

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.