End of Year Reporting for Not-For-Profits

Looking back, looking forward

by
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Business Insights. Automated.

Agenda

- Reviewing the year just ended

- Looking ahead to next year

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Looking Back

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Income/Expense

1. Compare to Budget

- Did you spend it all?
- Where were the big variances?
- What do you need to change?

2. Include KPIs

- Numbers tell a story
- Pick the ones important to you
- Compare actuals to budget

3. Review Monthly

- Were some months better?
- Are there seasonal problems?
- What do you need to change?

4. Compare Last Year

- Have things improved?
- Understand what worked
- Learn!

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Where Did the Money Go?

1. Cash Reserves

- Are you building them up?
- How much do you need?
- Cash ensures survival!

2. Balance Sheet

- Compare to last year
- Changes in Assets
- Changes in Liabilities

3. Funding Sources

- Are suppliers being paid?
- Is GST and Super paid?
- Anything odd?

4. Review Expenses

- Focus on biggest line items
- Look for seasonality
- Be accountable

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Program Summary — VIC Branch

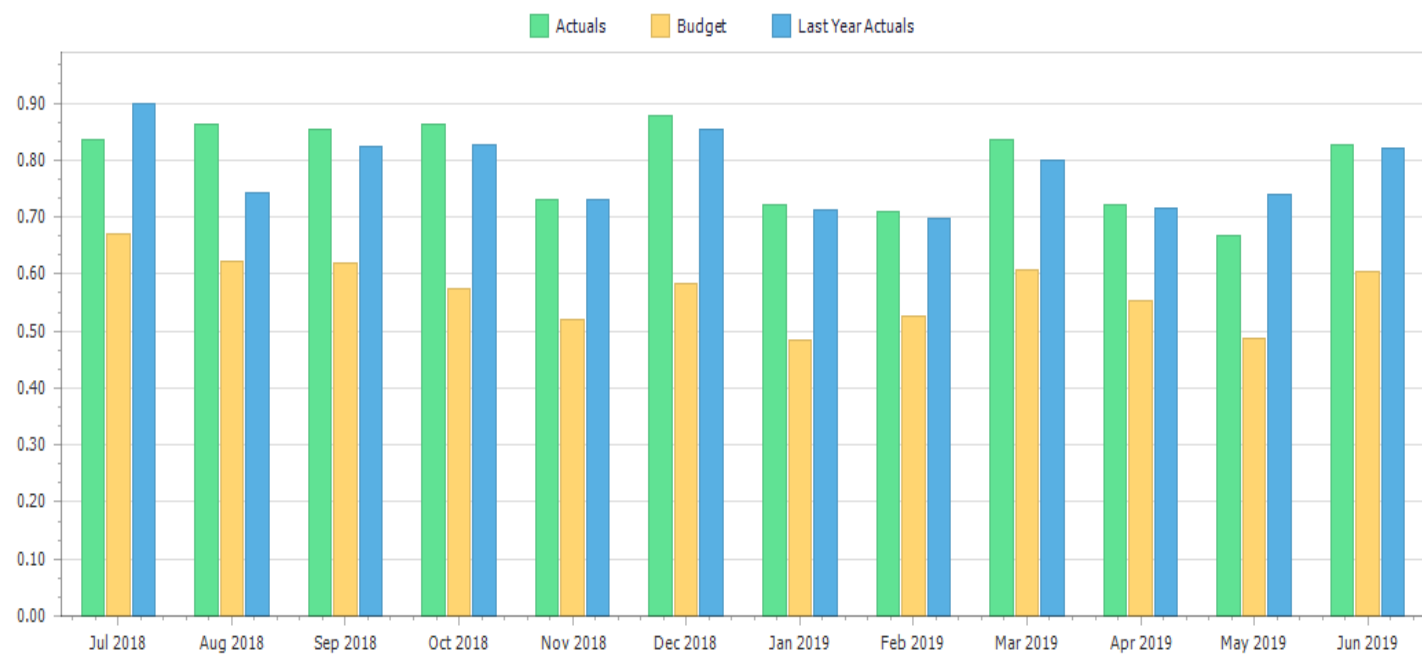| Cost Centre	Jun 2019						Jul 2018 -Jun 2019					
	Budget			Actual			Budget			Actual		
	Income	Expenses	Profit/Loss	Income	Expenses	Profit/Loss	Income	Expenses	Profit/Loss	Income	Expenses	Profit/Loss
Assertiveness Local	3,100	0	3,100	0	0	0	323,729	1,512	322,217	0	1,425	(1,425)
Assertiveness QLD	2,000	0	2,000	0	0	0	117,255	14,107	103,148	17,886	9,810	8,076
Self-Defence Cwealth	16,721	20,291	(3,570)	8,636	13,265	(4,629)	286,159	244,278	41,881	136,318	193,940	(57,622)
Self-Defence Local	40,004	4,816	35,188	1,636	4,540	(2,903)	257,223	56,501	200,722	22,045	53,258	(31,212)
Self-Defence QLD	21,709	18,177	3,533	12,000	13,926	(1,926)	307,486	204,947	102,539	166,064	168,736	(2,673)
Support Local	2,939	52,353	(49,414)	1,694	49,348	(47,654)	37,411	547,917	(510,506)	20,011	514,460	(494,448)
Support QLD	1,000	0	1,000	0	0	0	35,100	0	35,100	0	0	0
Unassigned	65,572	0	65,572	57,273	0	57,273	732,419	0	732,419	639,523	0	639,523
Consolidated Project(s)	**153,045**	**95,636**	**57,408**	**81,239**	**81,078**	**161**	**2,096,782**	**1,069,263**	**1,027,519**	**1,001,848**	**941,630**	**60,218**

