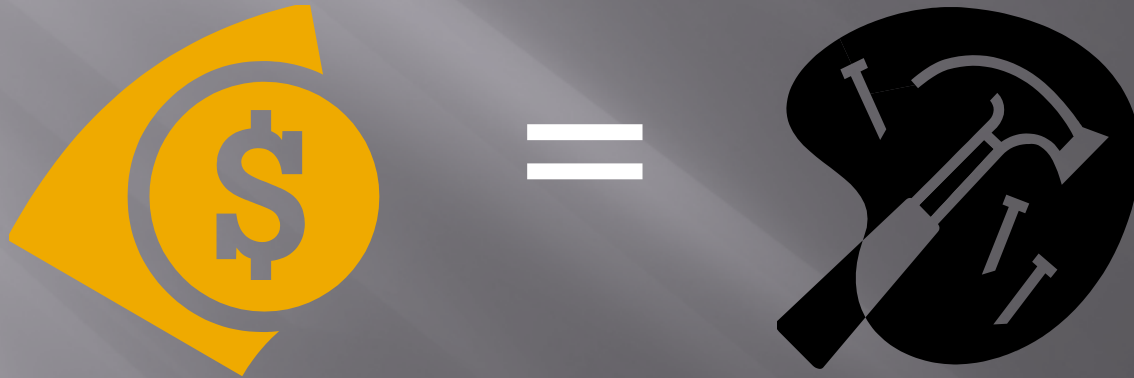


SIMPLIFYING WHILE MAXIMIZING INFORMATION



Your Financial Statement should be a tool that is used not only by Directors but also by staff.

What should be in a Financial Statement?

- ▣ Balance Sheet
- ▣ Monthly Comparisons
- ▣ Check Register
- ▣ Accounts Receivable and Accounts Payable
- ▣ Profit and Loss for the Month and Year-to-Date
- ▣ Actual vs. Budget
 - Total of all Funding Sources
 - General Fund
 - Major Grants/Projects
 - Grant Expiration Dates, Project Managers and
 - Report Due Dates

Balance Sheet

ASSETS:

September 30, 2015

Current Assets:

Checking Account	13,500.00
Accounts Receivable	22,615.00
Total Current Assets:	36,115.00

LIABILITIES & EQUITY:

Liabilities:

Current Liabilities

Line of Credit	38,500.00
Accounts Payable	5,765.00
Total Current Liabilities:	44,265.00

Current Equity:

Retained Earnings (7-1-15)	25,900.00
Net Income	(34,050.00)
Total Equity:	(8,150.00)
Total Liabilities & Equity:	36,115.00

Monthly Comparisons

Income	July-15	August-15	September-15	Total 15/16
Administrative Funding	90.00	500.00	2,150.00	2,740.00
Grant Funds - Federal	2,620.00	19,120.00	3,150.00	24,890.00
Grant Funds - State	890.00	0.00	53,500.00	54,390.00
Transfer - LOC	21,500.00	13,000.00	4,000.00	38,500.00
Total Income	25,100.00	32,620.00	62,800.00	120,520.00
Expense				
Admin Expenses	90.00	500.00	2,150.00	2,740.00
Contracted Services	12,000.00	325.00	400.00	12,725.00
Dues - Permits	0.00	30.00	580.00	610.00
Material/supply	3,800.00	1,600.00	18,500.00	23,900.00
Office Lease	2,500.00	2,500.00	2,500.00	7,500.00
Office Supplies	30.00	1,480.00	350.00	1,860.00
Payroll Taxes	6,075.00	2,250.00	2,250.00	10,575.00
Personnel Costs	22,000.00	22,000.00	22,000.00	66,000.00
Telephone	370.00	370.00	370.00	1,110.00
Travel - Conferences	1,700.00	2,330.00	1,870.00	5,900.00
Total Expense	48,565.00	33,385.00	50,970.00	132,920.00
Balance at Beg of Month	25,900.00	2,435.00	1,670.00	25,900.00
Income	25,100.00	32,620.00	62,800.00	120,520.00
Subtotal	51,000.00	35,055.00	64,470.00	146,420.00
Expenses	48,565.00	33,385.00	50,970.00	132,920.00
Balance at End of Month	2,435.00	1,670.00	13,500.00	13,500.00

