

How to read your Budget to Actual Report

The Budget to Actual is a report that compares your current activity for the fiscal year (Oct – current) against your yearly budget. This should give you a gauge on how your income and expenses are comparing against the budget. This report is broken down into 3 columns:

Column 1 – This column is the actual cash that has been attributed to your unit. This should match up to all the entries on the Cash Reports up to the time this report was generated. This should also match the 321s that you've submitted to record income and expenses. There may be a few other entries: previously approved expenses on your CAPF172, donations that are processed at the wing or national level that might be in addition to your 321s, but as a general rule these should match the transactions you've submitted.

Column 2 – This column is the latest annual budget that you've approved. If these numbers don't match your latest budget please let wing finance know so they can update QuickBooks with the correct information.

Column 3 – This column is the difference between the actual cash transactions and what was budgeted for that line item. This number will have different meanings if the item is an income or an expense.

- Income – positive number: This means you've taken in more money than planned. Way to go.
- Income – negative number: Keep an eye on this. This is not usually an issue, especially early in the year. This is normal as income/fundraising budget is for the full year and this report only covers the year up to this point.
- Expense – positive number: **This is a problem and needs to be addressed.** It means that you've "spent" more money than you planned: per CAPR173-1 a new budget needs to be submitted to correct this.
- Expense – negative number: This is good, it means that you haven't spent all the money you've allocated for this item.

Civil Air Patrol, Illinois Wing HQ
Profit & Loss Budget vs. Actual
 October 2016 through March 2017

	Oct '16 - Mar 17	Budget	\$ Over Budget
Income			
6210000 · Special Events			
6214000 · Unit Events	3,045.00	2,770.25	274.75
Total 6210000 · Special Events	3,045.00	2,770.25	274.75
6500000 · From Units Below NHQ			
6510000 · From Regions & Wings			
6510200 · From Wings			
6510290 · Miscellaneous	1,650.00		
Total 6510200 · From Wings	1,650.00		
Total 6510000 · From Regions & Wings	1,650.00		
6513000 · From Units Below			
6513090 · Miscellaneous	-31.20	90.00	-121.20
Total 6513000 · From Units Below	-31.20	90.00	-121.20
Total 6500000 · From Units Below NHQ	1,618.80	90.00	1,528.80
Total Income	4,663.80	2,860.25	1,803.55
Gross Profit	4,663.80	2,860.25	1,803.55
Expense			
7700000 · Supplies			
7700100 · Supplies	56.21		
Total 7700000 · Supplies	56.21		
8400000 · Activities & Encampments			
8475000 · Cadet Activities Expense			
8475900 · Unit Cadet Activities	108.96	0.00	108.96
Total 8475000 · Cadet Activities Expense	108.96	0.00	108.96
Total 8400000 · Activities & Encampments	108.96	0.00	108.96
8505000 · Conf, Conventions, & Meetings			
8540000 · Unit Events	4,366.59	4,416.44	-49.85
Total 8505000 · Conf, Conventions, & Meetings	4,366.59	4,416.44	-49.85
9530000 · Expenditures with Units Below			

