DASHBOARD AND EXECUTIVE REPORTING

Presented by Trina Lang

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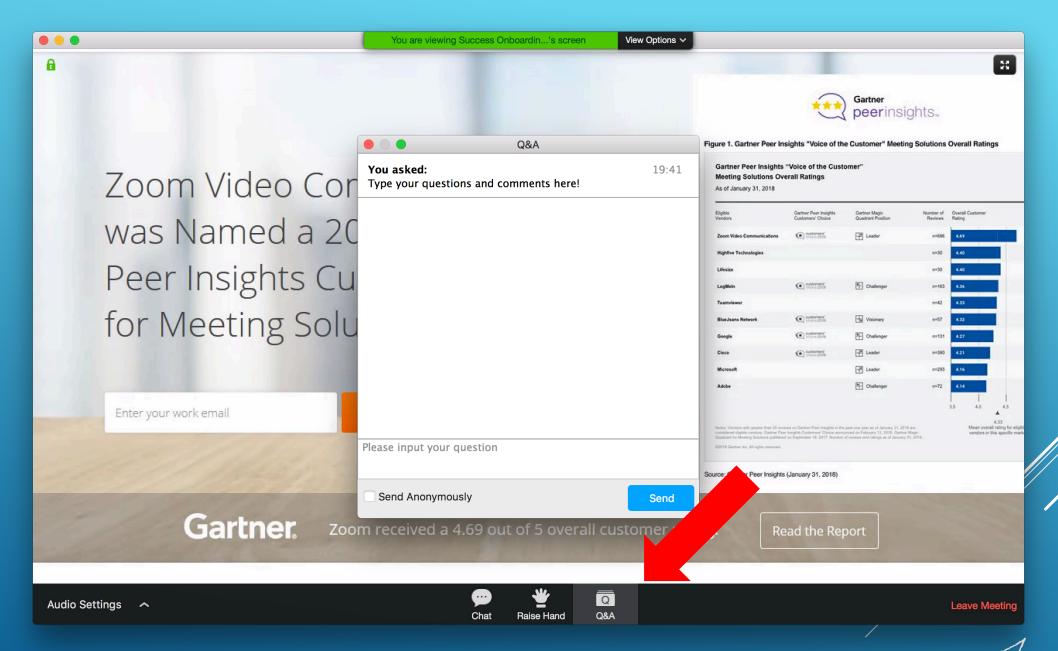
TRINA LANG

Principal

Outsource Accounting Services Group

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DASHBOARDS

A simplified visual graphic that displays key performance information or indicators



WHAT'S FIRST. KNOW YOUR AUDIENCE

Who is this designed for?

What are they focused on?





WHAT'S NEXT?
ASK QUESTIONS AND LISTEN.





DASHBOARDS CATEGORIES

Operational – immediate performance

Analytical – identify trends

Strategic – tracking key performance indicators



POLLING QUESTION #1

What accounting system are you currently using?



