

# Financial Reports & Documents for County Program Directors

## Verify Documents

Payroll Time Sheets/Employee Payroll Report  
 Invoices, Bills, or Purchase Orders, if used  
 Receipt Book  
 Deposit Slips  
 Handwritten or Printed Checks  
 Petty Cash Box, if used.  
 Bank Statement(s)



## Detailed Reports

Deposits  
 Checks  
 Ledger



## Summary Reports

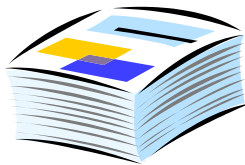
Deposits  
 Checks  
 Receivables & Payables

## Quick Reports

Classes  
 Accounts

## Validation

Safeguarding Cash Checklist  
 End of Month Checklist (illustrations)  
 Bank Reconciliation



## Decision-Making Reports

Monthly or YTD Income and Expense  
 Budget vs. Actual Report  
 Funds (Class) Balances

## Comparative Reports Current Year vs. Prior Year

Balance Sheet  
 Income and Expense (Profit & Loss) by Class



## Periodic Reports

Univ. Insurance Subsidy (bi-annual)  
 Missing Checks  
 Voided Checks  
 Audit Trail

## Quarterly Reports

941 Employer's Tax Report,  
 if appropriate

## Annual Reports

Income and Expense Summary to RD  
 Annual Budget Summary – RD/UME (due March 15)  
 Budget Overview vs Actual  
 Balance Sheet  
 Annual 944 Employers Tax Report, if appropriate  
 W2 and W3 forms

Retrieve the Financial Report Distribution from

<http://muextension.missouri.edu/acctmanual/Reports/FinancialReportDistribution.pdf>