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MONTHLY REPORTS
SUMMARY OF EXPLANATION

Bank Reconciliation

- This is a summary of the city’s checking, savings, and investment account balances in the financial software.
- The information is received from the Bank Statements, Investment Statements, and Bank Reconciliation Registers.
- The Bank Reconciliation process is the balancing month end creating Bank Reconciliation Registers.
- The Bank Reconciliation Report final page on the City’s Cash, Investments, and Petty Cash total should equal the Bank Cash Report.

Treasurer’s Report

- This report is a financial software generated report that identifies the balance in each of the city’s funds.
- This report reflects the funds beginning balance (*Calendar Last Month End Balance*), plus revenues received (*Received*), less expenses disbursed (*Disbursed*), plus or minus *Change in Liability*, and the fund’s *Ending Balance*.
- The report Ending Balance across from the Report Total row should equal the *Bank Cash Report Total of All Banks* row, *Monthly Cash Balance* column and the *Reconciliation Report Cash, Investments, and Petty Cash total*.

Budget Report by Function

- This is a financial software generated report that reflects the nine Programs or Functions (*Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service, Capital Projects, and Enterprise Funds*) as identified by the State of Iowa.
- This is an extremely important report to pay attention to because; *a budget will have to be amended only if the budgeted expenditures for a --- PROGRAM --- or FUNCTION will exceed the amount originally budgeted for that specific program as a total.*
- An amendment may not be necessary if only the budgeted expenditures for an individual capital project will be exceeded. The budget for the *PROGRAM* or *FUNCTION* is the controlling factor in determining if a budget amendment is needed.
- We will want to pay attention to the YTD Balance column of this particular report. The State of Iowa also says that you must prepare a budget amendment prior to exceeding the Program or Function if it is estimated or anticipated that you’ll exceed that Program or Function.

Budget Report XP by Fund

- This is a financial software generated report which reflects the funds budgeted expense amount, Month to Date Balance, YTD Balance, Percent Expended and Unexpended.

Revenue Report

- This is a financial software generated report which reflects the funds budgeted revenues, Month to Date Balance, YTD Balance, Percent Received and Uncollected.