

Reporting for Grants

Save time, improve accuracy

by
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calxa 
Business Insights. Automated.

Agenda

- What do you need to report?
- Accounting System setup
- Grouping and summarising
- Non-financial Metrics
- Spreadsheets – Standards and more
- Calxa – connecting the dots

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**What do you
need to report?**

Grants – Common Features

1. Summarised data

- Funder provides the headings
- Might not match accounts
- Every funder is different

2. Separate accounts

- Don't need separate bank
- Jobs/Tracking Categories/Classes
- Assign to every transaction

3. Metrics

- Non-financial outcomes
- What did you achieve?
- Compare to budget

4. Tell a story

- Explain how you spent the grant
- What you achieved
- Benefits to the community

02

Spreadsheet Best Practices

SSRB Standards (ssrb.org)

1. Divide and Conquer

- Assumption/Output/Presentation
- Constant/Formula/Mixed
- Blue/Black/Green

2. Document

- It's not just about you
- Cover/Content/Sections
- Comments everywhere

3. Check Everything

- Validate data entry
- Include error checks and alerts
- Summarise alerts

4. Version Control

- Know which is the right version
- Share carefully
- Check when combining

Grants in Spreadsheets

1. Export Accounts

- Export report to Excel

2. Combine Budgets

- Export from accounting system
- Link to Excel budget

3. Sort Rows

- Add a sorting column
- Remove rows not needed

4. Summarise

- Group by sorting column
- Add subtotals

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Grants in Calxa

Structure in Reporting

1. Connected



2. Business Units



3. Account Trees



4. Metrics and KPIs



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Reporting on Grants

Unspent Budget

Unspent Budget — Not-for-Profit Xero

MONTH: MAR 2018

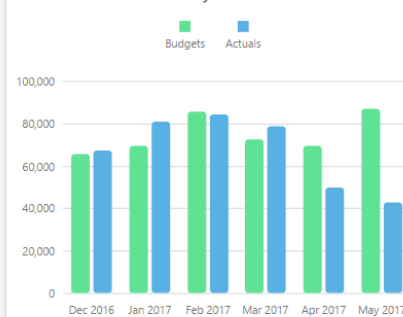
	Mar 2018			Jul 2017 -Mar 2018					
	Actuals	Budgets	Variance	(YTD)Actuals	(YTD)Budgets	Variance	Budget Annual Total	Unspent / Unearned Budget	Spent (%)
Income									
Grants	80,327	75,273	5,055	722,255	695,795	26,459	919,250	196,995	79%
Fundraising - Gifts	1,527	1,500	27	14,964	14,409	555	19,000	4,036	79%
Fundraising - Contributions	4,404	3,967	437	36,394	36,539	(145)	49,802	13,409	73%
Trading/Operating Activities	0	0	0	0	940	(940)	14,735	14,735	0%
Total Income	86,258	80,740	5,519	773,612	747,683	25,929	1,002,788	229,176	77%
Cost of Sales									
Cost of Sales	636	455	(182)	4,957	4,135	(822)	5,998	1,042	83%
Total Cost of Sales	636	455	(182)	4,957	4,135	(822)	5,998	1,042	83%
Gross Profit	85,622	80,285	5,337	768,655	743,549	25,107	996,789	228,134	77%
Expense									
Operational	3,039	2,358	(681)	16,984	16,488	(497)	23,115	6,131	73%
Finance	1,873	1,194	(679)	15,446	13,524	(1,922)	17,812	2,366	87%
Employment	69,437	67,713	(1,725)	609,971	604,507	(5,463)	793,525	183,555	77%
Occupancy	3,927	1,905	(2,022)	26,336	17,401	(8,934)	27,397	1,061	96%
Motor Vehicle Expenses	2,442	2,204	(238)	14,431	14,417	(14)	18,766	4,335	77%
Marketing	6,725	4,855	(1,870)	44,319	40,957	(3,362)	55,016	10,697	81%
Total Expense	87,443	80,228	(7,215)	727,487	707,294	(20,193)	935,632	208,145	78%
Operating Profit	(1,821)	57	(1,878)	41,169	36,255	4,914	61,158	19,989	67%
Net Profit	(1,821)	57	(1,878)	41,169	36,255	4,914	61,158	19,989	67%

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**Learn more
about Calxa**

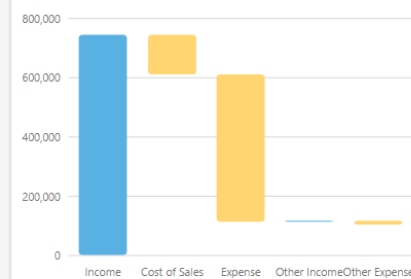
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Monthly Income



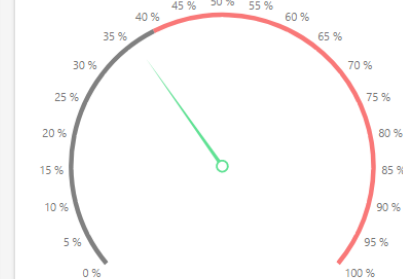
YTD Net Profit

Jul 2016 - Apr 2017

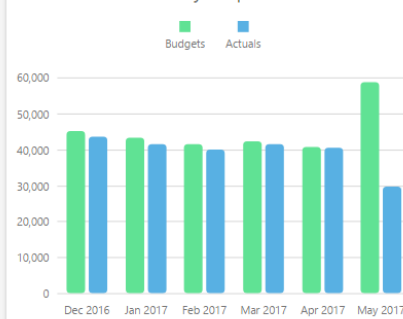


YTD Wages to Turnover

Jul 2016 - Apr 2017

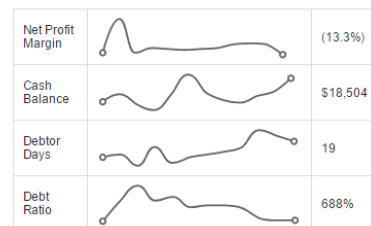


Monthly Expenses

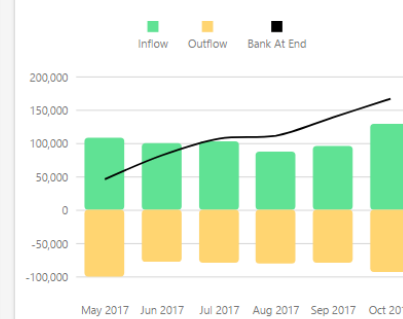


Key Performance Indicators

May 2016 - Apr 2017



Cashflow Forecast Chart



What's Next?

1. Donation



2. Free Trial



3. NFP Discount





“ I just want to say that
automation with report
emailing is a beautiful thing.

”

Michael Gordon-Smith, Australian Publishers Association

Easier Grant Acquittals

Happy Reporting!

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