OPERATIONAL DASHBOARDS

Financial

Role based

Compliance



FINANCIAL DASHBOARDS

Condensed Financial Statement

Payroll compared to revenue

Revenue trends

Cash availability



▼ Clear + 🗱 🚰 🖨 Analysis Views Consolidated Statement 12/31/16 Statement of Revenues & Expenditures T ACQ O th Primary Entity Wallace Trust Entity Year Ending Year Ending 12/31/16 12/31/16 Operating Budget Actual Actual Total Budget Total Actual Operating Revenue 0.00 Grant Revenue 250,000.00 250,000.00 250,000.00 250,000.00 2,594,989.21 Contributions 3,939,196.63 2.594,989.21 0.00 3.939,196.63 Tuition 0.00 1,931,690.00 0.00 0.00 1,931,690.00 Member Fees 228,082.38 210,408.31 0.00 228,082.38 210,408.31 1,466,735.31 1,349,875.03 0.00 1,466,735.31 1,349,875.03 Sales 1,906,425.63 Service Fees 2,091,417.00 0.00 2.091,417.00 1,906,425.63 Investment Earnings 947,526.80 810,410.67 464,058.26 947,526.80 1,274,468.93 874,790.73 Other Revenue 944,222.29 866,913.29 7.877.44 944,222.29 Total Operating Revenue 9,867,180.41 9,920,712.14 471,935.70 9,867,180.41 10,392,647.84 Expenditures Personnel Expenses 2,077,311.62 1,807,359.59 0.00 2,077,311.62 1,807,359.59 100 610 10 Drofossional Essa 1 700 024 40 Statement of Financial Position **₽** € Q 💠 🗎 Balance Sheet Consolidated [Primary & Trust ACQ III m Entities1 Primary Entity Wallace Trust Entity 04/07/17 10:43 Year Ending Year Ending Year Ending Year Ending Year Ending 12/31/16 12/31/16 12/31/16 12/31/15 12/31/16 Current Year Balance Current Year Summary Current Year Balance Prior Year Difference Assets Assets 7,442,993.50 Cash and Cash Equivalents 7,321,573.11 121,420.39 Cash and Cash Equivalents 7,442,993.50 5,695,712.91 1.747.280.59 Investments 23,805,269.71 9.077,721.13 32,882,990.84 32,882,990.84 31,737,978.58 1,145,012.26 Investments Accounts Receivable (Net) 9,750,320.09 0.00 9,750,320.09 Accounts Receivable (Net) 313,088.69 0.00 313,088.69 Inventory 5,897,285.51 2,494,370.45 Accounts Receivable 8,391,655.96 7,808,061.93 Fixed Assets (Net) 4,124,186.68 3,683,875.25 Allowance for Doubtful Accounts (115, 160.29) (42,603.84) (157,764.13) Other Assets 2,310,272.22 15,235.53 2,325,507.75 1.200.900.00 1.200.900.00 Grants Receivable 0.00 Total Assets 47.624.710.50 12.898.252.30 60.522,962.80 Total Accounts Receivable (Net) 9,750,320.09 7,213,345.80 2.536.974.29 313.088.69 243,360,73 69.727.96 Inventory Liabilities and Net Assets Fixed Assets (Net) 7,808,061.93 7.808.061.93 0.00 Liabilities Other Assets 2.325.507.75 2.248.955.03 76.552.72 Short-term Liabilities Total Assets 60,522,962.80 54.947.414.98 5,575,547.82 Accounts Payable 295,868.47 0.00 295,868.47 Liabilities and Net Assets Accrued Liabilities 2,623,465.85 0.00 2,623,465.85 2,344,936.45 2,385,341.88 Liabilities Accrued Taxes 40,405.43 Deferred Revenue 954,277.82 954,277.82 Short-term Liabilities 0.00 2,578,599.07 3,243,399.45 Accounts Payable 295.868.47 23.648.47 272,220.00 Other Short-term Liabilities 664.800.38 2,623,465.85 Accrued Liabilities 2.036,839.74 586,626.11 Total Short-term Liabilities 8,797,147.66 705,205.81 9,502,353.47 2,385,341.88 1,804,764.23 580,577.65 Accrued Taxes Long Term Liabilities 954,277.82 Deferred Revenue 933,912.86 20,364.96 Note Payable - Long Term 2,303,474.24 132.773.40 2,436,247.64 Other Short-term Liabilities 3,243,399.45 2,814,941.20 428,458.25 Total Long Term Liabilities 2.303.474.24 2.436.247.64 132,773,40 Total Short-term Liabilities 9,502,353.47 7,614,106.50 1,888,246.97 Total Liabilities 11.100.621.90 837,979,21 11.938.601.11 Long Term Liabilities Net Assets 2,436,247.64 Note Payable - Long Term 2,363,219.83 73,027.81 With Donor Restrictions 7,362,048.06 264,934.54 7,626,982.60 Total Long Term Liabilities 2.436.247.64 2.363.219.83 73.027.81 29,162,040.54 11,795,338.55 Without Donor Restriction 40,957,379.09 Total Liabilities 11.938,601,11 9.977.326.33 1.961.274.78 Total Net Assets 36,524,088.60 12,060,273.09 48,584,361.69 44,970,088.65 Net Assets 48.584.361.69 3.614.273.04 Total Liabilities and Net Assets 47,624,710.50 12,898,252.30 60,522,962.80 Total Liabilities and Net Assets 60.522.962.80 54.947.414.98 5.575.547.82



