DEFINITIONS FOR FINANCIAL INFORMATION WORKSHEEET

BALANCE SHEET

CASH: Includes all bank accounts (checking, savings, PayPal, Petty Cash, Certificates of Deposit, Cash Investments). All with the ability to liquidate immediately.

INVESTMENTS: Includes Publicly traded securities (such as Managed Investment accounts, stock funds, mutual funds), Other securities (such as Partnership interest and/or privately held securities-stock)

RECEIVABLES: All Pledges, Grants receivable, and Accounts Receivable (amounts owed to you for billed events/services). All loan/note receivables from other persons (borrowed from your organization).

OTHER CURRENT ASSETS: Any Inventories (for sale or use), Prepaid Expenses (to be used within 12 months), and/or deferred charges (long-term-greater than 12 months- prepaid expense).

TOTAL FIXED ASSETS NET OF ACCUM. DEP: Land, buildings, equipment, furniture less any depreciation

OTHER ASSETS: Intangible assets (Patents, Franchises, Intellectual Property, Copyrights, Goodwill, Brand Equity).

ACCOUNTS PAYABLE: Any amounts owed at period end for operating costs and accrued expenses.

GRANTS PAYABLE: Any amounts owed on grants to be paid to others at the end of period.

CURRENT PORTION OF NOTES PAYABLES: The principal portion of a long-term liability that is coming due within

DEFERRED REVENUE: Funds received for future goods and/or services. Considered unearned revenue.

LOANS AND NOTES: Funds borrowed from banks and/or persons (to include current and/or former officers, directors, key employees). Generally principal amounts due for periods longer than 12 months due from unrelated third parties for secured or unsecured mortgages.

TAX-EXEMPT BOND LIABILITIES: Borrowed funds owed to government-chartered bond authorities that offer the bond investor tax-exempt interest income.

OTHER LIABILITIES: Escrowed or custodial account liabilities, federal income tax/penalties, and any other liability not otherwise included above.

UNRESTRICTED NET ASSETS: **Funds not encumbered by any grantor or contributor restrictions.** May include, current year net income, capital stock, paid-in capital, capital surplus, opening balance equity, retained earnings, endowment, accumulated income, or other funds.

RESTRICTED NET ASSETS: **Funds encumbered by any grantor or contributor restrictions.** Any net assets, retained earnings, or fund balances remaining on restricted funds. Generally, represents funds received that have not been expensed per restricted grant or contributor agreements.

REVENUE and EXPENSE

PROGRAM SERVICES REVENUE: Funds received in exchange for providing services (tuition, fees, or admissions).

MEMBERSHIP DUES: Funds members pay to be in your organization – amounts usually paid recurrently.

INVESTMENT INCOME: The profit earned from investments in stocks, bonds, cash, collectibles, or real estate. (interest income, dividends, capital gain distributions, capital gain/losses on sale).

GOVERNMENT GRANTS: Funds received and/or earned from local/state/federal governmental sources for which no goods or services are required to be provided in return. Generally, these grants are recognized as income over the period necessary to match them with their related costs – as they are intended to compensate.

ALL OTHER GRANTS AND CONTRIBUTIONS: Funds received by foundations, businesses, trusts, and/or individuals. Some may require restrictions on the use of the funds.

OTHER REVENUE: All other income not defined above.

PROGRAM SERVICE EXPENSES: All costs of activities directly related to your organization's purpose. To include wages and employee benefits, direct program expenses in providing the care and support of the public served, the allocation of administrative, maintenance, and property expenses in support of your programs.

FUNDRAISING EXPENSE (DEVELOPMENT EXPENSE): Generally, all costs used to raise funds for the organization. To include mailings, advertisements, events, and an allocation of wages for those employees engaged in these

MANAGEMENT AND GENERAL EXPENSES: Costs associated with the overall function and management of your organization. To include wages of staff, accounting, auditing, and legal fees, administrative supplies and expense, board of directors' meetings, committee/staff meetings (not involved in program services), and general liability insurance.