

Office of the Texas Governor Compliance & Monitoring

Creating Grant Budgets & Required Ledgers Using QuickBooks

OOG Guidance Document

Table of Contents

Section	Page
Learning Objectives	<u>3</u>
The Grant Ledger	<u>5</u>
The Cash-Match Ledger	<u>6</u>
The In-Kind Match Ledger	<u>7</u>
Using "Classes"	<u>8</u>
Using the Chart of Accounts (COA) for grant reporting	<u>11</u>
Entering your grant budget	<u>12</u>
Grant Budget Overview Reports	<u>17</u>
Entering transactions using classes	<u>22</u>
Using built-in reports for creating OOG required ledgers	<u>23</u>
Customize, memorize and retrieve reports for future use	<u>25</u>
Budget vs. Actual Reports	<u>30</u>
Create & Deactivate Class(es)	<u>34</u>
Analysis of your grant	<u>35</u>



Learning Objectives

- Understand OOG recommendations on how to meet Financial Reporting Requirements for organization using QuickBooks Accounting Software (QB)
- Create and use reports for submitting Financial Status Reports (FSR):
 - Grant Ledger

- Cash-Match Ledger
- In-Kind Match Ledger
- Create and use reports for analyzing your grant(s)
 - Grant budgets
 - Budget-vs.-Actual
 - Summary reports



Recommendations

to help your organization comply with OOG Financial Reporting Requirements

- Now that your organization has received funding through the OOG, the next step is to ensure you have a system for tracking and reporting grant-related expenditures.
- If your organization uses QuickBooks Accounting Software (QB), consider using "Class Tracking" to:
 - Create and analyze grant budget(s)
 - Create & memorize OOG required reports:
 - Grant Ledger
 - Cash-Match Ledger
 - In-Kind Match Ledger (optional)



The Grant Ledger (GL)

- The Grant Ledger is required of all grantees receiving OOG funds.
- The Grant Ledger is similar to your General Ledger but only includes grant-related transactions.
- The Grant Ledger is a useful tool when creating & reconciling the Financial Status Report (FSR).

Grant Ledger	and the states of	and the second second	distanti sereni si set		
Customize Report	Share Template	Memorize Print E	E-mail • Excel • Hide	Header Refr	esh
ates Custom	i	From 10/01/2017] To 01/31/2018 🔲 Sort B	By Date	✓ 2↓
2:34 PM		Do-Right (Grantee		
04/30/18	Cran	-	G Grant 299510	2	
Accrual Basis	Gran	-		2	
		October 2017 throug			
♦ Type		Num Name	♦ Memo	 Class 	♦ Amount
Ordinary Income Income	Expense				
	blic Support				
	al & State grants				
Invoice	10/31/2017	1 Office of the C	30 FSR OCT 2017	00G-2995102	10,548.85 4
Invoice	11/30/2017	2 Office of the C	Go FSR for the month	00G-2995102	9,154.72
Invoice	12/31/2017	3 Office of the C		00G-2995102	9,960.74
Invoice	01/31/2018		So FSR for the month	00G-2995102	9,155.07
Total Fe	ederal & State gran	nts			38,819.38
Tetel Dise	Dible Count				20.040.00
rotal Direc	t Public Support				38,819.38
Total Income					38,819.38
Gross Profit					38,819.38
Expense					
Indirect					
General Journal	Toronizoni		Indirect Cost OOG	00G-2995102	976.85
Total Indire	ect costs				976.85
Personn	el Expenses				
	& Salary				
General Journal		Employee 1	Clinical Dir OOG 20%	00G-2995102	766.67
General Journal		Employee 2	Advocate II - OOG	00G-2995102	2,333.33
General Journal	10/31/2017	Employee 3	Advocate I 100%	00G-2995102	3,166.67
General Journal		Employee 1	Clinical Dir OOG 20%	00G-2995102	766.67
General Journal		Employee 2	Advocate II - OOG	00G-2995102	2,333.33
General Journal		Employee 3	Advocate I 100%	00G-2995102	3,166.67
General Journal		Employee 1	Clinical Dir OOG 20%	00G-2995102	766.67
General Journal General Journal		Employee 2 Employee 3	Advocate II - OOG Advocate I 100%	00G-2995102 00G-2995102	2,333.33 3,166.67
General Journal General Journal		Employee 3 Employee 1	Clinical Dir OOG 20%		3,166.67
General Journal		Employee 2	Advocate II - OOG	00G-2995102	2.333.33
General Journal		Employee 3	Advocate 100%	00G-2995102	3,166.67
	ages & Salary				25,066.68
	Benefits				
	AExpense				
General Journal		Employee 1	Clinical Dir OOG 20%	00G-2995102	58.65
General Journal General Journal		Employee 2 Employee 3	Advocate II - OOG Advocate I 100%	00G-2995102 00G-2995102	178.50 242.25
General Journal General Journal		Employee 3 Employee 1	Clinical Dir OOG 20%	00G-2995102 00G-2995102	58.65
General Journal		Employee 2	Advocate II - OOG	00G-2995102	178 50
General Journal		Employee 3	Advocate 100%	00G-2995102	242.25
General Journal		Employee 1	Clinical Dir OOG 20%	00G-2995102	58.65
General Journal		Employee 2	Advocate II - OOG	00G-2995102	178.50
General Journal	12/31/2017	Employee 3	Advocate I 100%	00G-2995102	242.25
General Journal	01/31/2018	Employee 1	Clinical Dir OOG 20%	00G-2995102	58.65
General Journal	01/31/2018	Employee 2	Advocate II - OOG	00G-2995102	178.50
General Journal	01/31/2018	Employee 3	Advocate I 100%	00G-2995102	242.25
	I FICA Expense				1.917.60



The Cash-Match Ledger (CML)

- The Cash-Match Ledger (CML) is required of grantees recording cash match expenses to their grant.
- The same level of detail is required on the CML as the GL.
- The CML can be used to help reconcile cash-match transactions in the accounting software to the cash-match reported on the FSR.
- Revenue recorded in the CML can include re-allocation entries from other revenue accounts and classes. (Optional)

	Match Ledge	1411010101010	and at 1	-		in line	Ĩ.c.	1-1-	1	(and	Handan 1	Refr			
	e Report	Share T	emplate			e Print					Header	Refr			
	Custom		2	×.	From 1						By Default				Sec. 1
2:42 PM						D	o-Rig	ht Gr	antee	•					
04/30/1	8			Ca	sh M	Match	Led	lger-	- 00	G 29	95102				
Accrua	al Basis					ctober 2									
	 Type 	• •	Date		• Nu •	Nan	ne	•		Memo		٠	Class	 Amount 	0
	General Jo		10/31/201		8	Foundati		Alloca	ate cash	match fe	or OOG Gra.	CI	1-00G5102	767.12	
	General Jo	ournal	11/30/201	7	8	Foundati	on XYZ	Alloca	ate cash	match fe	or OOG Gra.	CI	A-00G5102	767.12	
	General Jo		12/31/201		9	Foundati					or OOG Gra.		1-00G5102	767.12	
	General Jo		01/31/201		10		on XYZ	Alloca	ate cash	match fi	or OOG Gra.	CI	A-00G5102	767.12	
	To	otal Individ	, Busines	s Co	ontributio	ons								3,068.48	
	Total	Direct Pu	blic Supp	ort										3,068.48	
	12/01010														
	Total Inc	come												3,068.48	
	Gross Prof	fit												3,068.48	
	Expens	se													
	Pers	sonnel E	penses												
		lages & !													
	General Jo		10/31/201			Employee				cash mat			I-00G5102	583.33	
	General Jo	A I I I I I I I I I I I I I I I I I I I	11/30/201			Employee				cash mat			1-00G5102	583.33	
	General Jo General Jo		12/31/201			Employee				cash mat			A-00G5102	583.33	
			s & Salar			Employee	52	Advo	cate II -	cash mat	cn 20%	Ch	1-0005102	2.333.32	
	10	Jiai waye	s or Salar	·										2,333.32	
	Fr	ringe Be													
	2 177	FICA Ex													
	General Jo		10/31/201			Employee			outo n	cash mat			A-00G5102	44.62 44.62	
	General Jo General Jo		11/30/201 12/31/201			Employee				cash mat			A-00G5102	44.62	
	General Jo General Jo		01/31/201			Employee				cash mat			1-00G5102	44.62	
	General so		A Expens			Linbiologi		Auvo	cate #-	Jaan ma	011 20 /6	Ch	-0000102	178.48	
		No alth I	nsuranc												
	General In		10/31/201			Employee	2	Advo	cate I	cash mat	ch 20%	CI	1-0065102	110.00	
	General Jo	- Contract	11/30/201			Employee			cuto a -	cash mat			A-00G5102	110.00	
	General Jo		12/31/201			Employee				cash mat			4-00G5102	110.00	
	General Jo		01/31/201			Employee				cash mat			4-00G5102	110.00	
		Total He	aith Insura	ance										440.00	
		Retiren	nent												
	General Jo		10/31/201	7		Employee	2	Advo	cate II -	cash mat	ch 20%	CI	A-00G5102	29.17	
	General Jo		11/30/201			Employee		Advo	cate II -	cash mat	ch 20%		4-00G5102	29.17	
	General Jo		12/31/201			Employee				cash mat			A-00G5102	29.17	
	General Jo	ournal	01/31/201	8		Employee	2	Advo	cate II -	cash mat	ch 20%	CI	1-00G5102	29.17	
		Total Re	tirement											116.68	
	To	otal Fringe	Benefits											735.16	
	Total	Personn	el Expens	es										3,068.48	
	Total Ex													3,068.48	
1	Net Ordinary I	Income												0.00	
Net	Income													0.00	



The In-Kind Match Ledger (IKML)

- The In-Kind Match Ledger (IKML) is an optional report and can help reconcile in-kind transactions in the accounting software to in-kind match reported on the FSR.
- In-kind transactions should include entries to in-kind revenue and in-kind expense(s).
- In-kind transactions may be recorded for donated facilities, goods, and services.