	Financial results - YTD May 2021		
Revenue	Actual	Budget	Variance
Jan	394,988	381,950	13,038
Feb	430,271	421,950	8,321
Mar	506,097	546,950	(40,853)
April	417,004	446,950	(29,946)
May	535,607	421,950	113,657
YTD	2,283,967	2,219,750	64,217
Summary P&L			
Thru May 2021	Actual	Budget	Variance
Revenue	2,283,967	2,219,750	64,217
Gross Profit	2,194,053	2,140,500	53,553
Expenses	1,767,642	1,842,020	(74,378)
Other Income (exp)	3,885	5,000	(1,115)
Net Income	430,296	303,480	126,816
Payroll as a % of Revenue	Total Payroll	Revenue	Percentage
January	244,930	424,255	57.7%
February	221,736	430,271	51.5%
March	250,418	506,097	49.5%
April	255,671	417,004	61.3%
Мау	237,878	506,340	47.0%
Total	1,210,633	2,283,967	53.0%

OTHER EXAMPLES:

Focus on specific performance metric's or values:

Employee Headcount

People/clients served



of Giving Donors

3,655



this year

-278 vs. prior year

of Donors

10,159

inception to date

of Major Donors

73



this year

+12 vs. prior year

of Sponsors

15





+2 vs. prior year

YTD Grant Revenue

\$300,000



this year to date

-\$110,000 vs. prior year

Sponsorship Revenue

\$1,655,094



this year

+\$21,000 vs. prior year

Individual Contributions

\$2,290,318



this year to date

+\$693,139 vs. prior year

of Individual Gifts

11,735



this year

+1,928 vs. prior year

ROLE BASED DASHBOARDS

Focused information for a specific role:

