



Financial Reports & Documents for County Program Directors

Verify Documents


Payroll Time Sheets/Employee Payroll Report
 Invoices, Bills, or Purchase Orders, if used
 Receipt Book
 Deposit Slips
 Handwrittten or Printed Checks
 Petty Cash Box, if used.
 Bank Statement(s)

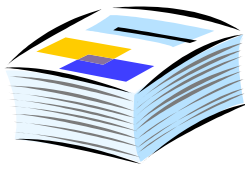


<p>Detailed Reports</p> <p>Deposits Checks Ledger</p>		<p>Summary Reports</p> <p>Deposits Checks Receivables & Payables</p>	<p>Quick Reports</p> <p>Classes Accounts</p>
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Validation

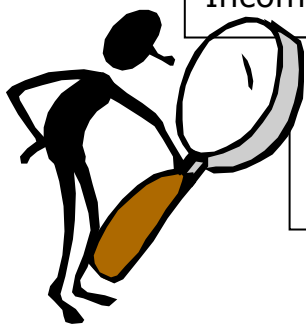
Safeguarding Cash Checklist
 End of Month Checklist (illustrations)
 Bank Reconciliation



	<p style="text-align: center;">Decision-Making Reports</p> <p>Monthly or YTD Income and Expense Budget vs. Actual Report Funds (Class) Balances</p>
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Comparative Reports Current Year vs. Prior Year

Balance Sheet
 Income and Expense (Profit & Loss) by Class



<p>Periodic Reports</p> <p>Missing Checks Voided Checks Audit Trail</p>	<p>Quarterly Reports</p> <p>Income & Expense Summary–RD/UME * 941 Employer’s Tax Report, if appropriate</p>
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Annual Reports

Income and Expense Summary
 Annual Budget Summary – RD/UME (due March 15)
 Budget Overview vs Actual
 Balance Sheet
 Annual 944 Employers Tax Report, if appropriate
 W2 and W3 forms

* Due April 15, July 15, October 15, January 15

Retrieve the Financial Report Distribution from
<http://muextension.missouri.edu/acctmanual/Reports/FinancialReportDistribution.pdf>