Check Register

Date	Num	Name	Account	Grant Name	Amount
Bank				Balance as of 9-1-15	1,670.00
9/1/15		Deposit	Grant - State	123 Project	52,500.00
9/2/15		Deposit	Grant - Federal	ABC Project	4,150.00
9/17/15		Deposit	Line of Credit	General Fund	18,500.00
9/1/15	Auto	Century Link	Telephone - Internet	General Fund	(370.00)
9/15/15	EFT	US Treasury	Payroll Taxes	Various	(1,600.00)
9/15/15	EFT	OR Dept of Rev	Payroll Taxes	Various	(650.00)
9/1/15	5020	Employee 1	Labor Costs - Travel	General Fund	(4,150.00)
9/1/15	5021	Employee 2	Labor Costs - Travel	ABC Project	(9,860.00)
9/1/15	5023	Employee 3	Labor Costs - Travel	123 Project	(9,860.00)
9/1/15	5025	Rental Company	Office Lease	General Fund	(2,500.00)
9/1/15	5028	Staples	Office Supplies	General Fund	(350.00)
9/1/15	5029	Special Districts	Dues	General Fund	(455.00)
9/1/15	5030	County Planning	Permits	ABC Project	(125.00)
9/1/15	5031	Wilco Farms	Mat and Sup	ABC Proj, 123 Proj	(18,500.00)
9/1/15	5034	Janitorial Company	Contracted Services	General Fund	(200.00)
9/1/15	5035	Fencing Company	Contracted Services	ABC Project	(200.00)
9/1/15	5036	Bank	Line of Credit	General Fund	(14,500.00)
				Balance as of 9-30-15	13,500.00

Accounts Receivable - Payable

Accounts Receivable:

09/08/15	USFS	Request #4	Project ABC	22,615.00
Total Accounts Receivable				<u>22,615.00</u>

Accounts Payable:

09/20/15	Fencing Company	Due 10/15/15	Project ABC	5,765.00
Total Accounts Payable				<u>5,765.00</u>

Line of Credit:

			Princ Balance as of 7-1-15	0.00
7/17/15	359	From LOC		21,500.00
8/4/15	360	From LOC		13,000.00
9/2/15	5043		Paid to LOC	(14,500.00)
9/17/15	361	From LOC		18,500.00
			Princ Balance as of 9-30-15	<u>38,500.00</u>

Profit and Loss – Month 2015

	<i>Active</i> Unrestricted Operating	<i>Active</i> Restricted ABC - USFS	<i>Active</i> Restricted 123 - DEQ	<i>Monitor</i> Restricted C - OWEB	TOTAL
Income					
Administrative Funding	2,150.00				2,150.00
Grant Funds - Federal		3,150.00			3,150.00
Grant Funds - State	1,000.00		52,500.00		53,500.00
Transfer - LOC	4,000.00				4,000.00
Total Income	7,150.00	3,150.00	52,500.00	0.00	62,800.00
Expenses					
Administration Expenses		1,150.00	1,000.00		2,150.00
Contracted Services	200.00	200.00			400.00
Dues - Permits	455.00	125.00			580.00
Material/supply		8,500.00	10,000.00		18,500.00
Office Lease	2,500.00				2,500.00
Office Supplies	350.00				350.00
Payroll Taxes	400.00	930.00	920.00		2,250.00
Personnel Costs	4,000.00	9,000.00	9,000.00		22,000.00
Telephone - Internet	370.00				370.00
Travel - Conferences	150.00	860.00	860.00		1,870.00
Total Expenses	8,425.00	20,765.00	21,780.00	0.00	50,970.00
Balance as of 9/1/15	38,050.00	(5,000.00)	(31,580.00)	200.00	1,670.00
Income	7,150.00	3,150.00	52,500.00	0.00	62,800.00
Subtotal	45,200.00	(1,850.00)	20,920.00	200.00	64,470.00
Expenses	8,425.00	20,765.00	21,780.00	0.00	50,970.00
Balance as of 9/30/15	36,775.00	(22,615.00)	(860.00)	200.00	13,500.00