Executive

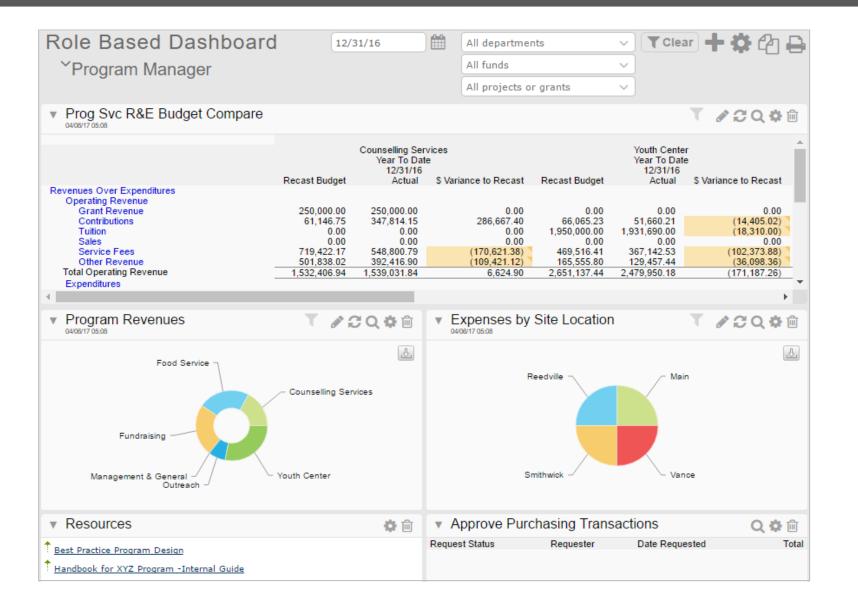
Program manager/Divisional leader

Person responsible for Cash management

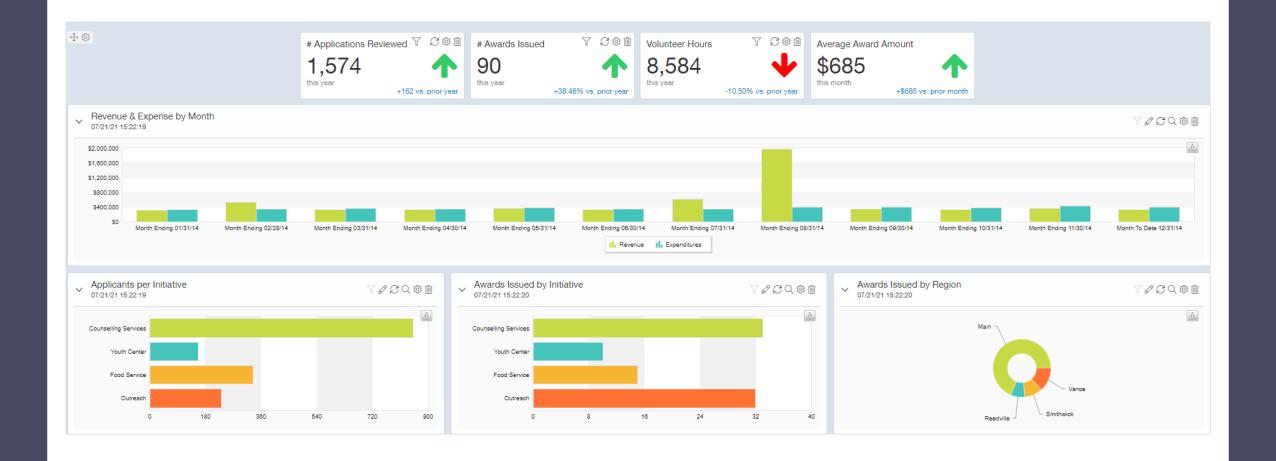


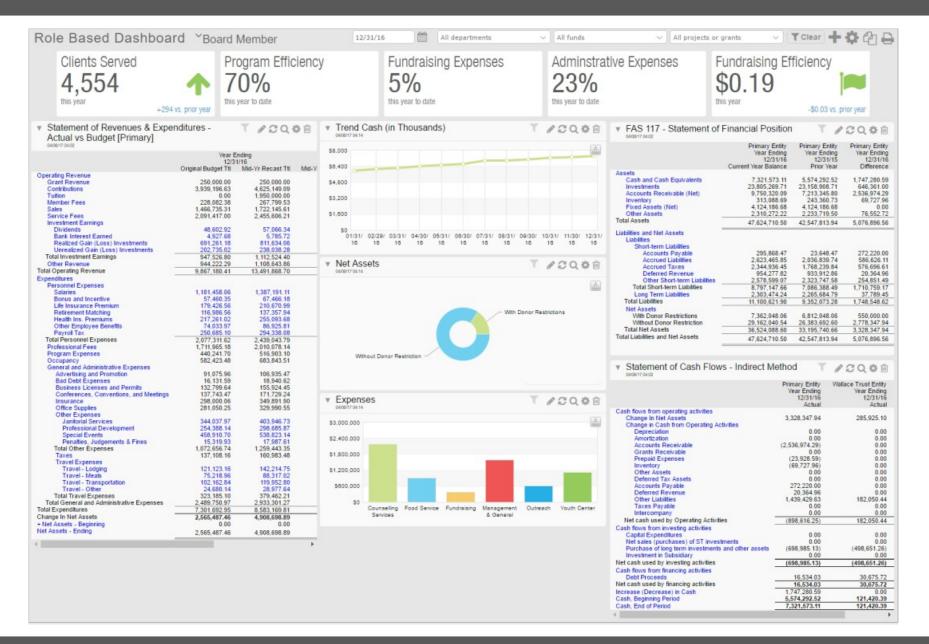
Role Based Dashboard ▼Clear + ‡ 4 4 12/31/16 *Project Manager Approve Purchasing Transactions Q 💠 🗎 Request Status Requester Type Date Requested Vendor Name Total Approve Timesheet Q 🔅 🗎 Begin Date End Date Employee First Name Employee Last Name Approve Expenses Q 🌣 🗎 Date Filed Employee Amount Calendar 🛊 🗎 April 2017 > < Th Su Мо Tu We Fr Sa 1 2 3 5 6 8 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Project Expenditures T ACQ O Quarter Ending Quarter Ending Quarter Ending Quarter E 09/30/16 03/31/16 06/30/16 12/31/ Actual Budget Actual Budget Actual Budget Budget Expenditures 15.000.00 15.000.00 Program Expenses 16.297.04 16.254.27 15.000.00 20.939.62 35.760.13 General and Administrative Expenses 1.948.55 2,190.00 1.943.40 2.190.00 2,503.59 2,190.00 4,275.57 Total Expenditures 18.245.59 17.190.00 18,197.67 17,190.00 23.443.21 17,190.00 40,035.70