Custo	omize Report Sh	are Template	Memorize Print	E-mail • Excel • H	de Header	Refresh
ates				7 III To 01/31/2018 III So		
	PM		and the second second second	t Grantee		
	30/18	1. 10.	-			
04/3	0/10	In-Kin	d Ledger - C	OG Grant 29951	02	
Acc	rual Basis		October 2017 thro	ough January 2018		
	 Type 	 Date 	♦ N ♦ Name	Memo	 Class 	♦ Amount
	Ordinary Income/E	xpense				
	Income					
	In-Kind Ret	venue				
	General Journal	10/31/2017	Volunteer 1	10-2017 Volunteer hours	IK-00G5102	700.00
	General Journal	10/31/2017	Volunteer 1	10-2017 Intern hours	IK-00G5102	588.00
	General Journal	11/30/2017	Volunteer 1	11-2017 Volunteer hours	IK-00G5102	480.00
	General Journal	11/30/2017	Volunteer 1	11-2017 Intern hours	IK-00G5102	588.00
•	General Journal	12/31/2017	Volunteer 1	12-2017 Volunteer hours	IK-00G5102	700.00 <
	General Journal	12/31/2017	Volunteer 1	12-2017 Intern hours	IK-00G5102	574.00
	General Journal	01/31/2018	Volunteer 2	01-2018 Volunteer hours	IK-00G5102	640.00
	General Journal	01/31/2018	Volunteer 2	01-2018 Intern hours	IK-00G5102	588.00
	Total In-Kind	Revenue				4,858.00
	Total Income					4,858.00
	Gross Profit					4,858.00
	Expense					
	In-Kind Exc	enses				
		Volunteers				
	General Journal	10/31/2017	Volunteer 1	10-2017 Volunteers (14 ho	IK-00G5102	140.00
	General Journal	10/31/2017	Volunteer 2	10-2017 Volunteers (26 ho		260.00
	General Journal	10/31/2017	Volunteer 3	10-2017 Volunteers (30 ho	K-00G5102	300.00
	General Journal	10/31/2017	Intern 1	10-2017 Intern (21 hours)	K-00G5102	294.00
	General Journal	10/31/2017	Intern 2	10-2017 Intern (21 hours)	K-00G5102	294.00
	General Journal	11/30/2017	Volunteer 1	11-2017 Volunteers (10 ho	IK-00G5102	100.00
	General Journal	11/30/2017	Volunteer 2	11-2017 Volunteers (18 ho	IK-00G5102	180.00
	General Journal	11/30/2017	Volunteer 3	11-2017 Volunteers (20 ho	K-00G5102	200.00
	General Journal	11/30/2017	Intern 1	11-2017 Intern (21 hours)	IK-00G5102	294.00
	General Journal	11/30/2017	Intern 2	11-2017 Intern (21 hours)	K-00G5102	294.00
	General Journal	12/31/2017	Volunteer 1	12-2017 Volunteers (15 ho		150.00
	General Journal	12/31/2017	Volunteer 2	12-2017 Volunteers (16 ho	IK-00G5102	160.00
	General Journal	12/31/2017	Volunteer 3	12-2017 Volunteers (18 ho	IK-00G5102	180.00
	General Journal	12/31/2017	Volunteer 4	12-2017 Volunteers (21 ho	IK-00G5102	210.00
	General Journal	12/31/2017	Intern 1	12-2017 Intern (20 hours)	IK-00G5102	280.00
	General Journal	12/31/2017	Intern 2	12-2017 Intern (21 hours)	IK-00G5102	294.00
	General Journal	01/31/2018	Volunteer 2	01-2018 Volunteers (21 ho	IK-00G5102	210.00
	General Journal	01/31/2018	Volunteer 4	01-2018 Volunteers (20 ho	IK-00G5102	200.00
	General Journal	01/31/2018	Volunteer 5	01-2018 Volunteers (23 ho		230.00
	General Journal	01/31/2018	Intern 3	01-2018 Intern (21 hours)	IK-00G5102	294.00
	General Journal	01/31/2018	Intern 4	01-2018 Intern (21 hours)	IK-00G5102	294.00
	Total In-H	Kind Volunteer	S	101		4,858.00
	Total In-Kind	Expenses				4,858.00
	Total Expense					4,858.00
	Net Ordinary Income					0.00
	not orunary income					0.00



Use "Class Tracking"

- In QB, "Classes" are used to track account balances by departments, programs, and other meaningful segments of an organization.
- By using the class tracking feature in QB, management can track the associated account balances for each class that is set up.
- When class tracking is turned on, a "Class" field is added to the window(s) where transactions are entered.
- Ledger requirements can be met using classes to record grantrelated transactions.



Setting up Class Tracking

If your QB company file was not set up to use classes, you'll need to change the preferences to start using classes.

- In the Main menu, select
 Edit > Preferences.
- On left side menu, scroll to select Accounting
- In Company Preferences tab, check the box "Use class tracking"
- Click <OK> when done



Do Right Grantee - QuickBooks: Premier Nonprofit Edition 2012



Creating a Class

- In the Main menu, select Lists > Class List
- If classes have never been used before, the list will be empty
- In Class drop-down menu, select New
- In the "Class Name" box, add a name for the class (space is limited so pick a name that makes sense to track)
- OOG recommends to:
 - Name the class(es) using the OOG + grant # (e.g., OOG-2995102)
 - Create a class for OOG paid expenses
 - Create a class for OOG cash-match*
 - Create a class for OOG in-kind match*
- Click <OK> button when done

*Based on grant budget





Reviewing the Chart of Accounts (COA)

- Compare the grant budget line items to established accounts on your Chart of Accounts (COA)
- Try to mimic account names and sub account names on your COA to those on your grant budget.
- For example, your grant budget may include:
 - Supplies & Direct Operating Expenses (budget category)



Create new expense accounts and/or rename existing expense accounts on the COA.

Name	\$	Turce	в	Attach	
	1 2	Туре		Attach	
Bank	1000	Bank Annual Descirable		a second de la companya de la compan	
Accounts Receivable	Relation	Accounts Receivable Other Current Asset	3	Service Service	
Inventory Asset	-	Fixed Asset	0	STATISTICS.	
 Furniture and Equipment Marketable Securities 			0	2120324162	
	-	Other Asset	0		
Other Assets	2192	Other Asset	0	2020 Ala	
 Security Deposits Asset 		Other Asset	0	15-22010/1551/26	
 Payroll Liabilities 	1 13.23	Other Current Liability	0	1 ALLAND	
 Other Liabilities 	-	Long Term Liability	0		
Opening Balance Equity	123.23	Equity	0	110005	
 Perm. Restricted Net Assets 		Equity	0		
 Temp. Restricted Net Assets 	1255	Equity	0		
 Unrestricted Net Assets 	-	Equity			
 Direct Public Support 		Income		111/2/07	
 Corporate Contributions 		Income			
 Individ, Business Contributions 	104	Income	Cite Cite		
Federal & State grants		Income			
♦In-Kind Revenue		Income			
 Indirect Costs 		Expense			
 In-Kind Expenses 	1.55	Expense			
Donated Facilities		Expense			
Donated Services	123	Expense	ST 52		
Donated Goods (Furniture, cloth		Expense			
Personnel Expenses	8 1007	Expense	77 2843		
+Wages & Salary		Expense			
 Fringe Benefits 	125	Expense	100	Martine .	
FICA Expense		Expense			
♦Health Insurance	9 685	Expense	100	PROVED IN	
◆Retirement		Expense		11111111111	
Other Fringe	0335	Expense	1000	10 Street	
Contract Services	Conversion of	Expense	CON LINE	ALL POINT CONTRACTOR	
Accounting Fees	to house	Expense	STATE OF THE OWNER	121072253008	
+Legal Fees		Expense		(Della Presidente	
 Other Contract Services 	19930	Expense	1933 19390	Section 20	
 Facilities and Equipment 	1000	Expense	And the state	Taxicon Service	
 Rent 	Stores.	Expense	STATE PRACE	WANNESS TO THE	
AUtilities	10.000	Expense	2018 21.202	CANCELLAND.	
AMaintenance	10000		NES AVIZOR	(Alling the second	
 Supplies & Direct Operating 		Expense Expense	(2007 JAMPS	120203311342	
	10000	Expense	TARK PORCH		istant assesses
	33200	Expense	1971 (F219)	2331241316	
	CONTRACT OF			-	
 Printing and Copying 	10,000	Expense	2212 ALE	STRUCTURE	
◆Internet	scoop	Expense			
 Telephone, Telecommunications 	10000	Expense	1223 12393		
+Travel		Expense		Carlo Charles	
 Conference, Registra & Training 	5	Expense	2194 M294	Service and	
 Hotel, Meals, other incidentals 		Expense			
Mileage & Car rental	3 232	Expense	1803 2223		
 Mileage & Incidentals (Victims) 		Expense			
Other travel		Expense		ASS FIRST	
 Other Types of Expenses 	1	Expense			
 Insurance - Liability, D and O 		Expense			
Other Costs	1	Expense			
Ask My Accountant		Other Expense		N.R. States	



Entering your Grant Budget in QB

Once classes are created, and accounts on your grant budget match accounts on the COA, the next recommended step is to enter your grant budget into QB.

- In the Main menu, select
 Company > Planning &
 Budgeting > Set Up
 Budgets
- Select the correct fiscal year (softwaregenerated) and select Profit & Loss
- Click <Next>





Entering your Grant Budget in QB

(continued)

 In the next window, select "Class" and click <Next>



 In the following window, choose "Create budget from scratch" and click on <Finish>





Entering your Grant Budget in QB

(continued)

- To enter the budget for cash-match and/or in-kind match, use the drop-down menu and select the respective class
- Enter the budget figures per your accepted grant on the first month of the fiscal year.

