Configuration for Annual Revenue and Expense Financial Report – All Classes Combined (optional)

This Report calculates all revenue and expense transactions with class codes combined in one column, including Savings transactions, i.e. interest income, recorded during the fiscal year. The report’s objective is to calculate Net Income for the calendar year. Net Income is the difference between Total Income and Total Expenses. Class balances are not calculated in this report. This report is a standard report required by most Auditors.

This report is retained and included with other council reports.

NOTE: This report can be quickly configured by using the Annual Revenue and Expense Report to Regional Director which recently was created from the former quarterly revenue and expense report.

- Select Reports from menu bar.
- Select Memorized Reports
- Select Memorized Report List.
- Open the Annual Revenue and Expense Report Separated by Class.

- Date Range should include all dates in the calendar year 01/01/xx to 12/31/xx

- To the Right of the date range, change Columns text box to Year.

- Change Report title, if desired.
  - Click Modify Report button at top left of screen
  - Select header/footer button
  - Change Report title to “Annual Revenue and Expense Report – All Classes Combined.”

- Click the Memorize button at top of screen
- Select New and create Report Name, Annual Revenue and Expense – All Classes Combined.
- Save

You created a second revenue and expense report. The original report, Annual Revenue and Expense Report Separated by Class, is retained.

This report may be filed with other year-end reports. This report is not mailed to the MU Fiscal Office or the Regional Director’s office, unless requested.