End of Year Reporting for Not-For-Profits

Looking back, looking forward

by Mick Devine
Agenda

• Reviewing the year just ended

• Looking ahead to next year
Looking Back
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!
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
## Program Summary — VIC Branch

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### Project Summary
- **Total Income**: $1,296,702
- **Total Expenses**: $1,089,263
- **Total Profit/Loss**: $187,439
- **Actual Profit/Loss**: $64,219
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
02 Look to the Future
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?
Bundle your reports

1. Configure
2. Add to Bundle
3. Next Year ready
Let’s have a look
What’s Next?

1. Donation
2. Free Trial
3. NFP Discount
End of Year Reporting

Happy Reporting!