

Monthly Financial Report Components

DIRECTOR

STAFF RECOMMENDATIONS

	Total Number of Manual Hours (all Divisions)	Average Number of Pages	Website Only Y/N	Website & Package Y/N	Still Needed Y/N	If Needed - Frequency
1 Statement of Revenues & Expenses	14.0 - 20.0	4	NYNNN	YNYYY	YYYYY	MMMM
2 Investment Reports	9.0 - 14.0	11	NYNN	YNNYN	YYYYN	SAQQ
3 Check Registers	6.5 - 8.5	50	N*YYY	Y*NNN	Y*YYY	S*MM
4 Large Disbursement Check Register	4.0 - 5.0	9	N*NNN	Y*YYN	Y*YYN	Q*MM
5 Credit Card Registers	21.0	10	N*NNY	Y*NYN	Y*NYY	S*-M
6 Credit Card - Employee Meals	1.0	incl above	N*YNN	Y*NYN	Y*YYN	S*QM
7 Wire Disbursements	1.25	4	N*YNY	Y*NNN	Y*YYY	S*QM
8 FCF Revenue	2.0 - 4.0	2	N*NNN	Y*YNN	Y*YYN	S*QQ
9 Variable Rate Demand Obligations	0.5	2	N*YNN	N*NYN	N*YYN	-*QQ
10 Director Stipends	1.0	4	N*NNN	Y*YYY	Y*YYY	Q*QM
11 Director Reimbursements	1.5	4	N*NNN	Y*YYY	Y*YYY	Q*QM
12 Employee Reimbursements >\$100	1.5	varies	N*NYY	Y*NNN	Y*NYY	Q*QQ
Total Manual Hours	63.25 - 79.25	>100				

Website Only	Package	Still Needed	Frequency
	★	★	M
	★	★	Q
★		★	M
	★	★	M
	★	★	Q
	★	★	Q
★		★	Q
	★	★	Q
	★	★	Q
	★	★	Q
★		★	Q

M-Monthly; Q-Quarterly; S-Semi-Annually; A-Annually

*Upon request only