

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
Total Income	\$42,000	\$43,750	+\$1,750

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
Total Expenses	\$39,500	\$38,800	-\$700

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
Total	\$15,000	\$19,950

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.