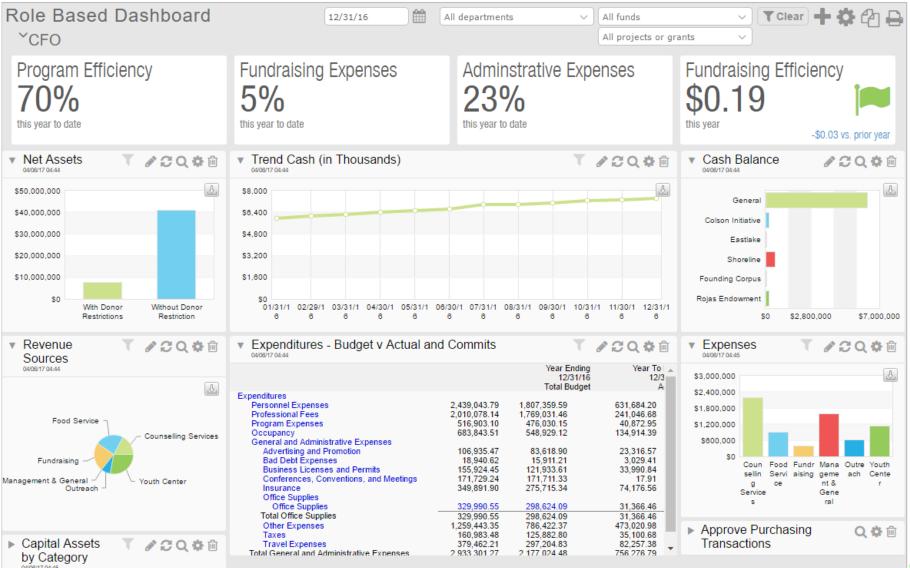




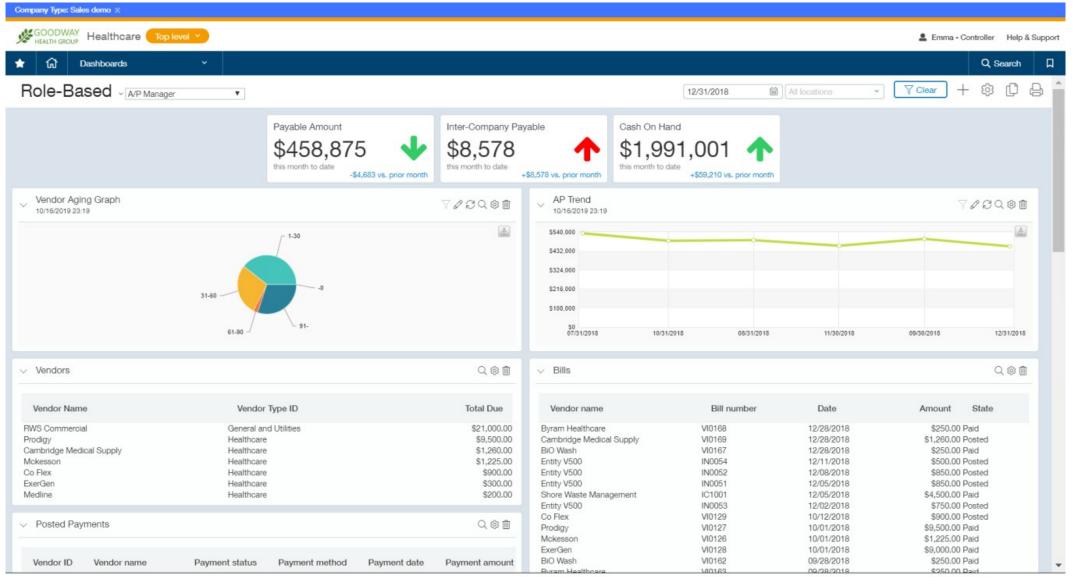


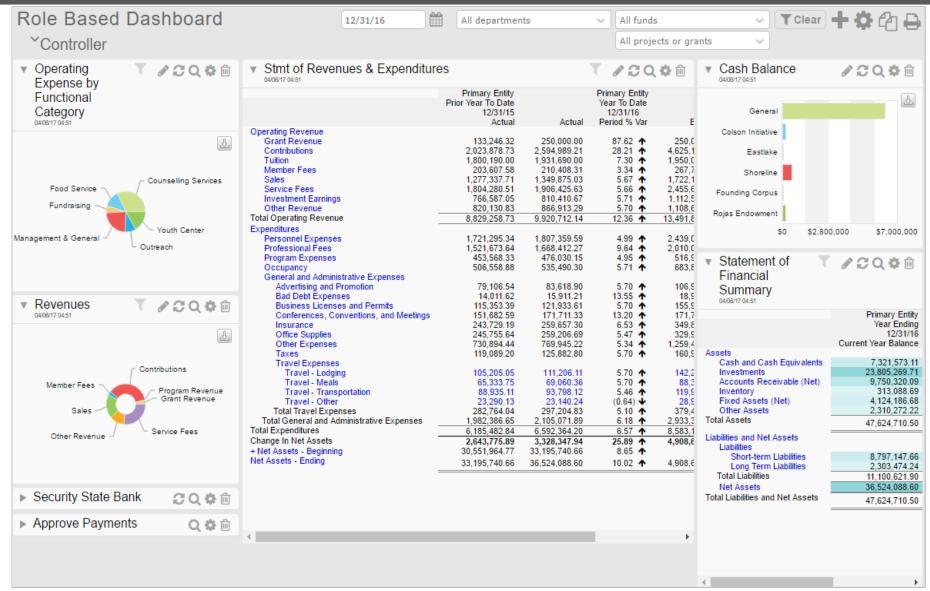




