

# SAMPLE BOARD REPORT

FOR NONPROFIT ORGANIZATION

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# *Accounting Solutions for Non-Profit, Inc.*

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## Accounting Solutions Non-Profit Organization Statement of Financial Position

	As of Mar. 31, 2021 (Unaudited)	As of Dec. 31, 2020 (Audited)	Variance	Variance
ASSETS	Amount	Amount	\$	%
Cash in Operating Accounts	\$ 315,250	\$ 250,000	\$ 65,250	26%
Grants Receivables	150,000	100,000	50,000	50%
Fixed Assets - Net Book Value	12,500	15,000	(2,500)	-17%
<b>Total Assets</b>	<b>\$ 477,750</b>	<b>\$ 365,000</b>	<b>\$ 112,750</b>	<b>31%</b>
<b>LIABILITIES AND NET ASSETS</b>				
<b>Liabilities</b>				
Accounts payable and other liabilities	\$ 62,625	\$ 10,000	\$ 52,625	526%
<b>Total Liabilities</b>	<b>\$ 62,625</b>	<b>\$ 10,000</b>	<b>\$ 52,625</b>	<b>526%</b>
<b>Net Assets</b>				
Beginning Net Assets	\$ 355,000	\$ 321,500	\$ 33,500	10%
Change in net assets	60,125	33,500	26,625	79%
<b>Total Net Assets</b>	<b>\$ 415,125</b>	<b>\$ 355,000</b>	<b>\$ 60,125</b>	<b>17%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 477,750</b>	<b>\$ 365,000</b>	<b>\$ 112,750</b>	<b>31%</b>

### Statement of Financial Position, commonly referred to as a Balance Sheet

The purpose of this report is to provide and update on the financial position and present the assets, liabilities and net assets of the organization. The number of rows reflected on this report are based on the materiality to the total assets of the organization. Generally the number of rows reported are similar to the annual audit report and provides a user with a good sense of the composition of each of the reported category. The columns in this report are also customizable based on the needs of the organization. For the attached sample, we have presented the information about the last closed fiscal year and the current month.

## Accounting Solutions Non-Profit Organization Statement of Activities

	FY20 (Jan'20-Dec'20)	FY2021 Annual Budget	YTD Actual (Jan'21- Mar'21)	YTD as a % of Annual Budget (YTD Time is 25%)	Variance Annual Budget vs YTD Actual	Notes
<b>OPERATING ACTIVITIES</b>						
<b>REVENUE</b>						
General Fundraising	\$ 75,000	\$ 85,000	\$ 15,000	18%	\$ 70,000	
Board Contribution	50,000	55,000	10,000	18%	45,000	
Grants & Corporate Contributions	475,000	525,000	255,000	49%	270,000	Customized note for variance
Earned Revenue	50,000	55,000	17,500	32%	37,500	Customized note for variance
<b>TOTAL REVENUE:</b>	<b>\$ 650,000</b>	<b>\$ 720,000</b>	<b>\$ 297,500</b>	<b>41%</b>	<b>\$ 422,500</b>	
<b>EXPENSES</b>						
Personnel - Salaries	\$ 300,000	\$ 315,000	\$ 75,500	24%	\$ 239,500	
Personnel - Payroll Taxes & Benefits	64,500	70,000	18,500	26%	51,500	
Professional Fees: Accounting, Legal etc.	25,000	27,500	7,000	25%	20,500	
Professional Fees: Program consultants etc.	55,000	57,500	12,000	21%	45,500	
Operating Costs: Office supplies etc.	52,000	55,000	15,500	28%	39,500	
Operating Costs: Recruitment, Travel etc.	25,000	27,500	9,000	33%	18,500	Customized note for variance
Operating Costs: Insurance	15,000	16,500	4,125	25%	12,375	
Occupancy: Rent & Utilities	60,000	62,000	15,750	25%	46,250	
<b>TOTAL EXPENSES:</b>	<b>\$ 596,500</b>	<b>\$ 631,000</b>	<b>\$ 157,375</b>	<b>25%</b>	<b>\$ 473,625</b>	
<b>TOTAL SURPLUS - BUDGET BASIS</b>	<b>\$ 53,500</b>	<b>\$ 89,000</b>	<b>\$ 140,125</b>	<b>157%</b>	<b>\$ -51,125</b>	
Restricted Revenue Booked	\$ 80,000		\$ -			
Restricted Earned Released	\$ 100,000	\$ 80,000	\$ 80,000			
<b>TOTAL SURPLUS - GAAP BASIS</b>	<b>\$ 33,500</b>	<b>\$ 9,000</b>	<b>\$ 60,125</b>	<b>668%</b>	<b>\$ -51,125</b>	