Terret Class Sogen K-MO005102 Image: Control of the Contrecont of the Control of the Control of the Contrecont	lget 2017-18 - Profit & Loss b	y Account and Class											Creat	e <u>N</u> ew Budget
gram XCM-OODS102 Court Annual Total OC117 N0v17 Dec17 Jan 18 Peb18 Mar 18 Apr 18 Mar 18 Apr 18 May 18 Jun 18 Jul 3 Aug 18 Sep 18 And Controlutions I1, 421.00 I1, 421.0												N.S. S.	Cicu	e <u>d</u> en buuget
Annual Total Oct17 Nov17 Dec17 Jan 18 Mar18 Apr18	rent Class													
actions actions orbite Contributions 11,421.00 object Contributions 11,421.00 odd Agenases Com 11,421.00 odd State grants 000 G Grants Groß Grants Grants Grant Revenue Internet internet rect Costs Grants Grant Scharty 8,100.00 State grants 3,321.00 State grants 3,321.00 States and State grants State grants Grant State grants 3,321.00 States and State grants State grants Grant State grants State grants <th>gram X:CM-OOG5102</th> <th></th>	gram X:CM-OOG5102													
onter Contributions Image: Con	count	Annual Total	Oct17	Nov17	Dec17	Jan 18	Feb18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep18
wind, Buiness Con 11,421.00 11,421.00 dearal & State grants OOG Grants OOG Grants Sandard State grants OOG Grants Sandard State grants OOG Grants Sandard					_	-	-	-	-	-		-	_	_
eder al State grants OOG Grants OOG Grants Grants Grants Costs Grants Costs Grant Costs Grant Costs Grant Costs Gratos Gratos		11 421 00	11 421 00											
OOG Grants Implementation ind Revenue Implementation ind Revenue Implementation ind Expenses Implementation ind Expenses Implementation ind Status Implementation ind Status Implementation ages & Salary 8,100.00 inge Benefits 3,321.00 inge Rentation Implement inger Rentation Implement inference, Regis		11,421.00	11,421.00											
and Revenue set of the penses inford Expenses set of the penses inford Nutnteers somate A collises somate A collise set of the penses sogal Fees set of the penses state Countrat Ser set of the penses sorgan Supples set of the penses states and Equipment set of the penses														
ind Expenses see a solution see a s														
snated Facilities	rect Costs													
#Kind Volunteers nated Goods (Furm some Expenses ages & Salary 8, 100.00 8, 100.00 ages & Salary 8, 100.00 3, 321.00 3, 321.00 inge Benefits 3, 321.00 3, 321.00 stated Contract Ser ages and and Mai and and Mai table Contract Ser and and Mai and and Mai ities and Equipment and and Mai and and Mai intig and Copying and and Mai and and Mai intig and Copying and and Mai and and Mai intig and Copying and and Mai and and Mai intig and Copying and and Mai and and Mai intig and Copying and	ind Expenses													
anated Goods (Furni snored Expenses gornel Expenses s.100.00 ages & Salar 3,321.00 inge Benefits 3,321.00 insted Contract Ser	onated Facilities													
sornel Expenses ages 8. Salary 8, 100.00 8, 100.00 tract Services 3, 321.00 3, 321.00 tract Services 3, 321.00 3, 321.00 tract Services 4, 2000 sigal Fees 4, 2000 tude Contract Services 4, 2000 tude Contract 5, 2000 tude Cont														
ages & Salary 8, 100.00 8, 100.00 inge Benefits 3, 321.00 3, 321.00 tract Services 3, 321.00 3, 321.00 iccounting Fees 3, 321.00 3, 321.00 trade Contract Service 4 4 up Rental and Mailling 4 4 states 4 4 4 up Rental and Mailling 4 4 4 states 4 4 4 4 up Rental and Mailling 4 4 4 4 states 4 4 4 4 4 states 4 4 4 4 4 4 states 4 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>														
inge Benefits 3,321.00 3,321.00 tract Services 3,321.00 3,321.00 gal Frees 1 1 gal Frees 1 1 tistide Contract Services 1 1 tistide Contract Services 1 1 uip Rental and Mai 1 1 uip Rental and Mai 1 1 ogram Supplies 1 1 rations 1 1 ternet														
tract Services ccounting Fees gal Fees gal Fees gal Fees tide Contract Ser titles and Equipment uip Rental and Mai ant titles and Equipment gal Rental and Mai ant tint and Copying Septone, Telecomm er Types of Expenses surrance - Lability, ther Costs rel onference, Registra tel, Meaks, other in														
ccounting Fees gal Fees uide Contract Ser lities and Equipment uip Rental and Mai ent tilties rations ogram Supples gaphes ternet		3,321.00	3,321.00											
gal Fees usade Contract Ser uip Rental and Mai pip Rental and Mai inthe set of the set of the se														
utside Contract Ser Itiles and Equipment initige Rental and Mai ant ant ant ant ant ant ant ant														
lities and Equipment uip Rental and Mai ant silities garan Supplies garan Supplies ternet te														
uip Rental and Mai ent intes rations ogram Supplies opplies termet inting and Copying lephone, Telecomm er Types of Expenses surance - Lability, her Costs ref Costs ref nere, Registra terl, Meals, other in														
slites rations ogram Supples opriles opriles ternet ternet ternet surance - Lability, ter Costs ref Co														
srations ogram Supplies paplies ternet ternet edphone, Telecomm er Types of Expenses surance - Liability, her Costs vel onference, Registra tel, Meals, other in	ent													
ogram Supplies pplies pplies ternet tining and Copying dephone, Telecomm er Types of Expenses surance - Lability, ther Costs vel onference, Registra tel, Meals, other in	tilities													
pples ternet ter														
ternet inting and Copying lephone, Telecomm er Types of Expenses surance - Lability, her Costs rel onference, Registra tel, Meals, other in														
inting and Copying leghone, Telecomm er Types of Expenses surance - Labitity, ther Costs vel onference, Registra tel, Meals, other in														
slephone, Telecomm er Types of Expenses surance - Lability, ther Costs rel onference, Registra tel tel, Meaks, other in														
er Types of Expenses surance - Liability, her Costs vel onference, Registra tel, Meals, other in														
surance - Liability, ther Costs vel order.nce, Registra														
ther Costs rel onference, Registra														
vel sonference, Registra stell sonference in the sonference in														
onference, Registra otel, Meals, other in		Constant Second												
otel, Meals, other in														
		AND ALL AND A												
leage & Carrental	leage & Car rental													





Compare QB Budget to eGrants Budget

- Once budget(s) are entered in QB, run a Budget Overview Report to confirm QB budget agrees to eGrants budget.
- In the Main menu, select
 Reports > Budgets & Forecasts
 > Budget Overview
- At the next screen, pick the budget year entered <Next>
- Choose "Account by Class" <Next>
- Click <Finish>



Back

Next

Finish



Cancel

Compare QB Budget to eGrants Budget (continued)

- A report with budget amounts will appear on the screen.
- The report will need to be customized in order to:
 - Select desired class(es)
 - Change the date range
 - Change the Margins
 - Change the report title (optional)

Profit & Loss Bu	udget Overview													
Customize Report	Share Template	Memorize	Print	E-mail •	Excel •	Hide He	ader Collags	e Refres	įh 🛛					
ates This Fiscal Y	/ear-to-date 🗸	From 10/0	1/2017	To 0	/24/2018	Colum	s Class	S	ort By Default	~				
9:59 AM							Do-Ric	ht Grante						
07/24/18						D								
									Overview					
Accrual Basis						Octo	ober 1, 2017		ly 24, 2018					
				General &			00G-2995		CM-00G		IK-00G51		TOTAL	
			• 0	ct 1, '17 -	Jul 24, 18	*	Oct 1, '17 - Ju	24, 18	Oct 1, '17 - J	ul 24, 18	Oct 1, '17 - Jul	24, 18	Oct 1, '17 - Jul 24	4, 18
Ordinary Inco	me/Expense													
Income	Public Support													
	rporate Contributions			0.0	0		0.0	0	0	00	0.0		0.00	
	ts in Kind - Goods			0.0			0.0			00	0.0		0.00	
	ivid, Business Contrib	utions		0.0			0.0		10,470		0.0		10,470.00	
	leral & State grants			0.0			123,912.0			00	0.0		123,912.00	
Dire	ect Public Support - Otl	ner		0.0	0		0.0	0	0.	00	0.0)	0.00	
Total D	Direct Public Support				0	.00		123,912.00		10,470.00		0.00	1:	34,382.00
	ct Public Support													
	ted Way, CFC Contribut			0.0			0.0			00	0.0		0.00	
	irect Public Support - C			0.0			0.0		0.	00	0.0		0.00	
Total I	Indirect Public Support				0	.00		0.00		0.00		0.00		0.00
In Mar	d Revenue					.00		0.00		0.00		13,140.00		13,140.00
	a Revenue tments				U	.00		0.00		0.00		13,140.00		13,140.00
	erest-Savings, Short-te	rm CD		0.0	0		0.0	0	0	00	0.0	1	0.00	
	estments - Other			0.0			0.0			00	0.0		0.00	
	Investments			0.0		.00		0.00		0.00		0.00	0.00	0.00
Other	Types of Income													
Mis	scellaneous Revenue			0.0	0		0.0	0	0.	00	0.0)	0.00	
	er Types of Income - C			0.0			0.0		0	00	0.0	0	0.00	
Total 0	Other Types of Income				0	.00		0.00		0.00		0.00		0.00
	am Income													
	mbership Dues			0.0			0.0			00 00	0.0		0.00	
	gram Service Fees gram Income - Other			0.0			0.0			00	0.0		0.00	
	Program Income			0.0		.00		0.00		0.00	0.0	0.00	0.00	0.00
Totari	rogrammeonie				2			0.00		0.00		0.00	-	0.00
Total Inc	ome				0	.00		123,912.00		10,470.00		13,140.00	14	47,522.00
Cost of (Goods Sold													
	of Goods Sold					.00		0.00		0.00		0.00	_	0.00
Total CO	GS				0	.00		0.00		0.00		0.00	-	0.00
Gross Prof	it				0	.00		123,912.00		10,470.00		13,140.00	14	47,522.00
Expense														
	ct Costs					.00		0.00		0.00		0.00		0.00
	d Expenses				U			0.00		0.00		0.00		0.00
	ated Facilities			0.0	0		0.0	0	0	00	1,500.0)	1,500.00	
	nated Services			0.0			0.0			00	11,640.0		11,640.00	
	nated Goods (Furniture	, cloth		0.0			0.0			00	0.0		0.00	
	Kind Expenses - Other			0.0			0.0			00	0.0		0.00	
	n-Kind Expenses			_		.00		0.00		0.00		13,140.00		13,140.00
	ess Expenses													
	siness Registration Fe			0.0			0.0			00	0.0		0.00	
Bus	siness Expenses - Oth	er		0.0	0		0.0	0	0.	00	0.0	0	0.00	

Office of the Texas Governor Compliance & Monitoring



On the report ribbon, click on Customize Report

Profit & Loss Budget Over		• 🕺
Customize Report Share 1	nplate Memorize Print E-mail • Excel • Hide Header Collapse Refresh	
Dates This Fiscal Year-to-date	✓ From 10/01/2017 To 07/24/2018 Columns Class ✓ Sort By Default ✓	
9:59 AM	Do-Right Grantee	
07/24/18	Profit & Loss Budget Overview	
Accrual Basis	October 1, 2017 through July 24, 2018	
	General & Admin 00G-2995102 CM-00G5102 IK-00G5102 TOTAL	
		*
Ordinary Income/Expen		^



Create the Grant Budget Overview Report (continued)

Modify Report: Profit & Loss Budget Overview

From 10/01/2017 III To 09/30/2018 III

⊖ Cash

Filters

Header/Foote

v across the top.

