

# Year-End Financial Summary

## Nonprofit Organization

### 1. Organization Information

|                   |                                     |
|-------------------|-------------------------------------|
| Organization Name | Example Nonprofit Foundation        |
| Reporting Period  | January 1, 2023 – December 31, 2023 |
| Prepared By       | Jane Doe, Treasurer                 |
| Date Prepared     | January 25, 2024                    |

### 2. Income Summary

| Category                      | Budgeted                  | Actual                    | Variance                  |
|-------------------------------|---------------------------|---------------------------|---------------------------|
| Grants                        | \$20,000                  | \$22,500                  | +\$2,500                  |
| Donations                     | \$15,000                  | \$14,300                  | -\$700                    |
| Fundraising Events            | \$5,000                   | \$4,700                   | -\$300                    |
| Other Income                  | \$2,000                   | \$2,250                   | +\$250                    |
| <strong>Total Income</strong> | <strong>\$42,000</strong> | <strong>\$43,750</strong> | <strong>+\$1,750</strong> |

### 3. Expense Summary

| Category                        | Budgeted                  | Actual                    | Variance                |
|---------------------------------|---------------------------|---------------------------|-------------------------|
| Program Expenses                | \$25,000                  | \$24,200                  | -\$800                  |
| Administrative Expenses         | \$8,000                   | \$8,500                   | +\$500                  |
| Fundraising Expenses            | \$4,000                   | \$3,700                   | -\$300                  |
| Other Expenses                  | \$2,500                   | \$2,400                   | -\$100                  |
| <strong>Total Expenses</strong> | <strong>\$39,500</strong> | <strong>\$38,800</strong> | <strong>-\$700</strong> |

### 4. Net Surplus / (Deficit)

| Budgeted | Actual  | Variance |
|----------|---------|----------|
| \$2,500  | \$4,950 | +\$2,450 |

### 5. Year-End Fund Balances

| Fund            | Opening Balance | Closing Balance |
|-----------------|-----------------|-----------------|
| General Fund    | \$10,000        | \$13,800        |
| Restricted Fund | \$5,000         | \$6,150         |
| <b>Total</b>    | <b>\$15,000</b> | <b>\$19,950</b> |

## 6. Important Notes

- This summary provides an annual overview of funds raised and spent for transparency and planning purposes.
- All figures should be supported by bank statements and receipts for auditing and compliance.
- Variance analysis helps identify budget discrepancies and guides future budget adjustments.
- Clear records are essential for reporting to donors, regulatory bodies, and internal stakeholders.
- Regular year-end summaries support responsible stewardship of nonprofit resources.