Requested

Expires

6/30/16

Final 10%

Expires

10/31/15

Monitor Rpt

4/30/15

Profit and Loss – Year-to-Date

	<i>Active</i> Unrestricted Operating	<i>Active</i> Restricted ABC - USFS	<i>Active</i> Restricted 123 - DEQ	<i>Monitor</i> Restricted C - OWEB	TOTAL
Income					
Administrative Funding	2,740.00				2,740.00
Grant Funds - Federal		24,890.00			24,890.00
Grant Funds - State	1,890.00		52,500.00		54,390.00
Transfer - LOC	38,500.00				38,500.00
Total Income	43,130.00	24,890.00	52,500.00	0.00	120,520.00
Expense					
Administration Expenses		1,150.00	1,590.00		2,740.00
Contracted Services	200.00	5,200.00	7,325.00		12,725.00
Dues - Permits	485.00	125.00			610.00
Material/supply	1,000.00	10,000.00	12,900.00		23,900.00
Office Lease	7,500.00				7,500.00
Office Supplies	1,860.00				1,860.00
Payroll Taxes	5,025.00	2,790.00	2,760.00		10,575.00
Personnel Costs	12,000.00	27,000.00	27,000.00		66,000.00
Telephone - Internet	1,110.00				1,110.00
Travel - Conferences	450.00	2,725.00	2,725.00		5,900.00
Total Expense	29,630.00	48,990.00	54,300.00	0.00	132,920.00
Balance as of 7/1/15	23,275.00	1,485.00	940.00	200.00	25,900.00
Income	43,130.00	24,890.00	52,500.00	0.00	120,520.00
Subtotal	66,405.00	26,375.00	53,440.00	200.00	146,420.00
Expenses	29,630.00	48,990.00	54,300.00	0.00	132,920.00
Balance as of 9/30/15	36,775.00	(22,615.00)	(860.00)	200.00	13,500.00

Total Actual vs. Budget

	Total Actual As of 9/30/15	Approved 15/16 Budget	(+/-) Difference
Income			
July 1, 2015 Carry Forward		25,900.00	25,900.00
Administrative Funding	2,740.00	14,600.00	11,860.00
Grant Funds - Federal	24,890.00	90,775.00	65,885.00
Grant Funds - State	54,390.00	104,900.00	50,510.00
Transfer - LOC	38,500.00	0.00	(38,500.00)
Total Income	120,520.00	236,175.00	89,755.00
Expense			
Administrative Expenses	2,740.00	14,600.00	11,860.00
Contracted Services	12,725.00	19,500.00	6,775.00
Contingency	0.00	2,950.00	2,950.00
Dues - Permits	610.00	4,200.00	3,590.00
Interest Expense	0.00	500.00	500.00
Material/supply	23,900.00	25,140.00	1,240.00
Office Lease	7,500.00	30,000.00	22,500.00
Office Supplies	1,860.00	5,500.00	3,640.00
Payroll Taxes	10,575.00	15,435.00	4,860.00
Personnel Costs	66,000.00	106,200.00	40,200.00
Telephone - Internet	1,110.00	4,900.00	3,790.00
Travel - Conferences	5,900.00	7,250.00	1,350.00
Total Expense	132,920.00	236,175.00	103,255.00
Balance as of 7-1-15	25,900.00		
Income	120,520.00		
Subtotal	146,420.00		
Expenses	132,920.00		
Balance as of 9-30-15	13,500.00		