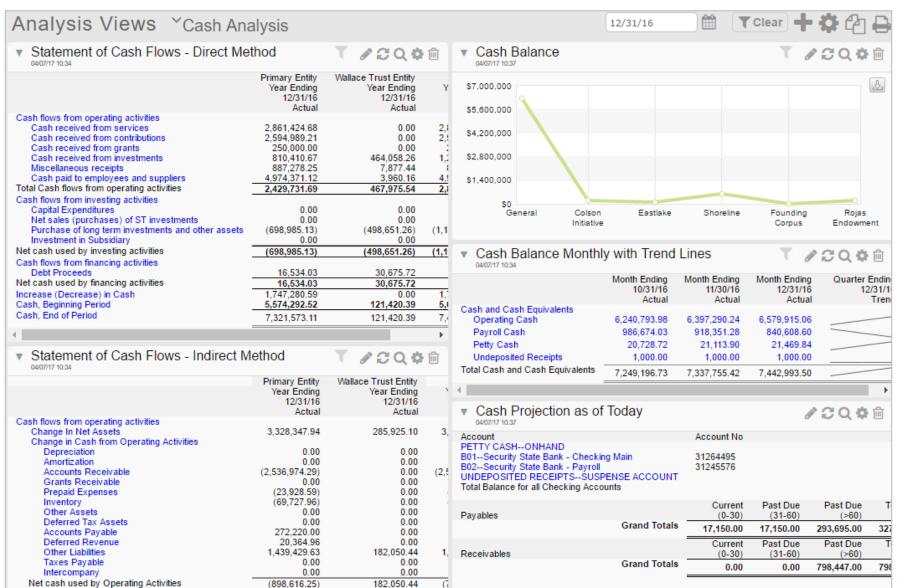








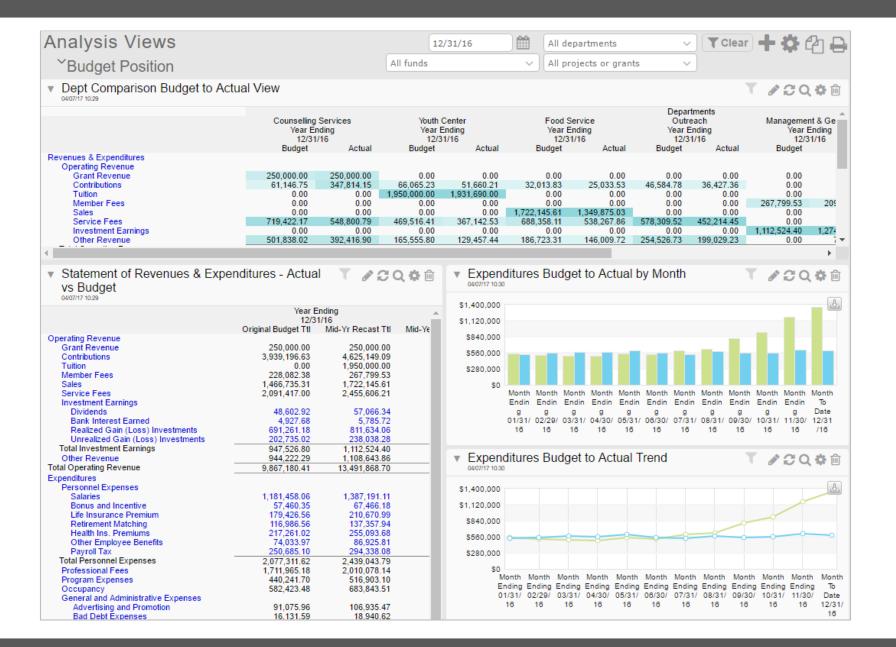








IS THE TEAM HITTING THEIR GOALS?





