

Assessing financial viability using the Cash Summary Report



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Prior to the monthly Centre meeting, code and reconcile all transactions for the month prior. Generate a cash summary report by going to Accounting > Reports > Financial reports > Cash Summary.

Select the month of the report, period 11 months, compare with none, and update. You can compare to “Previous x periods” if you would like to view and compare to all the previous months in the financial year.

- Review the report to ensure that all income and expenses are coded to the correct account codes
- Ensure the closing balance at the bottom of the report matches the total closing balances of all bank accounts on the last day of that month
- Print off a copy of the report for the meeting
- Report highlights from the month at the meeting
- Sign the report, and get it signed by the Centre President
- File a copy in the accounts file, along with the bank statement for the month.

Date: February 2020 Period: 1 month Compare With: Previous 11 Periods [Update](#)

Include GST
 Show YTD
 Show Income %

[More options](#)

Scroll down to the very last line with the closing balance and look at each bulk funding month March, July and November to see if the balance is roughly holding steady or is the total cash dropping round to round. If its holding steady your Centre is probably reasonably healthy, if its growing – Great, but if its dropping a few thousand dollars after every round then your Centre is starting to use its reserves and should put some time into considering your costs vs income and where you can increase your revenue e.g. fundraisers, building rentals, or reduce your costs.

See example below – the balance in November is slightly higher than July which tells us the Centre is operating viably.

[Add Summary](#)

	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019	Jul 2019
Summary								
Opening Balance	21,688.37	21,688.37	21,189.44	18,323.39	18,984.67	19,514.69	20,164.10	13,528.93
Plus Net Cash Movement	0.00	0.00	498.93	2,866.05	(661.28)	(530.02)	(649.41)	6,635.17
Closing Balance	21,688.37	21,688.37	21,688.37	21,189.44	18,323.39	18,984.67	19,514.69	20,164.10