

Reporting to the board

Here's an example of a typical report, which has been adapted from a case study in the Chartered Accountants of Australia Voluntary Treasurer's Handbook. It consists of a summary, a statement of budget differences for the year, a cash report, personnel record, and capital expenditure and approvals.

1. Summary

The summary should provide a brief overview of the accounts and your interpretation of the organisation's current financial position. You need to highlight any significant matters to draw the board's attention to these issues.

2. Statement of budget differences of the year

ABC's treasurer's monthly report for March 2004

We would have had a pleasing result for March if we hadn't had to buy a new computer and a printer, costing \$4,000. This was an unpredicted, but necessary expense, as the old computer died and wasn't worth repairing. This unbudgeted expense will place considerable pressure on our cash flow over the next few months.

However, we are planning to sell some of our paintings in June and they should realise in excess of \$4,000. This sale was not anticipated in our budget.

If we hadn't had that unexpected expense, our net surplus of \$200, on an accrual basis of accounting, would've been \$375 ahead of budget. Our gala came out ahead of budget in spite of the bad weather on the day.

ABC August Budget

	Budget this month	Actual this month	Budget Variance this month	Budget YTD	Actual YTD	Budget Variance YTD	Revised Budget for year	Official Budget for year
Income								
Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$0
Earned	\$2,500	\$2,550	\$450	\$2,500	\$2,550	\$450	\$5,450	\$5,000
Donations	\$250	\$875	\$625	\$750	\$875	\$125	\$4,625	\$4,500
Sponsorship	\$120	\$120	\$0	\$360	\$360	\$0	\$1,440	\$1,440
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Income	\$2,470	\$3,545	\$1,075	\$3,250	\$3,785	\$535	\$15,015	\$15,940
Expenses								
Wages, inv. inv, rep, etc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$4,000	\$0
Other	\$2,845	\$2,845	\$0	\$3,500	\$3,500	\$0	\$9,940	\$9,940

ABC August Budget

	Budget this month	Actual this month	Budget Variance this month	Budget YTD	Actual YTD	Budget Variance YTD	Revised Budget for year	Official Budget for year
Income								
Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$0
Earned	\$2,500	\$2,550	\$450	\$2,500	\$2,550	\$450	\$5,450	\$5,000
Donations	\$250	\$875	\$625	\$750	\$875	\$125	\$4,625	\$4,500
Sponsorship	\$120	\$120	\$0	\$360	\$360	\$0	\$1,440	\$1,440
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Income	\$2,470	\$3,545	\$1,075	\$3,250	\$3,785	\$535	\$15,015	\$15,940
Expenses								
Wages, inv. inv, rep, etc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$4,000	\$0
Other	\$2,845	\$2,845	\$0	\$3,500	\$3,500	\$0	\$9,940	\$9,940
Total expenses	\$2,845	\$6,845	\$4,000	\$3,500	\$7,500	\$4,000	\$13,940	\$9,940
Net surplus	-\$375	-\$3,300	-\$3,425	\$750	-\$3,715	-\$3,425	\$2,075	\$1,000

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Scott C. Dulebohn

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