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Name: Financial Reporting – Financial Report Format
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This procedure is intended to serve as a guide for those individuals who have access to monthly financial reports through Business Object Enterprise (BOE) Interview from Financial Services. Please consult the Financial Planning if you have any questions concerning these financial reports.

FINANCIAL REPORT FORMAT

EXPLANATORY NOTES*

1. The heading includes the name and Organization Code of the department for which the statement was run and the accounting period covered. (refer to [4-4001 Financial Reporting - Account Number Structure \(FOAP\)](#))
2. **YTD (Year to Date) Revised Budget** refers to the entire year's budget adjusted for the effects of any budget transfers that may have occurred.
3. **YTD (Year to Date) Encumbrances** show any outstanding commitments, i.e., purchase orders.
4. **YTD (Year to Date) Expenses** show all expenses from the start of the fiscal year to the end of this particular month.
5. **Budget Remaining** is the result of adding together YTD Encumbrances and YTD Expenses and subtracting that total from the Revised Budget.

6. Budget Only accounts are used when it is either difficult or impractical to break the budget into smaller components. For example, the entire budget for general expenses (7623\$) may be put in a budget only account, while the actual expenses are charged to individual accounts. When this occurs, be sure you look at the total for that particular group of accounts when trying to compare budgeted costs to actual.
7. The reports are run so that all Restricted accounts are printed and totalled and then all Unrestricted accounts are printed and totalled. Restricted accounts are further separated into Salary & Benefits and non-salary related accounts (refer to [4-2004- Budget Control – Classifications and Definitions](#)).
8. The reporting structure used for Grants and Research Projects will differ somewhat from the structure outlined above. (refer to [7-1002 Grant Reporting – Financial Report Formats](#)).