

**FUSN Financial Reporting**

August 18, 2010

**FUSN Information Issuance 2010, #11**

<b>Report</b>	<b>Purpose</b>	<b>Frequency</b>	<b>Responsibility</b>	<b>Recipients</b>	<b>Recommendations</b>
Monthly Operations Report	Monitor income and expenses against budget YTD	Monthly	Administrator	Finance Chair Treasurer	Continue present practice
FUSN Monthly Budget Tracking	Monitor income and expenses against budget YTD/forecast whole year	Monthly	Finance Committee	Finance Committee and Ops Council (recommended)	Continue present practice – add Ops Council monthly
Utility Expenses Tracking Report	Track gas, electric and water usage and rates	Monthly	Finance Committee	Finance Committee	Continue present practice
Selected Expense Reports	Actual vs. budgeted expenses by area, e.g. Music, RE	As requested	Administrator	Program leader	Continue present practice
Quarterly Monitoring Report	Summarize FUSN financial performance to Congregation	Quarterly	Finance Committee with advance copy to Ops Council/BOT	Congregation via web site and newsletter insert	Continue present practice
Capital Campaign Report	Summarize and reconcile donations/income against expenditures	Semi-annually	Capital Campaign Treasurer	FUSN Treasurer and Congregation (Annual Report)	Discontinue after transfer of remaining funds to BOI – Special Roof Fund
Board of Investment Report	Report on market value of investments by fund type	Semi-annually	BOI	FUSN Treasurer and Congregation (Annual Report)	Continue present practice
Statement of Funds Balances/Statement of Financial Position	Report on amounts of FUSN funds held on account	Semi-annually	FUSN Treasurer	BOT/Ops Council	Continue present practice
Annual Budget Proposal	Indicate the sources and uses of FUSN funds for next FY	Annually	Finance Committee and Ops Council with BOT approval	Congregation for approval at annual meeting	Continue present practice but initiate earlier in year
Multi-Year Projections	Provide a longer term perspective on income and expenses	Annually	Finance Committee	Ops Council (review) BOT (review) Congregation (information)	Continue present practice