Operating Fund- Profit and Loss Detail

Unrestricted Funds	2015	Operating	
<u>Operating Fund</u>	<u>2016</u>	<u>15/16 Budget</u>	<u>Remaining</u>
<i>Carry Forward Cash Balance</i>	23,275.00	23,275.00	23,275.00
Administrative Income	2,740.00	14,600.00	11,860.00
Grant Funds - Federal	0.00	25,000.00	25,000.00
Grant Funds - State	1,890.00	44,900.00	43,010.00
Transfer - LOC	38,500.00	0.00	(38,500.00)
Total Income	43,130.00	107,775.00	64,645.00
Contracted Services	200.00	800.00	600.00
Dues - Licenses - Permits	485.00	4,000.00	3,515.00
Contingency	0.00	2,950.00	2,950.00
Interest Expense	0.00	500.00	500.00
Material and Supplies	1,000.00	1,500.00	500.00
Office Lease	7,500.00	30,000.00	22,500.00
Office Supplies	1,860.00	5,500.00	3,640.00
Payroll Taxes	5,025.00	8,625.00	3,600.00
Personnel Costs	12,000.00	48,000.00	36,000.00
Telephone - Internet	1,110.00	4,900.00	3,790.00
Travel - Conferences	450.00	1,000.00	550.00
Total Expenses	29,630.00	107,775.00	78,145.00
Balance as of 7-1-15	23,275.00		
Income	43,130.00		
Expenses	29,630.00		
Balance as of 9-30-15	36,775.00		

Actual vs. Budget by Grant

Restricted Funds

ABC Project - USFS

	2015	2014		Federal	
	2016	2015	Total	Budget	Remaining
Federal Funds	24,890.00	54,225.00	79,115.00	120,000.00	40,885.00
Total Income	24,890.00	54,225.00	79,115.00	120,000.00	40,885.00
Admin Expense	1,150.00	1,500.00	2,650.00	10,000.00	7,350.00
Contract Services	5,200.00	6,500.00	11,700.00	17,500.00	5,800.00
Material and Supplies	10,000.00	12,000.00	22,000.00	23,000.00	1,000.00
Permits	125.00	200.00	325.00	400.00	75.00
Payroll Taxes	2,790.00	2,790.00	5,580.00	6,000.00	420.00
Labor Costs	27,000.00	27,000.00	54,000.00	57,100.00	3,100.00
Travel	2,725.00	2,750.00	5,475.00	6,000.00	525.00
Total Expenses	48,990.00	52,740.00	101,730.00	120,000.00	18,270.00
Balance as of 7-1-15	1,485.00				
Income	24,890.00			Project Manager: John Smith	
Expenses	48,990.00			Expires:	6/30/16
Balance as of 9-30-15	(22,615.00)			Final Due:	8/30/16

Actual vs. Budget by Grant

Restricted Funds

123 Project - DEQ

	2015 2016	2014 2015	Total	State Budget	Remaining
State Funds	52,500.00	15,000.00	67,500.00	75,000.00	7,500.00
Total Income	52,500.00	15,000.00	67,500.00	75,000.00	7,500.00
Admin Expense	1,590.00	1,300.00	2,890.00	7,400.00	4,510.00
Contracted Services	7,325.00	0.00	7,325.00	7,500.00	175.00
Equipment	1,000.00	0.00	1,000.00	1,000.00	0.00
Material and Supplies	11,900.00	1,860.00	13,760.00	13,500.00	(260.00)
Payroll Taxes	2,760.00	900.00	3,660.00	4,500.00	840.00
Labor Costs	27,000.00	9,000.00	36,000.00	37,100.00	1,100.00
Travel	2,725.00	1,000.00	3,725.00	4,000.00	275.00
Total Expenses	54,300.00	14,060.00	68,360.00	75,000.00	6,640.00
Balance as of 7-1-15	940.00				
Income	52,500.00			Project Manager: Jane Jones	
Expenses	54,300.00			Expires:	10/31/15
Balance as of 9-30-15	(860.00)			Final Due:	10/31/15