

Student Activity Fund

Treasurer's Guide to Understanding your SAF Account Reports.

Reports are sent with a cover summary (a snap shot as of the report date/title), followed by the detail report of all transactions processed on each account over a specific period of time (usually the first day of each month through the last day of each month).

The SUMMARY REPORT is separated into categories: an Income section, an Expense section, followed by any applicable reserves. In the budget column, the bottom row/line net amount should be ZERO (ie: a balanced budget).

Column headings shows the **Account Number** and **Description/Account Title**, followed by:

The **"Certified Annual Budget"** column of each category of income and expense. "Income" will be shown in negative amounts (in parenthesis). Withdrawals or Expenses appear as positive dollar amounts.

The **"Current YTD (Year to date)"** column reflects the cumulative Actual amounts in each account from the start of the fiscal year (June 1) through the date of the report listed "as of date" listed at top of the report. "Income" will be shown in negative amounts (in parenthesis). Withdrawals or Expenses appear as positive dollar amounts.

The **"Variance"** Column simply reflects the net difference between the annual budget amount and the year to date actual amount.

On the summary report, the **Current YTD** reflects the net amount of ALL Debit and Credit transactions during the period that the report covers. Under the Expense categories, actual expenses are reflected as debits. Individual amounts added to the account are reflected as credits. For a more accurate understanding of any individual account (expense category), you must review the **Detail Transaction Report** to see individual transactions.

The **DETAIL TRANSACTION REPORT** is for covers a period of time with a beginning and ending date (usually one calendar month).

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