for How Paid columns.

Write-in Amounts should line up with other items in a list. Edit the cell (F2) to enter the write-in description after the inserted spaces to preserve the numbering.

The most efficient way to enter the information is based on the following list.

- Page 1 (Jurat Page) can be entered at any time
- Page 9 (Sch A) through Page 30 (Sch M)
- Page 8 (Exh II) back to Page 2 (Statement of Assets)
- Pages 31-34 (Interrogatories) through Page 38 (Officer Signoff)

There are macros on Page 10 (Sch B) through Page 17 (Sch E-1) , and Page 29 (Sch L) which allow for inserting and deleting lines. The macros are discussed further below. **In all other cases where additional lines are necessary, the smallest amounts should be grouped together and included as a miscellaneous write-in.**

The protection on cells in the Investment Schedules for Page 10 (Sch B) through Page 19.1 (Sch G-1) have generally been removed to allow for copying of information from other sources. Cells with formulas in them were left protected.

Auditing	<p>Page 39 includes a table of cross-references where items should agree. This should be reviewed after all of the data is entered to ensure there are no reconciliation issues.</p>
Navigation	<p>The worksheet contains hyperlinks (underlined blue text where you can click to move to a different location).</p> <p>The Table of Contents has hyperlinks to all of the pages. Each page has a hyperlink to the prior and subsequent page, and the Table of Contents. Page 30 (Sch M) also has a hyperlink to Page 8 (Exhibit II).</p> <p>Another way to navigate is by using the GOTO function. This is invoked by pressing the (F5) key and type in the page number, a "!" and cell location you want to go to. For example using GOTO with 2!A1 will take move the cursor to Page 2 Cell A1</p>
Inserting Rows	<p>This can only be done on Page 10 (Sch B) through Page 17 (Sch E-1), and Page 29 (Sch L). The macro is invoked by pressing the Shift + Control + I keys simultaneously. The cursor can be located anywhere on the page to invoke the macro.</p>
Deleting Rows	<p>This can only be done on Page 10 (Sch B) through Page 17 (Sch E-1), and Page 29 (Sch L). The macro is invoked by pressing the Shift + Control + Q keys simultaneously. The cursor must be located in the row(s) to be deleted. There will be a minimum number of rows in the schedule which cannot be deleted.</p>
Sorting Rows	<p>This can only be done on Page 10 (Sch B) through Page 17 (Sch E-1), and Page 29 (Sch L). The macro is invoked by pressing the Shift + Control + D keys simultaneously. The cursor can be located anywhere on the page to invoke the macro.</p>
Printing	<p>The print menu is brought up by pressing Shift + Control + P keys simultaneously. The print menu allows for setting up the print ranges and printing. Printing can be either a single page or the entire sheet. The print ranges need to be set up only after rows are inserted or deleted.</p> <p>The print menu can also be brought up by pressing Shift + Control + A <i>(This was added as there is a conflict internally with another application)</i></p>