Ascending order

O Descending order

Sort by Default

Advanced Options

Display Rows

Active

O Non-zero

Sort in

Fonts & Numbers

The date range you specify in the From and To fields

This setting determines how this report calculates income and expenses.

Advanced..

Cancel

Reporting Calendar

Calendar Year

Income Tax Year

Eiscal Year

Cancel

Revert

Help

Х

147.

.00

.00

13,

41

OK

Display Columns

Active

O Non-zero

Show only rows and columns with budgets

OK

Display

Report Date Rang

Dates Custom

Report Basis

Columns and Rows

Add subcolumns for

Show Actuals

123,912.00

0.00 0.00 0.00

0.00

0.00

0.00

Display columns by Class

\$ Difference

- In the Modify Report window, select the Display tab
- Change the dates to reflect grant start/end dates per your budget
- Click on the <Advanced> button
- Check the box "Show only rows and columnswith budgets"
- Click <OK>

	TT	0
- 112	1 dans	3
146	100	13
156		2
120	$B \nu$	٩,
12	139	24

Help

Create the Grant Budget Overview Report (continued)

- Click on Filters tab and scroll down on "Filter" window to select "Class"
- At the "Class" drop down menu, select "Multiple
 Classes..."
- At "Select Class" window, check the desired class(es) per your grant budget entered in QB
- Click <OK>





Create the Grant Budget Overview Report (continued)

- Click on Header/Footer tab ____
- Optional: Change the Report Title to include the — grant name & number
- Click <OK>

Display	Filters	<u>H</u> eader/F	ooter	Fonts & Numbers	
how Header Inform	ation		Page I	Layout	
Company Name	Do-Right Grantee	:	Alignm	nent	
Report Title	DOG Grant 2995	102 Budget C	Stand	dard v	
Subtitle	October 1, 2017	through J	Time		
Date Prepared	12/31/01	\sim	Date Basis		
Time Prepared			O.di.	May, 1999	
Report Basis				in diseaser 1.00 installing installing inidende 1.00 Annes 1.00 Olter : Disidende 1.00	
Print header on p	ages after first pag	e	8	alat - Disidenda E.H Isau - PC Silue E.H Iille Rearised E.H Isreal Control 11,55	
how Footer Informa	ation		R S	Vallanaar I.II Jarq I.II Peneti Sharing I.II Olar-Salary <u>5.123.52</u> Val-Salary <u>5.123.52</u>	
Page Number	Page 1	\sim		a Line Page	
Extra Footer Line					
Print footer on fir	st page				R <u>e</u> vert



Create the Grant Budget Overview Report

(continued)

- The desired report now appears on the screen.
- Optional: Resize columns by clicking and dragging the diamond shapes (\$)
- Compare the budget totals by class, line item and budget categories to make sure they agree to your grant budget in eGrants.
- See sample report (<u>Appendix A</u>)

OOG Grar	Do-Right G nt 2995102 E		erview	
Octob	er 2017 through	September 2018	3	
	OOG-2995102	CM-00G5102	IK-00G5102	TOTAL
1	 Oct '17 - Sep 18 	• Oct '17 - Sep 18	• Oct '17 - Sep 18	• Oct '17 - Sep 18 <
Ordinary Income/Expense				
Income				
Direct Public Support				
Individ, Business Contributions		10,470.00		10,470.00
Federal & State grants	123,912.00			123,912.00
Total Direct Public Support	123,912.00	10,470.00		134,382.00
In-Kind Revenue			13,140.00	13,140.00
Total Income	123,912.00	10,470.00	13,140.00	147,522.00
Gross Profit	123,912.00	10,470.00	13,140.00	147,522.00
Expense				
In-Kind Expenses				
Donated Facilities			1,500.00	1,500.00
Donated Services			11,640.00	11,640.00
Total In-Kind Expenses			13,140.00	13,140.00
			10,140.00	15,140.00
Personnel Expenses				
Wages & Salary	75.200.00	7,000.00		82,200.00
Fringe Benefits	30,832.00	2,870.00		33,702.00
Total Personnel Expenses	106.032.00	9,870.00		115,902.00
Iotal Personnel Expenses	100,032.00	3,070.00		115,502.00
Facilities and Equipment				
Rent	6.000.00			6,000.00
Utilities	2,400.00	600.00		3,000.00
Total Facilities and Equipment	8.400.00	600.00		9.000.00
Total i donnoo and Equipment	0,100.00	000.00		0,000.00
Supplies & Direct Operating				
Program Supplies	800.00			800.00
Office Supplies	1,500.00			1,500.00
Printing and Copying	1,200.00			1,200.00
Internet	1,300.00			1,300.00
Telephone, Telecommunications				1,100.00
Total Supplies & Direct Operating	5.900.00			5.900.00
Travel				
Conference, Registra & Training	300.00			300.00
Hotel, Meals, other incidentals	1,540.00			1,540.00
Mileage & Car rental	940.00			940.00
Mileage & Incidentals (Victims)	800.00			800.00
Total Travel	3,580.00			3,580.00
Total Expense	123,912.00	<u>10,470.00</u>	<u>13,140.00</u>	147,522.00
Net Ordinary Income	0.00	0.00	0.00	0.00
et Income	0.00	0.00	0.00	0.00



Entering transactions using classes

- Now that the budget and classes are created, you are ready to start allocating income and expense transactions to each respective class.
- For expense accounts whose costs are shared, separate line items of the same expense account will need to be entered by the user and the appropriate amount (as determined by the grantee/budget) will be allocated to its respective class.
- QB will warn you when a line item is not assigned a class. (Balance – sheet accounts do not need to be classified.)

🖲 Previous 🕒 Next 🕞 Save 🥸 Print	ጭ Histor	y 🏹 Rev	rerse 🛛 🕅 Attach			
2ate 12/31/2017 Entry No. 2						
Account	Debit	Credit	Memo	Name	в	Class
Personnel Expenses:Wages & Salary	800.00		Position 1	Employee Name 3		OOG-2995102
Personnel Expenses:Wages & Salary	200.00		Position 1 - Cash match	Employee Name 3		CM-00G5102
Personnel Expenses:Fringe Benefits:FICA Expense	61.20		Position 1	Employee Name 3		OOG-2995102
Personnel Expenses:Fringe Benefits:FICA Expense	15.30		Position 1 - cash match	Employee Name 3		CM-00G5102
Personnel Expenses:Wages & Salary	500.00		Position 2	Employee Name 1		OOG-2995102
Personnel Expenses:Wages & Salary	200.00		Position 2 - cash match	Employee Name 1		CM-00G5102
Personnel Expenses:Fringe Benefits:FICA Expense	38.25		Position 2	Employee Name 1		OOG-2995102
Personnel Expenses:Fringe Benefits:FICA Expense	15.30		Position 2 - cash match	Employee Name 1		CM-00G5102
Bank		1,830.05			1	-
Totals	1.830.05	1.830.05			1207030	
	21000100	21000100		in an	HE KA	

* Sample entry not intended to reflect organization's process for entering personnel expenditures.







Using reports to review & report grant expenditures

- Once all transactions are entered in QB, reconciled to the bank statements, and correct amounts are allocated to their respective class(es), reports can be generated:
- A Profit & Loss Detail report (QB built-in) is generated and customized for obtaining:
 - A Grant Ledger
 - A Cash Match Ledger (if applicable)
 - An In-Kind Match Ledger (optional)
- Budget-vs-Actual Reports are used for comparing grant budget expenditures to actual expenditures incurred. Comparing budget to actual expenses helps to avoid budget overruns.

Using the Profit & Loss Detail to create ledgers

🚰 Do Right Grantee - QuickBooks: Premier Nonprofit Edition 2012 File Edit View Lists Favorites Nonprofit Company Customers Vendors Employ<u>ees Bankans</u> Reports O<mark>h</mark>line Services Window Help

- In the Main menu, select Reports > Company & Financial > Profit & Loss Detail (P&L)
- Once you see the P&L Detail report on the screen, you can modify the report to eliminate unnecessary columns ("Clr" "Split" & "Balance") and increase column width of other more important columns ("Name" and "Memo"), as needed.
- Additionally, some versions of QB do not provide the correct name (under the "Name" column) associated with each transaction. In order to obtain the correct data, customization of the report is recommended.

