

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: FINANCE	REFERENCE NUMBER: 405.01
SUBJECT: FINANCIAL PLANNING PROCEDURES	INITIAL EFFECTIVE DATE: 07/13/82
TITLE: COMPLETION OF FINANCIAL PLANNING MONTHLY REPORT	LAST REVISION DATE:

1. **Purpose.** The Financial Planning Monthly Report has been developed to provide departments an accurate and timely means of communicating to the City Manager the status of their budget with regard to program progress. It is critically important to the decision-making process that the City's financial condition be monitored regularly from the beginning of the fiscal year. For this reason, these reports have been designed, and departments are asked to accurately project their end-of-year expenditures each month.
2. **Report Structure.** A monthly report form should be completed for each organization which has a separate budget. In some instances, a department has no subdivisions and only one form would be submitted. For departments having several subdivisions, a form should be submitted for each subdivision, and a summary form completed for the department. Please note, however, summaries should not cross fund lines. If a department has a subdivision in two funds, two summaries, one for each fund, would be appropriate.
3. **Expenditure Detail Instructions.**

*Department.* Enter the department name followed by the title of the subdivision where appropriate.

*Category.* List the expenditure summary categories in which funds have been budgeted.

*Budget.* List the budgeted amount as it appears in the monthly computer reports. Corrections may be made where the computer report is inaccurate. Please check with the Accounting Department if an error does appear.

*Current Estimate.* After reviewing the latest computer report for expenditures, projections must be made to determine how much will be spent additionally through the end of the year. Adding the actual expenditures to the projected additional expenditures will provide an estimate for the year-end total. The total for each expenditure classification will be placed in this column. It should be noted that a variety of projection or estimating techniques may be used to arrive at an accurate estimate. Salary expense will be projected differently from fixed assets, and each organization must consider how to develop the best result. The Finance Department will be available to provide any assistance that may be necessary.

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

TITLE: COMPLETION OF FINANCIAL PLANNING MONTHLY REPORTS	REFERENCE NUMBER: 405.01
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*Variance.* List the difference between the CURRENT ESTIMATE and the BUDGET amounts.

*Prior Estimate.* List the column of figures reported on prior month's CURRENT ESTIMATE. If a prior month has not been submitted, the numbers in this column will be blank.

*Positions.* Complete this section of information according to the position status at the time of completing the report.

*Comments.* Provide any discussion which may help understand the information contained in the report. It is often useful to highlight changes from the BUDGET or from the PRIOR ESTIMATE.

*Signature.* The person who supervises the organization and is responsible for the budget should sign this report.

Blank forms may be obtained from the Purchasing Department.