

Financial Reports Inventory – Example For Organization Staff, Board, and Board Committees

All Board and Senior Staff – MONTHLY

Dashboard

1-Page; 4-6 boxes for very basic financial data and selected indicators

Summary SOP (Statement of Financial Position / Balance Sheet)

1-Page; Year-to-date; disaggregated per Undesignated, Board Designated, Temporarily Restricted, and Permanently Restricted; Prior Year Comparison

Summary SOA (Statement of Activities / P&L)

1-Page; Prior Year Comparison; Year-to-date; Annual Budget; % of Budget to date; Year-End Projection; Variance Budget vs. Year End; Narrative re: Variances

Summary SFE (Statement of Functional Expenses)

1-Page; Year-to-date; summarized by major expense category; columns for aggregate total plus major Activity classes; graph showing % of expenses per Activity class

Trend Graphs

1-Page; several graphs or charts showing trend for selected indicators

Development Summary

1-Page; Listed by Source category with separate goals for Restricted funds; budget; year-to-date; % of year-to-date; comparison to 2 prior years; chart of Endowment Fund balances to date.

All Board and Senior Staff – AS RELEVANT

Ticket Sales Report / Concert P&L

Cash Flow

Special Event Report

Board Committees, Senior Staff, and any Board Member by Request – MONTHLY

Finance Committee

Detail SOA

Net Assts History

Detail Line Item P&L

Detail Program P&L

Development Committee

Detail Development Report

Detail Gala/Special Event P&L

Restricted Grants Report

Marketing Committee

Comprehensive (Ticket/Tuition) Sales Report / Detail P&L

Subscription/Package Sales Report (as relevant)

Investments Committee

Investments Analysis

Endowment Fund Balances as a percentage of Long-term investments; updated with additions, withdrawals, transfers, income and adjustments to market value.