Pro	ofit & Loss Detail								
usto	mize Report Sh	nare Template	Memoriz	e Prin <u>t</u> E-mail •	Excel • Hid	le Header	Refresh		
tes	This Fiscal Year-to	-date	From 1	0/01/2017 🔳 To 04	/30/2018 🔲 Sor	t By Default			
3:21	DM			-					
					o-Right Gra				
04/3	0/18			Pro	fit & Loss	5 Detail			
Acci	rual Basis			Octobe	r 2017 throug	h April 201	8		
	• Туре	• Date	Num	Name	 Memo 	· Class	Clr • Split •	Amount +	Balance •
0	rdinary Income/Ex	pense							
	Income								
	Direct Publi								
		Susiness Cont							
	General Journal	10/31/2017	8	Foundation XYZ	Allocate cas	General	Individ, Busin	-767.12	-767.12
	General Journal	10/31/2017	8	Foundation XYZ	Allocate cas	CM-00G	Individ, Busin	767.12	0.00
	General Journal	11/30/2017	8	Foundation XYZ	Allocate cas	General	Individ, Busin	-767.12	-767.12
	General Journal General Journal	11/30/2017 12/31/2017	8	Foundation XYZ Foundation XYZ	Allocate cas Donation Re	CM-OOG General	Individ, Busin Bank	767.12	0.00
	General Journal General Journal	12/31/2017	9	Foundation XYZ			Individ, Busin	5,000.00	5,000.00
	General Journal	12/31/2017	9	Foundation XYZ	Allocate cas Allocate cas	General CM-OOG	Individ, Busin	767.12	4,232.00
	General Journal	01/31/2018	10	Foundation XYZ	Allocate cas	General	Individ, Busin	-767.12	4.232.88
	General Journal	01/31/2018	10	Foundation XYZ	Allocate cas	CM-OOG	Individ, Busin	767.12	5,000.00
		id, Business Co		T CONGLUENT / TE	Ano outo ouo	011-000		5,000.00	5,000.00
									-,
	Federal &	& State grants							
	Invoice	10/31/2017	1	Office of the Gove	FSR OCT 20	00G-29	Accounts Re	10,548.85	10,548.85
	Invoice	11/30/2017	2	Office of the Gove	FSR for the	00G-29	Accounts Re	9,154.72	19,703.57
	Invoice	12/31/2017	3	Office of the Gove	FSR for the	00G-29	Accounts Re	9,960.74	29,664.31
	Invoice	01/31/2018	4	Office of the Gove	FSR for the	00G-29	Accounts Re	9,155.07	38,819.38
	Total Fede	eral & State gran	nts				-	38,819.38	38,819.38
	Total Direct P	Public Support						43,819.38	43,819.38
	In-Kind Rev								
	General Journal General Journal	10/31/2017 10/31/2017		Volunteer 1 Volunteer 1	10-2017 Vo 10-2017 Inte	K-00G	In-Kind Volun In-Kind Volun	700.00	700.00
	General Journal	11/30/2017		Volunteer 1	10-2017 Inte	K-00G	In-Kind Volun	480.00	1,268.00
	General Journal	11/30/2017		Volunteer 1	11-2017 Vo 11-2017 Inte	K-00G	In-Kind Volun	480.00	2.356.00
	General Journal	12/31/2017		Volunteer 1	12-2017 Inte	K-00G	In-Kind Volun	700.00	3,056.00
	General Journal	12/31/2017		Volunteer 1	12-2017 vo	K-00G	In-Kind Volun	574.00	3,630.00
	General Journal	01/31/2018		Volunteer 2	01-2018 Vo	K-00G	In-Kind Volun	640.00	4,270.00
	General Journal	01/31/2018		Volunteer 2	01-2018 Inte	K-00G	In-Kind Volun	588.00	4,858.00
	Total In-Kind						-	4,858.00	4,858.00
							-		
	Total Income							48,677.38	48,677.38
	Gross Profit							48,677.38	48,677.38
	Expense								
	Indirect Co:								
	General Journal	10/31/2017			Indirect Cos	00G-29	Indirect costs	976.85	976.85
	Total Indirect	Costs						976.85	976.85



Customizing the P&L Detail report

In the report ribbon, click Customize Report Share Template Memorize Print E-mail • Excel • Hide Header Refresh From 10/01/2017 To 07/24/2018 Sort By Default ~ Dates on Customize Report 11:12 AM In the **Display** tab, change the dates Modify Report: Profit & Loss Detail × Display Filters Header/Footer Fonts & Numbers Select the appropriate Report Date Range **Report Basis** Dates This Fiscal Year-to-dat From the first day of the current fiscal year through today From 10/01/2017 To 07/24/2018 Under the Columns **Report Basis** section, scroll down and: Accrual () Cash This setting determines how this report calculates income and expenses. Uncheck "Name" Columns √(left margin) Sort by Default Check "Source Name" Trans # 21 Ascending order Type Sort in Entered/Last Modified O Descending order Uncheck "Class" Last modified by Date √Num Uncheck "Balance" Adj Put a check mark next to each column P. O. # that you want to appear in the report /Name Advanced... Revert Cancel Help OK Click <OK> when done



Customizing the P&L Detail report

(continued)

Filters

DOG-2995102

Multiple classes

General & Admin

Tell me more...

OOG-2995102

CM-OOG5102

IK-OOG5102

All classes

Class

Choose a class (a group of transactions) from the

Header/Footer

Fonts & Numbers

Set to

Custom

Remove Selected Filter

Cancel

OOG-2995102

All income/expense acco...

Revert.

Help

Current Filter Choices

Filter

Date

Class

OK

Account

Modify Report: Grant Ledger

Display

TransactionType

Customer Type

Class Filter

drop-down list.

Choose Filter

Filter

Name

Aging Billing Status

Class

Cleared

Number

- The report must also be customized to filter for the desired class.
- At the Modify Report window, select the Filters tab
- Scroll down on Filter to select "Class"
- At the "Class" drop down menu, select the respective class:
 - 00G #
 - CM#

IK#

Click <OK> when done



 \times

Customizing the P&L Detail report

(continued)

- Click on the Header/Footer tab
- At "Report Title" change the name from "Profit & Loss Detail" to one of the following:
 - Grant Ledger
 - Cash Match Ledger
 - In-Kind Match Ledger
- It is recommended to also include the grant Name or # in the name of the report
- Click <OK> when done

<u>D</u> isplay	Filters	Header/Foote	Fonts & Numbe	ers
Show Header Inform	ation	Pa	age Layout	
Company Name	Do Right Grantee		ignment	
Report <u>T</u> itle	Grant Ledger	S	tandard	•
Subtitle	December 1, 2017	-	Time Company	
Date Prepared	12/31/01		Date Title Basis Subtitle	
Time Prepared			las/Esp Dressiplins Hay, 13 Ordinary lanar	_
Report Basis			Carallington Consellington Diaideada Annon Other-Diaideada <u>1.11</u>	t:#
Print header on p	ages after first page		Talal - Diaidrada Deau - PC Sélue Giéla Reasiand Internal Earand	L.II L.II L.II 11.55
Show Footer Informa	ation		Real Income Solary Denne I.II Prasii Sharing I.II Olhers Salary <u>5.123.53</u> Talal-Salary 5.1	23.52
Page Number	Page 1	•	Extra Line	Page
Extra Footer Line	:			
Print footer on fir	rst page			Rev



Memorizing the report for future use

- Click the <Memorize> button from the report ribbon.
- In the Memorize Report window,
 - Enter a name for the memorized report.
 - Select the group where to save the report or create a new group (remember where report is saved).
 - Click <OK> when done.
- The same report can be retrieved from the memorized report list, and customized for other ledgers (cash match & in-kind match) by changing the filters, renaming the report, and memorizing for future use.

Grant Ledger		alak estar balara							
Customize Report	Share Temp	Memorize	Print	E-mail *	Excel •	Hide Header	Refres	h	
Dates Custom	ik	From 12/0	/2017	To 0	1/31/2018	Sort By Defa	ult		
3:46 PM					Do R	ight Grante	e		
04/23/18			Gra	ant Le	edger -	OOG Gra	ant 299	95102	
Accrual Basis						7 through Jar			





Retrieving memorized reports

- In the Main menu, click on Reports
 > Memorized Reports
- Select the group location where the report was originally saved.
- Click on the name of the report (as created).
- Change the dates, filter for the desired class, rename the report, and memorize for future retrieval.
- See sample reports:
 - Grant Ledger (<u>Appendix B</u>)
 - Cash Match Ledger (<u>Appendix C</u>)
 - In-Kind Match Ledger (<u>Appendix D</u>)
- Additionally, all reports can be exported to Excel by using the Excelbutton.





Running Budget vs. Actual Reports

- In the Main menu, select Reports
 > Budgets & Forecasts >
 Budget vs. Actual
- Select the correct budget year <Next>
- Select "Account by Class" <Next>
- <Finish>







Office of the Texas Governor Compliance & Monitoring

Modifying the Budget vs. Actual Report

Customize the report:

- At **Display** tab:
 - Change the dates (always run from first day of fiscal year to the end of the month being analyzed)
 - Uncheck the box "% of Budget"
 - Click on the <Advanced> button. —
 - Under Display Rows, select "Non-Zero"
- At the **Filters** tab:
 - Select desired class

Display	Eilters	Header/Footer	Fon	ts & Numbers	
Report Date Range					
Dates This Fiscal Ye	ar-to-date	From the first	t day of the	e current fiscal year t	hrough tod
From 10/01/2017	<u>T</u> o 04/23/2018				
Report Basis					
	Cash This :	setting determines h	ow this rec	oort calculates income	and exper
	-				
Columns and Rows					
Display columns by	Class	 across the top. 			
Add subcolumns for		efault			
Show Actuals \$ Difference	Sort in 🥘	Ascending order Descending order	2↓ ∡↓		
and and	Ŭ	besternang of der	A.		
🔺 📝 % of Budget					
🔺 📝 % of Budget	-			Advanced	Rever
▶ 📝 % of Budget				Ad <u>v</u> anced	Rever





Modifying the Budget vs. Actual Report (continued)

- At the report ribbon, Columns section, scroll down to select "Total only"
- Change the margins of the report for easy viewing purposes as desired
- Change the title of the report
- Memorize the report
- See sample reports:
 - Budget vs Actual OOG (<u>Appendix E</u>)
 - Budget vs Actual CM (<u>Appendix F</u>)
 - Budget vs Actual IKM (<u>Appendix G</u>)
 - Budget vs Actual all classes (<u>Appendix H</u>)

Customize Report	Share Template Memorize Print E-mail •	Excel • Hide He	eader Collapse	Refresh	
tes Custom	From 10/01/2017 ■ To 01		Total only	▼ Sort By Default	-
				Delaut	0.00
3:42 PM	Do-	Right Grantee			
04/30/18	Profit & Los	s Budget v	s. Actual		
Accrual Basis	October 201	7 through Janua	ry 2018		
		Oct '17 - Jan 18	-	♦ \$ Over Budget ♦	
	Ordinary Income/Expense				
	Income				
	Direct Public Support				
	Federal & State grants		114,712.00	-75,892.62	
	Total Direct Public Support	38,819.38	114,712.00	-75,892.62	
	Total Income	38,819.38	114,712.00	-75,892.62	
	0			75 000 00	
	Gross Profit	38,819.38	114,712.00	-75,892.62	
	Expense				
	Indirect Costs	976.85			
	Personnel Expenses				
	Wages & Salary	25,066.68	75,200.00	-50,133.32	
	Fringe Benefits				
	FICA Expense	1,917.60			
	Health Insurance	4,400.00			
	Retirement	1,253.32			
	Fringe Benefits - Other	0.00	30,832.00	-30,832.00	
	Total Fringe Benefits	7,570.92	30,832.00	-23,261.08	
	Total Personnel Expenses	32,637,60	106.032.00	-73,394.40	
	Facilities and Equipment				
	Rent	2,000.00	6,000.00	-4,000.00	
	Utilities	792.88	2,400.00	-1,607.12	
	Total Facilities and Equipment	2,792.88	8,400.00	-5,607.12	
	Operations				
	Program Supplies	258.74	800.00	-541.26	
	Office Supplies	412.27	1,500.00	-1,087.73	
	Printing and Copying	400.00	1,200.00	-800.00	
	Internet	433.32	1,300.00	-866.68	
	Telephone, Telecommunications	365.07	1,100.00	-734.93	
	Total Operations	1,869.40	5,900.00	-4,030.60	
	Travel				
	Conference, Registra & Training	300.00	300.00	0.00	
	Hotel, Meals, other incidentals	167.65	1,540.00	-1,372.35	
	Mileage & Car rental	75.00	940.00	-865.00	
	Mileage & Incidentals (Victims)	0.00	800.00	-800.00	
	Total Travel	542.65	3,580.00	-3,037.35	
	Total Expense	38,819.38	123,912.00	-85,092.62	
	Net Ordinary Income	0.00	-9,200.00	9,200.00	
	Net Income	0.00	-9,200.00	9,200.00	



Deactivating Class(es) for closed grants

- Once a grant is closed, and no additional transactions need to be posted, the class(es) should be deactivated
- In the Main menu select Lists -> Class List
- Double click on the respective class
- Check the box "Class is inactive" to deactivate the class
- Once a class has been deactivated, no future transactions may be allocated to that class.
- Class(es) may be re-activated (by unchecking the box) in case adjusting entries are needed after a review and the final FSR has been submitted.