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Review Programs

1. Summarise

- For boards and management
- Get the overview
- Details for problem areas only

2. Details

- For program managers
- Review income
- Review expenses

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02 Look to the Future

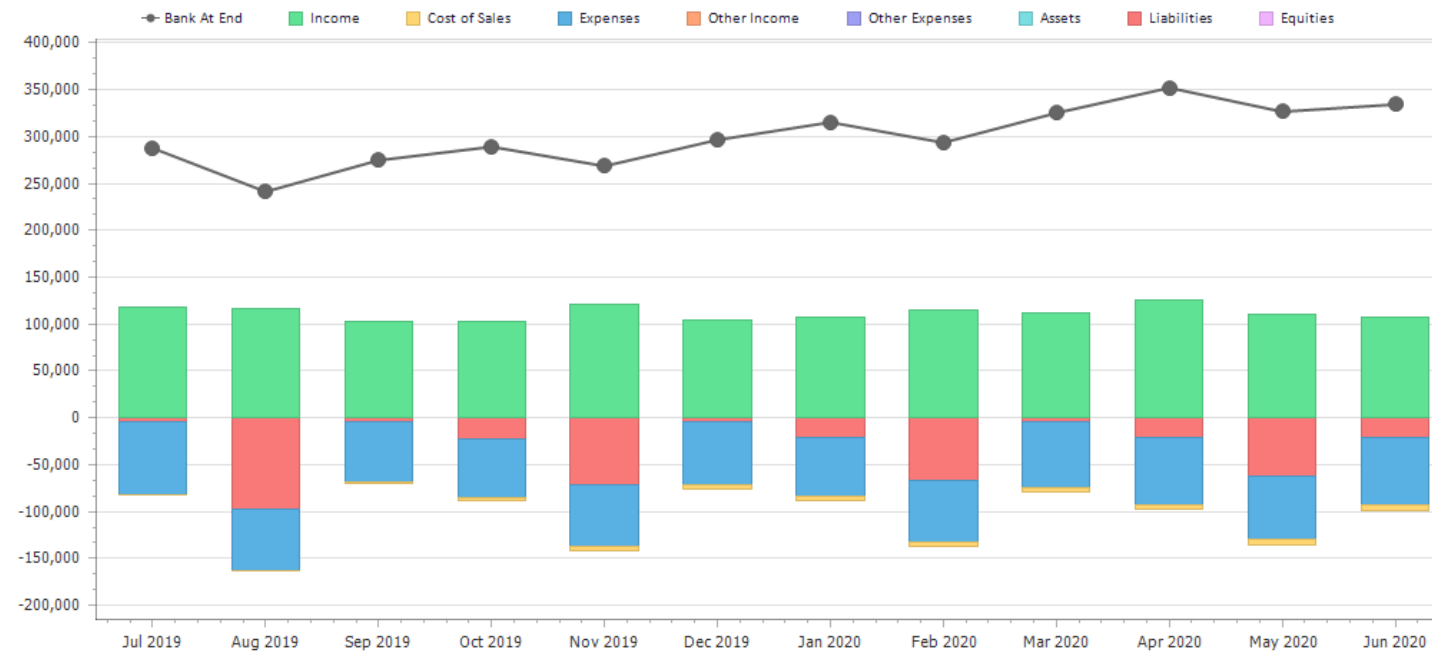calxa ••••

Looking Ahead

1. Income & Expense

- Summary or detail?
- Who is the report for?
- What action do you expect?

2. Balance Sheet

- Review Balance Sheet Forecast
- Check Cashflow Forecast
- Is the organisation solvent?

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Cashflow Forecast — VIC Branch

JUL 2019 — JUN 2020

Bundle your reports

1. Configure	2. **Add to Bundle**	3. Next Year ready

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Let's have a look

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What's Next?

1. Donation

2. **Free Trial**

3. NFP Discount

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End of Year Reporting

Happy Reporting!

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