

## Recurrent Reports

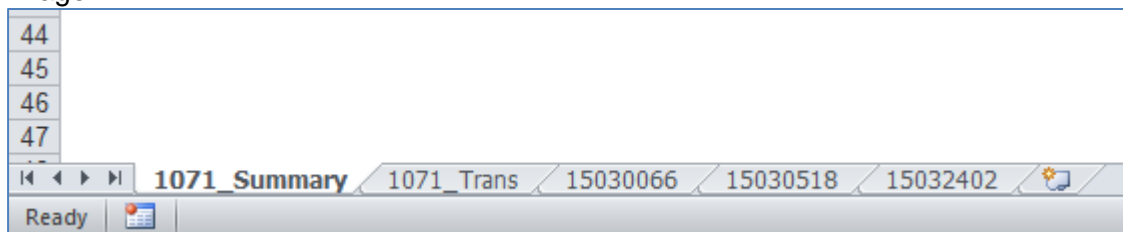
### Introduction

A Project Manager is allocated to every financial project within the University. This Manager is responsible for monitoring the funds allocated and spent within this project to ensure projects are managed prudently financially.

To assist the Project Manager fulfil these responsibilities, a report for each project is generated monthly from the finance system and sent to them as an attachment to an email. If he/she is responsible for more than one project, the reports are combined and sent in one Excel workbook attachment.

Reports consist of an Excel workbook with multiple tabs containing:

Image 1



- A summary report (in Image 1 the tab called “0171 Summary” with 0171 being the project manager code) – an overview of income & expenditure for all projects for the project manager with a hyper-link to:
  - Individual more detailed income & expenditure statements for each project (in Image 1 tabs “15030066”, “15030066” etc which are the cost centre/project codes)
- A Non-Salary Transaction report (in Image 1 the tab called “1071\_Trans”) – a listing of all the transactions for the project manager’s projects for the current month

### Summary Report

Image 2

Flinders University								
Income & Expenditure by Project Manager Summary (Recurrent)								
Year to Date Report from January to October 2015								
Project Manager: Library - 7 7 7 7								
	Source of Funds	Source	Carry Forward	Internal Transfers	Income	Expenses	Commitment	Surplus / (Deficit)
<b>Faculty/Portfolio Projects</b>								
<a href="#">15030036 - Flinders University - East</a>	Funds	120	98,148	0	2,201	4,041	0	96,307
<a href="#">15030F18 - Flinders University - Op...</a>	Funds	120	17,337	80,000	0	83,688	0	13,648
<a href="#">15032402 - Library F.s. arch...</a>	Research Infrastructure	010	0	287,422	0	300,564	20,465	(33,607)
<b>TOTALS</b>			<b>115,484</b>	<b>367,422</b>	<b>2,201</b>	<b>388,294</b>	<b>20,465</b>	<b>76,349</b>
<b>Uniwide/Corporate/Capital Projects</b>								
<b>TOTALS</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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The title of the summary report will state which of the two groups of projects the report relates to (Recurrent or Research, Special Purpose & Consulting) and will also show the month that this report relates to (in Image 2 the current month is October 2015).

Each row of the report relates to one project with the row title being the code and description for the cost centre and project. This title is blue and is a hyperlink which, when clicked on, will take the user directly to an individual Project Report (Images 3 & 4).

The columns of the Summary Report are:

- **Source of Funds** – Shows the description for the source of funding for the project.
- **Src** – Shows the code for the source of funding for the project.
- **Carry Forward** – funds carried forward from the previous year. It is assumed to be income so a negative number means that the balance from the previous year was a deficit
- **Internal Transfers** – funds allocated or transferred from other projects. It is also assumed to be income so a negative number means that funds have been transferred out of this project into another project
- **Income** – funds received from outside of the University
- **Expenses** – both salary & non-salary expenses
- **Commitments** – salary commitments to end of contracts or year end and any un-received purchase orders in the system

**Surplus/(Deficit)** – the net result of Carry Forward plus Internal Transfers plus Income minus Expenses minus Commitments. A positive number is a surplus and represents the funds available to be spent in the project; a negative number, presented in brackets eg (33,607), is a deficit indicating the project is overspent