

# Monthly Information Every Nonprofit Needs to Know

## Financial Summary for (Organization Name)

|                                    | Month Ending | Year-to-Date |
|------------------------------------|--------------|--------------|
| <b>INCOME</b>                      |              |              |
| Contributions                      |              |              |
| Government Grants                  |              |              |
| Earned Income                      |              |              |
| Interest                           |              |              |
| Other                              |              |              |
| Subtotal                           |              |              |
| Carryover (+/-) from Previous Year |              |              |
| <b>TOTAL INCOME</b>                |              |              |
| <b>EXPENSES</b>                    |              |              |
| Personnel Costs                    |              |              |
| Health Insurance                   |              |              |
| FICA, Federal & State Taxes        |              |              |
| Rent                               |              |              |
| All Other Expenses                 |              |              |
| <b>TOTAL EXPENSES</b>              |              |              |
| Surplus/(Deficit)                  |              |              |

### OTHER INFORMATION

- Uncollected receivables  
 Less than 60 days old \_\_\_\_\_ More than 60 days old \_\_\_\_\_
- Accounts payable  
 Less than 60 days old \_\_\_\_\_ More than 60 days old \_\_\_\_\_
- Checking balance \_\_\_\_\_ Savings balance \_\_\_\_\_
- Total budgeted income this year \_\_\_\_\_ % to date \_\_\_\_\_
- Total budgeted expenses this year \_\_\_\_\_ % to date \_\_\_\_\_
- Listing of this month's contributors:

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- Explanation of unusual expenses this month:

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