### Statement of Financial Activities, commonly referred to as a Budget v/s Actual report

The purpose of this report is to show how the organization has performed against the board approved budget. The number of rows reflected are based on a materiality and relevance of the category to the organization's overall budget. The columns in this report are also customizable based on the needs of the organization. For the attached sample, we have presented the information about the last fiscal year, the annual budget for current fiscal year, the year-to-date revenue and expenditure amounts, and variance analysis. Some organizations also add a column indicating the year-to-date amounts of the similar period from last year.

# *Accounting Solutions for Non-Profit, Inc.*

<b>Accounting Solutions Non-Profit Organization</b>						
<b>Statement of Projected Cash Flow : April 1, 2021 - July 31, 2021</b>						
		Apr-21	May-21	Jun-21	Jul-21	Total
		Estimated	Estimated	Estimated	Estimated	Estimated
	<b>CASH ON HAND @ Mar 31, '21</b>	315,250	278,970	319,990	322,810	<b>315,250</b>
	<b>COLLECTION ON RCVBLS @ Mar 31, '21</b>					-
	<b>PAYMENTS FOR PAYABLES @ Mar 31, '21</b>					-
	<b>CASH FROM PREVIOUS PERIODS (A)</b>	<b>\$315,250</b>	<b>\$278,970</b>	<b>\$319,990</b>	<b>\$322,810</b>	<b>\$315,250</b>
	<b>RECEIPTS : INCOME</b>					
	General Fundraising	8,000	8,500	5,000	5,000	26,500
	Board Contribution	5,500	5,500	8,000	5,000	24,000
	Grants & Corporate Contributions	-	75,000	35,000	-	110,000
	Earned Revenue	-	2,000	5,000	-	7,000
	<b>TOTAL CASH RECEIVED (B)</b>	<b>\$13,500</b>	<b>\$91,000</b>	<b>\$53,000</b>	<b>\$10,000</b>	<b>\$167,500</b>
	<b>EXPENSE</b>					
	Personnel - Salaries	26,250	26,250	26,250	26,250	105,000
	Personnel - Payroll Taxes & Benefits	5,850	5,850	5,850	5,850	23,400
	Professional Fees: Accounting, Legal etc.	2,300	2,000	2,400	1,500	8,200
	Professional Fees: Program consultants etc.	4,000	4,000	4,000	5,000	17,000
	Operating Costs: Office supplies etc.	4,500	5,200	4,500	4,100	18,300
	Operating Costs: Recruitment, Travel etc.	2,000	1,800	2,300	2,300	8,400
	Operating Costs: Insurance	1,030	1,030	1,030	1,030	4,120
	Occupancy: Rent & Utilities	3,850	3,850	3,850	3,850	15,400
	<b>TOTAL CASH USED IN OPERATIONS (C)</b>	<b>\$49,780</b>	<b>\$49,980</b>	<b>\$50,180</b>	<b>\$49,880</b>	<b>\$199,820</b>
	<b>PROJECTED CASH AT END OF MONTH (A+B-C)</b>	<b>\$278,970</b>	<b>\$319,990</b>	<b>\$322,810</b>	<b>\$282,930</b>	<b>\$282,930</b>

## Statement of Projected Cash Flow

The purpose of this report is to show how the organization projects the cash flow over the next 3- 4 months. This report generally presents the vital information about the cash receipts and disbursements. This information helps in making any necessary adjustments in order to maintain a minimum projected cash balance.