Income & Expenditure by Project Manager 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.

Projects are currently split into two groups:
- recurrent funded projects
- research, special purpose and consulting projects

The reports for these two groups are slightly different and are explained in more detail below. Each group of reports is emailed separately.

Both 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

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 e.g (33,607), is a deficit indicating the project is overspent
The columns of this report are:

- **Month Actual** – totals for transactions in the current month (in Image 3 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 3):

- **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 3) 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 3 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.

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 Image 3, the Teaching & Research heading (under Non-Salary Expenditure) has been expanded to show that the total of the expenditure is in Library Subscript/Memberships.)

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**Project Reports – Research, Special Purpose & Consulting**

Image 4

The columns of this report are:
- **Month Actual** – totals for transactions in the current month (in Image 4 the 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 research, special purpose & consulting projects:
- **FUNDS AVAILABLE BEFORE EXPENDITURE (INCLUDING CF)** row total in orange is Carry Forwards plus Income plus Internal Transfers
- **Total Expenditure** is Salary Expenditure plus Non-Salary Expenditure
- **OPERATING SURPLUS / (DEFICIT) INCLUDING CF** amount in orange is the Funds Available before Expenditure (including CF) minus the Total Expenditure. The amount ($39,836 in Image 4) 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, taking commitments into account

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.

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 Image 4, the Teaching & Research (under Non-Salary Expenditure) has been expanded to show that the total of the income is in Books/Manuals.)

### Non Salary Transaction Report

This report is accessed by clicking on the tab at the bottom of the report called XXXX_Trans:

**Image 5**

**Image 6**
This report shows all non-salary transactions for each project for the current month. It is divided into types of transactions.

The columns in this report are:

- **Cost Centre** – the cost centre the transaction has been coded to
- **Project** – the project the transaction has been coded to
- **Project Description**
- **Natural Account** – the natural account the transaction has been coded to
- **Natural Account description**
- **Amount** – the GST exclusive amount
- **Approver name** – the name of the approver in Basware & for some journals
- **Supplier** – the supplier of the transaction for Basware & Credit card transactions
- **Narration** – any narration supplied with the transaction

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