Name	
Admin	
+OOG2995102	
♦ CM-OOG5102	
◆IK-OOG5102	
>CM OOG 2610	
>OOG 7532610	
	active.
Class Reports Indude ing	ictive
Class Regorts Indude ing Edit Class	active
Edit Class	
Class Name QQG 7532610	<u>ок</u>
Edit Class	



Creating new Class(es) for new grants

- New class(es) should be created every time a new grant is awarded by OOG.
- OOG requires separate grant ledgers by grant award.
- Co-mingling grant fund transactions is not allowed.
- See steps for guidance on creating class(es)





Analyzing your grant

- Analysis of your overall grant and comparison to the FSR is achieved by running other types of reports.
- A Profit & Loss by Class will allow you to view summary data for the multiple classes as set up in QB (varies depending on grant budget).
- See sample report (<u>Appendix I</u>)

Do-Right Grantee OOG Grant 2995102

October 20	17 through Jar	nuary 2018		
	♦ OOG-2995 ♦	CM-00G5 <	K-00G5102 。	TOTAL +
Ordinary Income/Expense				
Income				
Direct Public Support				
Individ, Business Contributions	▶ 0.00 ◀	3,068.48	0.00	3,068.48
Federal & State grants	38,819.38	0.00	0.00	38,819.38
Total Direct Public Support	38,819.38	3,068.48	0.00	41,887.86
In-Kind Revenue	0.00	0.00	4,858.00	4,858.00
Total Income	38,819.38	3,068.48	4,858.00	46,745.86
		<u></u>		
Gross Profit	38,819.38	3,068.48	4,858.00	46,745.86
Expense				
Indirect Costs	976.85	0.00	0.00	976.85
In-Kind Expenses				
In-Kind Volunteers	0.00	0.00	4,858.00	4,858.00
Total In-Kind Expenses	0.00	0.00	4,858.00	4,858.00
Personnel Expenses				
Wages & Salary	25,066.68	2,333.32	0.00	27,400.00
Fringe Benefits		_,		
FICA Expense	1,917.60	178.48	0.00	2,096.08
Health Insurance	4,400.00	440.00	0.00	4,840.00
Retirement	1,253.32	116.68	0.00	1,370.00
Total Fringe Benefits	7,570.92	735.16	0.00	8,306.08
Total Personnel Expenses	32,637.60	3,068.48	0.00	35,706.08
Facilities and Equipment				
Rent	2,000.00	0.00	0.00	2,000.00
Utilities	792.88	0.00	0.00	792.88
Total Facilities and Equipment	2,792.88	0.00	0.00	2,792.88
Operations				
Program Supplies	258.74	0.00	0.00	258.74
Office Supplies	412.27	0.00	0.00	412.27
Printing and Copying	400.00	0.00	0.00	400.00
Internet	433.32	0.00	0.00	433.32
Telephone, Telecommunications		0.00	0.00	365.07
Total Operations	1,869.40	0.00	0.00	1,869.40
T				
Travel	000.00			000.00
Conference, Registra & Training	300.00	0.00	0.00	300.00
Hotel, Meals, other incidentals	167.65	0.00	0.00	167.65
Mileage & Car rental	75.00	0.00	0.00	75.00
Total Travel	542.65	0.00	0.00	542.65
Total Expense	38,819.38	3,068.48	4,858.00	46,745.86
Net Ordinary Income	0.00	0.00	0.00	0.00
tIncome	0.00	0.00	0.00	0.00





Running reports to include multiple Classes

- Select Reports from the Main Menu > Company & Financial > Profit & Loss by Class
- Customize and filter by "Class" selecting "Multiple classes".
- Check the class(es) you wish to view.
- Change the dates, adjust the margins, rename and memorize the report.

Display	<u>F</u> ilters	Header/Footer	Fonts &	Numbers	
Choose Filter			Current Filter	Choices	
Filter	Class		Filter	Set to	
Billing Status Class Cleared Customer Type Detail Level Due Date Entered/Modified Stimate Active	Multiple classes		Account Date		/expense acco Year-to-date
ж.	n the list, then dick	Admin OOG2995102 CM-OOG5102 IK-OOG5102 CM-00G5102			
Automatic inter the exact clas XX.	s below, then dick	CM OOG 2610 OOG 7532610			R <u>e</u> vert
λ.					Help
Apply					


Summarizing what you've learned

- Grant-funded organizations must maintain ledgers created from their accounting system
- If using QB accounting software, this guide provides recommendations to meet OOG's reporting requirements
- Using class tracking in QB allows your organization to create:
 - Grant budgets
 - Grant ledgers
 - Cash-match ledgers
 - In-kind match ledgers
- Reports requested by OOG during a financial review can be easily created, edited, and memorized
- Ledgers can be retrieved and used for submitting the FSR
- Budget-vs.-Actual reports help keep track of grant expenditures and budget balances
- Summary reports can be generated for analyzing the overall grant



Appendices

Do-Right Grantee OOG Grant 2995102 Budget Overview October 2017 through September 2018



	OOG-2995102	CM-00G5102	IK-00G5102	TOTAL
	Oct '17 - Sep 18	Oct '17 - Sep 18	Oct '17 - Sep 18	Oct '17 - Sep 18
Ordinary Income/Expense				
Income				
Direct Public Support Individ, Business Contributions		10,470.00		10,470.00
Federal & State grants	123,912,00	10,470.00		123,912.00
	123,912.00	10,470.00		134,382.00
Total Direct Public Support	123,912.00	10,470.00		
In-Kind Revenue			13,140.00	13,140.00
Total Income	123,912.00	10,470.00	13,140.00	147,522.00
Gross Profit	123,912.00	10,470.00	13,140.00	147,522.00
Expense				
In-Kind Expenses				
Donated Facilities Donated Services			1,500.00	1,500.00
			11,640.00	11,640.00
Total In-Kind Expenses			13,140.00	13,140.00
Personnel Expenses	75 000 00	7 000 00		~~ ~~ ~~
Wages & Salary Fringe Benefits	75,200.00 30,832.00	7,000.00 2,870.00		82,200.00 33,702.00
Total Personnel Expenses	106,032.00	9,870.00		115,902.00
Facilities and Equipment				
Rent Utilities	6,000.00 2,400.00	600.00		6,000.00 3,000.00
Total Facilities and Equipment	8,400.00	600.00		9,000.00
Supplies & Direct Operating				
Program Supplies	800.00			800.00
Office Supplies Printing and Copying	1,500.00			1,500,00
Internet	1,300.00			1,300,00
Telephone, Telecommunications	1,100,00			1,100,00
Total Supplies & Direct Operating	5.900.00			5,900.00
Travel				
Conference, Registra & Training	300.00			300.00
Hotel, Meals, other incidentals	1,540,00			1,540,00
Mileage & Car rental	940.00			940.00
Mileage & Incidentals (Victims)	800,00			800,00
Total Travel	3,580.00			3,580.00
Total Expense	123,912.00	10,470.00	13,140.00	147,522.00
Net Ordinary Income	0.00	0.00	0.00	0.00
let Income	0.00	0.00	0.00	0.00

Net Income

4:37 PM

07/24/18

Accrual Basis



Do-Right Grantee Grant Ledger - OOG Grant 2995102 October 2017 through January 2018

