

Recurrent Reports

Income and Expenditure Statement

Image 1

Income and Expenditure Statement for the period ending 31 October 2015				
Cost Centre/Project: 150.32402 - Library				
Source: 010 Research Infrastructure Block Grant				
Project Manager ID 1071: Library				
	Month Actual	2015 YTD Actuals	Commitments	YTD Actuals plus
Income				
Total Income	0	0	0	0
Internal Transfers	0	287,422	0	287,422
FUNDS AVAILABLE BEFORE EXPENDITURE	0	287,422	0	287,422
Expenditure				
Salary Expenditure				
Non Academic	13,118	90,905	20,465	111,369
Total Salary Expenditure	13,118	90,905	20,465	111,369
Non-Salary Expenditure				
Library Subscript/Memberships	30,993	152,806	0	152,806
Leased Databases 12 mth (Exp)	0	56,854	0	56,854
Teaching and research	30,993	209,659	0	209,659
Total Non-Salary Expenditure	30,993	209,659	0	209,659
Total Expenditure	44,110	300,564	20,465	321,029
OPERATING SURPLUS / (DEFICIT)	(44,110)	(13,142)	(20,465)	(33,607)
Carry Forwards (CF)				
Total Carry Forwards (CF)	0	0	0	0
OPERATING SURPLUS / (DEFICIT) INCLUDING CF	(44,110)	(13,142)	(20,465)	(33,607)

The columns of this report are:

- **Month Actual** – totals for transactions in the current month (in Image 1 the current month is October 2015)
- **2015 YTD Actuals** – totals for transactions from the beginning of the year to the current month inclusive
- **Commitments** – salary commitments to end of contracts or year end and any un-received purchase orders in the system as at the end of the current month
- **YTD Actuals plus Commitments** – gives a basic full year forecast of YTD balances including committed funds

For Recurrent projects (Image 1):

- **FUNDS AVAILABLE BEFORE EXPENDITURE** row total in yellow is Income plus Internal Transfers
- **Total Expenditure** is Salary Expenditure plus Non-Salary Expenditure
- **OPERATING SURPLUS / (DEFICIT)** amount in yellow is the Funds Available before Expenditure minus the Total Expenditure. The amount ((33,607) in Image 1) in the

YTD Actuals plus Commitments column is the amount left uncommitted to spend or, if a negative number (shown in brackets), the amount that the project is overspent by. At this stage it excludes the Carry Forwards row.

- **OPERATING SURPLUS / (DEFICIT) INCLUDING CF** amount in orange adds in the Carry Forwards. In the final column it is the amount left uncommitted to spend including Carry Forwards (in Image 1 it is still (68,923) as the carry forwards are \$0)

Most recurrent projects do not have Carry Forward funds and where they do, it is important that project managers can see the impacts of their current year decisions & are not relying on carry forward amounts to sustain long term expense commitments.

The words “Back to Summary” at the bottom of the report are a hyperlink that can be clicked on to get back to the Summary Report.

Image 2

	41	Non-Salary Expenditure			
+	49	Administration, communication and travel			0
	51				
	52	Printer/Multifunction Printer inc Maintenance			70
	53				
-	54	Miscellaneous equipment			70
	56				

There are + signs next to the major row headings which can be clicked on to expand the rows to show the detailed account lines. (In the Image 2 the Miscellaneous Equipment heading (under Non-Salary Expenditure) has been expanded to show that the total of the expenditure is in Printer/Multifunction Printer inc Maintenance.)