

Budget/Expense Reporting Form (Year End) Background Information

Why did you design this document? (What need did it address?)

Upon guidance from our own regional accounting department, our Letter of Intent outlined reporting expectations; therefore the budget/expense report was developed to support this requirement of communities. It was a way for communities to be consistently reporting funding received and spent.

How was it used in your region?

- Communities used mid-year and at year-end to report on financial activity.
- It was originally developed as a chart in a word document. We eventually transferred it to Excel so that formulas could be inputted by our staff to calculate totals & carryovers automatically (for our communities).
- Numbers in blue were inputted by region (from documents previously submitted by community), numbers in red were amounts previously reported by community (at the time of mid-year reporting), spaces highlighted in yellow is where a community needed to input information.
- Where the row 'Total Balance' meets column 'Total', this amount should line up with bank statement balance (if all items are cleared).

Other comments on the document:

It's important to note that we have learned over the years that this form is not really easy to use. It does an okay job at showing income and expenses, but it is not properly set-up to reconcile w/ bank statements or closing bank balances. It is also difficult for some communities to separate facilitator from project expense.