5:22 PM

07/24/18 Accrual Basis

Туре	Date	Num	Name	Memo	Amount
Ordinary Income/Ex	pense				
Income					
	lic Support				
Invoice	& State grants 10/31/2017	1	Office of the Governor	FSR OCT 2017	10,548.85
Invoice	11/30/2017	2	Office of the Governor	FSR for the month of Nov 2017	9,154,72
Invoice	12/31/2017	3	Office of the Governor	FSR for the month of Dec 2017	9,960.74
Invoice	1/31/2018	4	Office of the Governor	FSR for the month of Jan 2018	9,155.07
Total Fe	ederal & State gra	ants			38,819.38
Total Direc	Public Support				38,819.38
Total Income					38,819.38
Gross Profit					38,819.38
Expense					
Indirect Co General Journal	10/31/2017			Indirect Cost OOG	070.00
Total Indire				Indirect Cost OOG	976.85
					976.85
Personnel					
wages General Journal	& Salary 10/30/2017		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	10/31/2017		Employee 2	Advocate II - OOG 80%	2.333.33
General Journal	10/31/2017		Employee 3	Advocate I 100%	3,166.67
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	11/30/2017		Employee 2	Advocate II - OOG 80%	2,333.33
General Journal	11/30/2017		Employee 3	Advocate I 100%	3,166.67
General Journal General Journal	12/31/2017 12/31/2017		Employee 1 Employee 2	Clinical Dir OOG 20% Advocate II - OOG 80%	766.67
General Journal	12/31/2017		Employee 3	Advocate I 100%	2,333.33 3,166.67
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	1/31/2018		Employee 2	Advocate II - OOG 80%	2.333.33
General Journal	1/31/2018		Employee 3	Advocate I 100%	3,166.67
Total W	ages & Salary				25,066,68
Fringe	Benefits				
	A Expense				
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	58.65
General Journal General Journal	10/31/2017 10/31/2017		Employee 2	Advocate II - OOG 80%	178.50
General Journal	11/30/2017		Employee 3 Employee 1	Advocate I 100% Clinical Dir OOG 20%	242.25 58.65
General Journal	11/30/2017		Employee 2	Advocate II - OOG 80%	178.50
General Journal	11/30/2017		Employee 3	Advocate I 100%	242.25
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	58.65
General Journal	12/31/2017		Employee 2	Advocate II - OOG 80%	178,50
General Journal	12/31/2017		Employee 3	Advocate I 100%	242.25
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	58,65
General Journal General Journal	1/31/2018 1/31/2018		Employee 2	Advocate II - OOG 80% Advocate I 100%	178.50
	I FICA Expense		Employee 3	Advocate I 100%	242.25
	Ith Insurance				1,517,00
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	110,00
General Journal	10/31/2017		Employee 2	Advocate II - OOG 80%	440,00
General Journal	10/31/2017		Employee 3	Advocate I 100%	550,00
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	110,00
General Journal General Journal	11/30/2017 11/30/2017		Employee 2	Advocate II - OOG 80%	440.00
General Journal General Journal	11/30/2017		Employee 3 Employee 1	Advocate I 100% Clinical Dir OOG 20%	550,00 110,00
General Journal	12/31/2017		Employee 1 Employee 2	Advocate II - OOG 80%	440.00
General Journal	12/31/2017		Employee 3	Advocate 100%	550.00
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	110.00
General Journal	1/31/2018		Employee 2	Advocate II - OOG 80%	440,00
General Journal	1/31/2018		Employee 3	Advocate I 100%	550,00
Tota	Health Insurance	e			4,400.00
	VER		*		0

Appendix B (1 of 3)



Rev. 01-19-21 40



Do-Right Grantee Grant Ledger - OOG Grant 2995102 October 2017 through January 2018

5:22 PM

07/24/18 Accrual Basis

Туре	Date	Num	Name	Memo	Amount
R	etirement				
General Journal			Employee 1	Clinical Dir OOG 20%	38.33
General Journal			Employee 2	Advocate II - OOG 80%	116.67
General Journal			Employee 3	Advocate I 100%	158.33
General Journal			Employee 1	Clinical Dir OOG 20%	38.33
General Journal			Employee 2	Advocate II - OOG 80%	116.67
General Journal			Employee 3	Advocate I 100%	158.33
General Journal			Employee 1	Clinical Dir OOG 20%	38.33
General Journal			Employee 2	Advocate II - OOG 80%	116.67
General Journal			Employee 3	Advocate I 100%	158.33
General Journal			Employee 1	Clinical Dir OOG 20%	38.33
General Journal			Employee 2	Advocate II - OOG 80%	116.67
General Journal	1/31/2018		Employee 3	Advocate I 100%	158.33
т	otal Retirement				1,253.32
Total	Fringe Benefits				7,570.92
Total Pe	rsonnel Expenses				32.637.60
Rent					
Check	10/1/2017	1210	Landlord	Rent - OOG	500.00
Check	11/1/2017	1231	Landlord	Rent - OOG	500.00
Check	12/1/2017	1239	Landlord	Rent - OOG	500.00
Check	1/1/2018	1261	Landlord	Rent - OOG	500.00
Total	Rent				2,000.00
Utilit	les				
Check	10/31/2017	1220	Utility Company Name	Utilities OOG	200-00
Check	11/30/2017	1248	Utility Company Name	Utilities OOG	197.18
Check	12/31/2017	1256	Utility Company Name	Utilities OOG	198.52
Check	1/31/2018	1268	Utility Company Name	Utilities OOG	197.18
Total	Utilities				792.88
Total Fa	cititles and Equipm	nent			2,792.88
	s & Direct Operat ram Supplies	ling			
General Journal	10/31/2017		Supplier Name	Purchase of ITEM for program	258.74
Total	Program Supplies	5			258.74
	e Supplies				
Check	10/31/2017	1219	Office Depot	Supplies OOG	153.86
Check	12/31/2017	1236	Office Depot	Supplies OOG	258.41
Total	Office Supplies				412.27
Print	ting and Copying				
Check	10/31/2017	1229	Cannon	Copier OOG	100.00
Check	11/30/2017	1238	Cannon	Copier OOG	100.00
Check	12/31/2017	1247	Cannon	Copier OOG	100.00
Check	1/31/2018	1260	Cannon	Copier OOG	100.00
Tota	Printing and Cop	ying			400.00
Inter	net				
Check	10/31/2017	1217	Google Fiber	OOG	108.33
Check	11/30/2017	1235	Google Fiber	OOG	108.33
Check	12/31/2017	1245	Google Fiber	OOG	108.33
Check	1/31/2018	1259	Google Fiber	OOG	108.33
	Internet				433 32
	VER	-		0	
	- Compo	-			

Rev. 01-19-21 41

Appendix B (3 of 3)

5:22 PM

07/24/18 Accrual Basis

Do-Right Grantee Grant Ledger - OOG Grant 2995102 October 2017 through January 2018

Туре	Date	Num	Name	Memo	Amount
Teleph	one, Telecomm	unication	15		
Check	10/1/2017	1215	AT&T	OOG	91.67
Check	11/30/2017	1241	AT&T	OOG	89.81
Check	12/31/2017	1249	AT&T	OOG	93.43
Check	1/31/2018	1263	AT&T	OOG	90.16
Total Te	elephone, Telec	ommunica	tions		365.07
Total Supp	lies & Direct Op	erating			1,869.40
Travel	-				
Confere General Journal	ence, Registra 12/31/2017	& Trainin	g Conf Vendor NAME	Conference on DATE	300.00
				Conterence on DATE	
Total C	onference, Regi	stra & Tra	ining		300.00
	Meals, other inc	cidentals			
General Journal	12/31/2017		La Quinta	Hotel stay	125.00
General Journal	12/31/2017		Restaurant 2	Meals	42.65
Total He	otel, Meals, othe	r incident	als		167.65
Mileage	e & Car rental				
General Journal	12/31/2017		Enterprise Rental	Car rental	75.00
Total M	ileage & Car rer	ntal			75.00
Total Trave	el				542.65
Total Expense					38,819.38
let Ordinary Income					0.00
Income					0.00





5:24 PM

07/24/18 Accrual Basis



Do-Right Grantee Cash Match Ledger- OOG 2995102 October 2017 through January 2018

Туре	Date	N	Name	Memo	Amount
dinary Income/Exp	ense				
Income					
Direct Publ	ic Support				
	Business Cont	tribution	IS		
General Journal	10/31/2017	8	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN	767.1
General Journal	11/30/2017	8	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN	767.1
General Journal	12/31/2017	9	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN	767.1
General Journal	1/31/2018	10	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN	767.1
Total Inc	livid, Business (Contribut	ions		3,068.4
Total Direct	Public Support				3,068.4
	, ,				
Total Income					3,068.4
Gross Profit					3,068.4
Expense					
Personnel	Expenses				
Wages	& Salary				
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	583.3
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	583.3
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	583.3
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	583.3
Total Wa	ages & Salary				2,333.3
Fringe E	Benefits				
	Expense				
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	44.6
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	44.6
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	44.6
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	44.6
Total	FICA Expense				178.4
Heal	th Insurance				
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	110.0
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	110.0
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	110.0
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	110.0
General Journal	113112010		Cimpioyee z	Advocate II - cash match 2010	110.0







5:24 PM 07/24/18 Accrual Basis

Do-Right Grantee Cash Match Ledger- OOG 2995102 October 2017 through January 2018

Туре	Date	N Na	ime Memo	Amount
Retir	rement			
General Journal	10/31/2017	Employe	e 2 Advocate II - cash match 20%	29.17
General Journal	11/30/2017	Employe	e 2 Advocate II - cash match 20%	29.17
General Journal	12/31/2017	Employe	e 2 Advocate II - cash match 20%	29.17
General Journal	1/31/2018	Employe	e 2 Advocate II - cash match 20%	29.17
Total	Retirement			116.68
Total Fri	nge Benefits			735.16
Total Perso	nnel Expenses			3,068.48
Total Expense				3,068.48
Net Ordinary Income				0.00
et Income				0.00





Do-Right Grantee In-Kind Ledger - OOG Grant 2995102 October 2017 through January 2018



		 		Amount
Ordinary Income/Ex	pense			
Income				
In-Kind Re	wenue			
General Journal	10/31/2017	Volunteer 1	10-2017 Volunteer hours	700.0
General Journal	10/31/2017	Volunteer 1	10-2017 Intern hours	588.0
General Journal	11/30/2017	Volunteer 1	11-2017 Volunteer hours	480.0
General Journal	11/30/2017	Volunteer 1	11-2017 Intern hours	588.0
General Journal	12/31/2017	Volunteer 1	12-2017 Volunteer hours	700.0
General Journal	12/31/2017	Volunteer 1	12-2017 Intern hours	574.0
General Journal	1/31/2018	Volunteer 2	01-2018 Volunteer hours	640.0
General Journal	1/31/2018	Volunteer 2	01-2018 Intern hours	588.0
Total In-Kir	nd Revenue			4,858.0
Total Income				4,858.0
Gross Profit				4,858.0
Expense				
In-Kind Ex	penses			
Donate	d Services			
General Journal	10/31/2017	Volunteer 1	10-2017 Volunteers (14 hours)	140.0
General Journal	10/31/2017	Volunteer 2	10-2017 Volunteers (26 hours)	260.0
General Journal	10/31/2017	Volunteer 3	10-2017 Volunteers (30 hours)	300.0
General Journal	10/31/2017	Intern 1	10-2017 Intern (21 hours)	294.0
General Journal	10/31/2017	Intern 2	10-2017 Intern (21 hours)	294.0
General Journal	11/30/2017	Volunteer 1	11-2017 Volunteers (10 hours)	100.0
General Journal	11/30/2017	Volunteer 2	11-2017 Volunteers (18 hours)	180.0
General Journal	11/30/2017	Volunteer 3	11-2017 Volunteers (20 hours)	200.0
General Journal	11/30/2017	Intern 1	11-2017 Intern (21 hours)	294.0
General Journal	11/30/2017	Intern 2	11-2017 Intern (21 hours)	294.0
General Journal	12/31/2017	Volunteer 1	12-2017 Volunteers (15 hours)	150.0
General Journal	12/31/2017	Volunteer 2	12-2017 Volunteers (16 hours)	160.0
General Journal	12/31/2017	Volunteer 3	12-2017 Volunteers (18 hours)	180.0
General Journal	12/31/2017	Volunteer 4	12-2017 Volunteers (21 hours)	210.0
General Journal	12/31/2017	Intern 1	12-2017 Intern (20 hours)	280.0
General Journal	12/31/2017	Intern 2	12-2017 Intern (21 hours)	294.0
General Journal	1/31/2018	Volunteer 2	01-2018 Volunteers (21 hours)	210.0
General Journal	1/31/2018	Volunteer 4	01-2018 Volunteers (20 hours)	200.0
General Journal	1/31/2018	Volunteer 5	01-2018 Volunteers (23 hours)	230.0
General Journal	1/31/2018	Intern 3	01-2018 Intern (21 hours)	294.0
General Journal	1/31/2018	Intern 4	01-2018 Intern (21 hours)	294.0
Total De	onated Services			4,858.0
Total In-Kin	nd Expenses			4,858.0
Total Expense				4,858.0
Net Ordinary Income				0.0
Income				0.0



