

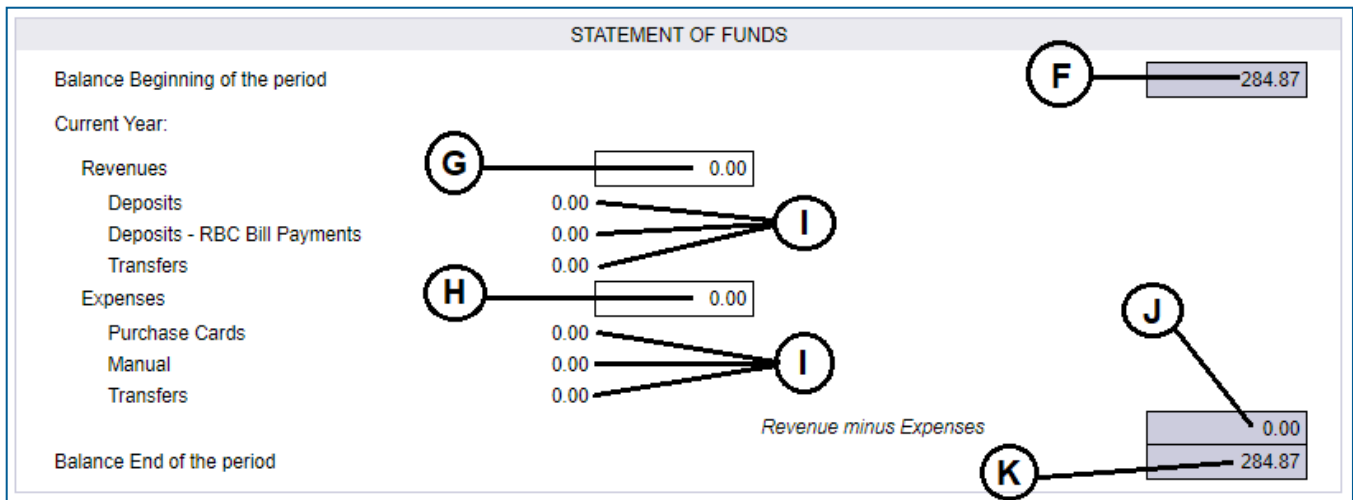
Quick Tip 10 - Understanding the Balance Report

This reference will show you how to read the balance report. It will also explain how to determine your available purchase card credit balance using the balance report.

Balance Report			
Date	Sep 1, 2018 to Sep 13, 2018		
Guide	002436		
STATEMENT OF REVENUES AND EXPENSES			
DATE	Sep 1, 2018 to Sep 13, 2018		
	USERS 002436 (6th Bowmanville Brownie Unit)		
	Revenue		Expenses
Campership Subsidies	0.00	Awards and Badges	0.00
CWFF Collected	0.00	Cash Advance	0.00
Donations	0.00	Craft Supplies	0.00
Dues	0.00	CWFF -Transfer to Province	0.00
Equipment Revenue	0.00	Equipment Purchases	0.00
Fall (Mint) Cookies	0.00	Fall (Mint) Cookie Payments	0.00
Fundraising - Approved	0.00	Fundraising - Approved	0.00
International Trip Revenue	0.00	GGC Property Rental	0.00
Membership Fees Collected	0.00	Gifts	0.00
Other Revenue (incl. Previous Guiding Year Spring Cookies)	0.00	International Trip Purchases	0.00
Parent Orders Revenue (Guide Store)	0.00	ITC -Taxable Activity - Overnight + Day 15yrs+	0.00
Special Events (Calendar + Day Camp <15yrs)	0.00	LEAP Payments	0.00
Spring (Sandwich) Cookies	0.00	Membership Fees Forwarded	0.00
Taxable Activity (extract HST) - Overnight + Day 15yrs+	0.00	Other Administrative	0.00
Taxable Activity (GST) - QC/NU	0.00	Parent Orders Purchases (Guide Store)	0.00
Training	0.00	Postage/Courier	0.00
Z-OC Clearing Account	0.00	Printing, Office Supplies and NSF Fee	0.00
		Program (Non-craft Supplies)	0.00
		Public Relations	0.00
		Special Events (Calendar + Day Camp <15yrs)	0.00
		Spring (Sandwich) Cookie Payments	0.00
		Training	0.00
		Travel (Mileage) Non-trip Related	0.00
		Z-OC Clearing Account	0.00
HST Collected	0.00	HST Rebate	0.00
Waiting (Not Allocated)	76.00	Waiting (Not Allocated)	13.56
Total	76.00		13.56

- A. **Report Period:** Date range that you selected on the calendars. Use the current date as the **End Date** to capture all transactions. **Users:** the user ID and name of the unit
- B. **Revenue Categories:** The categories that you select when allocating revenue distributions
- C. **Expense Categories:** The categories that you select when allocating expense distributions
- D. **HST Collected and HST Rebate:** The amounts of HST Collected and HST Rebate for the current month (at the beginning of each month this amount returns to 0). For more information please read [HST for Ontario and Nunavut Units](#), [Quick Tip 24 - HST](#) and [Quick Tip 22 - Transaction Report](#)
- E. **Waiting (Not Allocated):** The total amount of revenues and expenses that are not **Verified, Provincial** status. To clear these boxes, allocate **ALL** transactions and submit **ALL** receipts and deposit slips to your Unit Banking Clerk

Statement of Funds:



- F. Balance Beginning of the Period:** The account balance prior to the Report Period
- G. Total Revenues:** Total revenues collected during the Report Period
- H. Total Expenses:** Total expenses incurred during the Report Period
- I. Breakdown:** Breakdown of the revenues and expenses by each type during the Report Period. Revenue: Deposits, RBC Bill Payments and Transfers. Expenses: Purchase Cards, Manual and Transfers.
- J. Revenues minus Expenses:** Net change to the account during the Report Period (=G-H)
- K. Balance End of the Period:** Unit account balance as of the **End Date** of the Report Period. When you use the current day as your end date, **this is your Unit’s Current Balance or (Deficit).**

How to determine your Purchase Card Credit Balance using your Balance Report

- Step 1:** Run a new balance report using the 27th of the month as the **Start Date** and the current date as the **End Date**. For example, if it is January 19th then your **Start Date** is 12/27/20XX and **End Date** is 01/19/20XX.
- Step 2:** On your Balance Report, look at the Statement of Funds section (bottom half of the report) and read the number beside **Expenses - Purchase Cards (I)**.
- Step 3:** Subtract this number (**Expenses - Purchase Cards (I)**) from your Credit Limit to determine your available credit balance. This will only capture purchase card expenses that have appeared in your account. *When determining your available credit balance, also take into account the purchase card transactions that have not appeared in your account.*

For more information click on these: [Balance Report](#) or [Credit Limit](#) or [Quick Tip 22 - Transaction Report](#)