5:25 PM

07/24/18



5:29 PM 07/24/18 Accrual Basis

Do-Right Grantee Budget vs. Actual (OOG Exp)5102 October 2017 through January 2018



	Oct '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Direct Public Support Federal & State grants	38,819.38	123,912.00	-85,092.62
Total Direct Public Support	38,819.38	123,912.00	-85,092.62
Total Income	38.819.38	123.912.00	-85,092.62
Total meente	50,013.50	123,912.00	+63,092.02
Gross Profit	38,819,38	123,912.00	-85,092.62
Expense			
Indirect Costs	976.85		
Personnel Expenses			
Wages & Salary	25,066.68	75,200.00	-50,133.32
Fringe Benefits			
FICA Expense	1,917.60		
Health Insurance	4,400.00		
Retirement	1,253.32		
Fringe Benefits - Other	0.00	30,832.00	-30,832.00
Total Fringe Benefits	7,570,92	30,832.00	-23,261.08
Total Personnel Expenses	32,637.60	106,032.00	-73,394.40
Facilities and Equipment			
Rent	2,000.00	6,000.00	-4,000.00
Utilities	792.88	2,400.00	-1,607.12
Total Facilities and Equipment	2,792.88	8,400.00	-5,607.12
Supplies & Direct Operating			
Program Supplies	258.74	800.00	-541.26
Office Supplies	412.27	1,500.00	-1.087.73
Printing and Copying	400.00	1,200.00	-800.00
Internet	433.32	1,300.00	-866.68
Telephone, Telecommunications	365.07	1,100.00	-734.93
Total Supplies & Direct Operating	1,869.40	5,900.00	-4,030.60
Travel			
Conference, Registra & Training	300.00	300.00	0.00
Hotel, Meals, other incidentals	167.65	1,540.00	-1.372.35
Mileage & Car rental	75.00	940.00	-865.00
Mileage & Incidentals (Victims)	0.00	800.00	-800,00
Total Travel	542.65	3,580,00	-3,037,35
Total Expense	38,819,38	123,912,00	-85,092,62
Net Ordinary Income	0.00	0,00	0.00
et Income	0.00	0.00	0.00





Appendix F

5:30 PM 07/24/18 Accrual Basis

Do-Right Grantee Budget vs. Actual (CM)5102 October 2017 through January 2018

	Oct '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense Income			
Direct Public Support Individ, Business Contributions	3,068,48	10,470,00	7 401 52
individ, business contributions		10,470.00	-7,401.52
Total Direct Public Support	3,068.48	10,470.00	-7,401.52
Total Income	3,068.48	10,470.00	-7,401.52
Gross Profit	3,068.48	10,470.00	-7,401,52
Expense			
Personnel Expenses			
Wages & Salary	2,333.32	7,000.00	-4,666.68
Fringe Benefits			
FICA Expense	178.48		
Health Insurance	440.00		
Retirement	116.68		
Fringe Benefits - Other	0.00	2,870.00	-2,870.00
Total Fringe Benefits	735.16	2,870.00	-2,134.84
Total Personnel Expenses	3,068.48	9,870.00	-6,801.52
Facilities and Equipment			
Utilities	0.00	600.00	-600.00
Total Facilities and Equipment	0,00	600.00	-600.00
Total Expense	3,068.48	10,470.00	-7,401.52
Net Ordinary Income	0.00	0.00	0.00
let Income	0.00	0.00	0.00





5:30 PM

07/24/18 Accrual Basis

Do-Right Grantee Budget vs. Actual (IKM)5102 October 2017 through January 2018

	Oct '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense Income			
In-Kind Revenue	4,858.00	13,140.00	-8,282.00
Total Income	4,858.00	13,140.00	-8,282.00
Gross Profit	4,858.00	13,140.00	-8,282.00
Expense In-Kind Expenses			
Donated Facilities	0.00	1,500.00	-1,500.00
Donated Services	4,858.00	11,640.00	+6,782.00
Total In-Kind Expenses	4,858.00	13,140,00	-8,282.00
Total Expense	4,858.00	13,140.00	-8,282.00
Net Ordinary Income	0.00	0.00	0.00
Net Income	0.00	0.00	0.00







5:32 PM

07/24/18 Accrual Basis

Do-Right Grantee Budget vs. Actual (All Classes) 2995102 October 2017 through January 2018

	Oct '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Direct Public Support	2 069 49	10 470 00	7 401 52
Individ, Business Contributions Federal & State grants	3,068.48 38,819.38	10,470.00 123,912.00	-7,401.52 -85,092.62
	41,887,86	134,382.00	-92,494,14
Total Direct Public Support			10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -
	4,858.00	13,140.00	-8,282.00
Total Income	46,745.86	147,522.00	-100,776.14
Gross Profit	46,745.86	147,522.00	-100,776.14
Expense			
Indirect Costs	976.85		
In-Kind Expenses			
Donated Facilities	0.00	1,500.00	-1,500.00
Donated Services	4,858.00	11,640.00	-6,782.00
Total In-Kind Expenses	4,858.00	13,140.00	-8,282.00
Personnel Expenses			
Wages & Salary	27,400.00	82,200.00	-54,800.00
Fringe Benefits			
FICA Expense	2,096.08		
Health Insurance	4,840.00		
Retirement	1,370.00		
Fringe Benefits - Other	0.00	33,702.00	-33,702.00
Total Fringe Benefits	8,306.08	33,702.00	-25,395,92
Total Personnel Expenses	35,706.08	115,902.00	-80,195.92
Facilities and Equipment			
Rent	2,000,00	6,000.00	-4,000,00
Utilities	792.88	3,000.00	-2,207,12
Total Facilities and Equipment	2,792.88	9,000.00	-6,207,12
Supplies & Direct Operating			
Program Supplies	258.74	800.00	-541.26
Office Supplies	412 27	1,500,00	-1.087.73
Printing and Copying	400.00	1,200.00	-800.00
Internet	433,32	1,300.00	-866.68
Telephone, Telecommunications	365.07	1,100.00	-734.93
Total Supplies & Direct Operating	1,869.40	5,900.00	-4,030.60
Travel			
Conference, Registra & Training	300.00	300.00	0.00
Hotel, Meals, other incidentals	167.65	1,540.00	-1,372.35
Mileage & Car rental	75.00	940.00	-865.00
Mileage & Incidentals (Victims)	0.00	800.00	-800.00
Total Travel	542.65	3,580.00	-3,037.35
Total Expense	46,745.86	147,522.00	-100,776.14
Net Ordinary Income	0.00	0.00	0.00
tincome	0.00	0.00	0.00







5:35 PM

07/24/18

Accrual Basis

Do-Right Grantee OOG Grant 2995102

October 2017 through January 2018



	OOG-2995	CM-00G51	IK-00G5102	TOTAL
Ordinary Income/Expense Income				
Direct Public Support Individ, Business Contributions Federal & State grants	0.00 38,819.38	3,068.48 0.00	0.00	3,068.48 38,819.38
Total Direct Public Support	38,819,38	3,068.48	0.00	41,887.86
In-Kind Revenue	0.00	0.00	4,858.00	4,858.00
Total Income	38,819.38	3,068.48	4,858.00	46,745.86
Gross Profit	38,819.38	3,068.48	4,858.00	46,745.86
Expense Indirect Costs In-Kind Expenses	976.85	0.00	0.00	976.85
Donated Services	0.00	0.00	4,858.00	4,858.00
Total In-Kind Expenses	0.00	0.00	4,858.00	4,858.00
Personnel Expenses Wages & Salary Fringe Benefits	25,066.68	2,333.32	0.00	27,400.00
FICA Expense	1,917.60	178.48	0.00	2,096.08
Health Insurance Retirement	4,400.00	440.00 116.68	0.00	4.840.00
Total Fringe Benefits	7,570.92	735.16	0.00	8,306.08
Total Personnel Expenses	32,637.60	3,068.48	0.00	35,706.08
Facilities and Equipment				
Rent	2,000.00	0.00	0.00	2,000.00
Utilities	792.88	0,00	0.00	792,88
Total Facilities and Equipment	2,792.88	0,00	0.00	2,792.88
Supplies & Direct Operating Program Supplies Office Supplies Printing and Copying	258.74 412.27 400.00 433.32	0.00 0.00 0.00	0.00 0.00 0.00 0.00	258,74 412.27 400.00
Internet Telephone, Telecommunications	365.07	0,00	0.00	433,32 365,07
Total Supplies & Direct Operating	1,869,40	0.00	0,00	1,869,40
Travel Conference, Registra & Training Hotel, Moals, other incidentals Mileage & Car rental	300,00 167,65 75,00	0.00 0.00 0.00	0.00 0.00 0.00	300.00 167.65 75.00
Total Travel	542.65	0.00	0.00	542.65
Total Expense	38,819,38	3,058,48	4.858.00	46,745,86
Net Ordinary Income	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	0.00



Brought to you by:



Office of the Texas Governor Compliance & Monitoring

Pat Bastidas

Manager Office of Compliance & Monitoring Office of the Governor

Brenda Foster

Director Office of Compliance & Monitoring Office of the Governor