COMPLIANCE DASHBOARDS

Measure a defined measurement for external reporting or compliance:

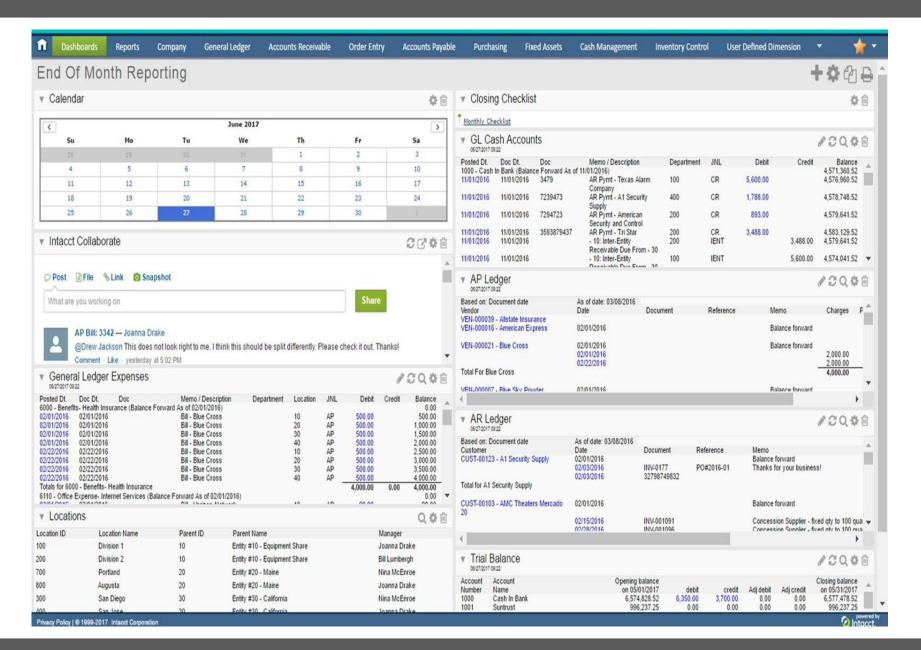
Bank reporting or borrowing needs

Grant submissions



	Inception To	Revenue Inception To Date 12/31/15		Expenditures Inception To Date 12/31/15	;
	Award Amount	Revenue	Remaining Draw	Expenditures	Remaining Funds
Grants			<u>-</u>	•	_
2013-15 Health Initiative 1 Grant Award	600,000.00	558,246.32	41,753.68	206,407.76	351,838.56
2015-17 Health Initiative 1 Grant Award	500,000.00	125,000.00	375,000.00	0.00	125,000.00
Rural Health Network	10,000.00	0.00	10,000.00	32.17	(32.17)
Total Grants	1,110,000.00	683,246.32	426,753.68	206,439.93	476,806.39

GRANT MANAGER VIEW OF ONE PROGRAM.





ANALYTICAL DASHBOARDS

Use of pivot tables so you can slice and dice the information





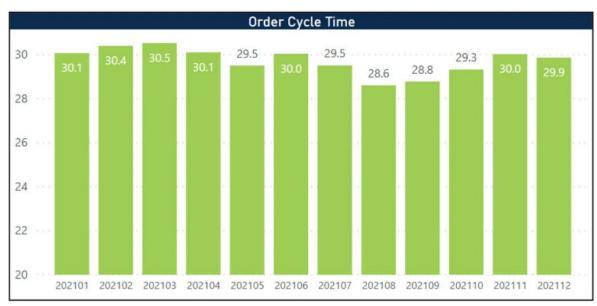


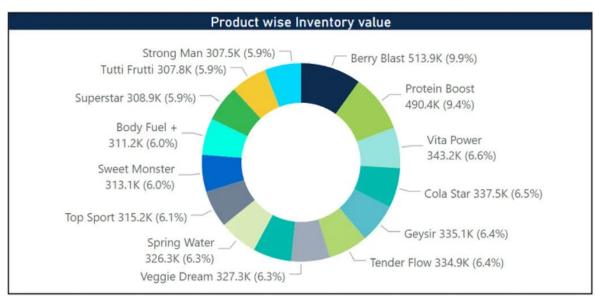
Inventory Analysis

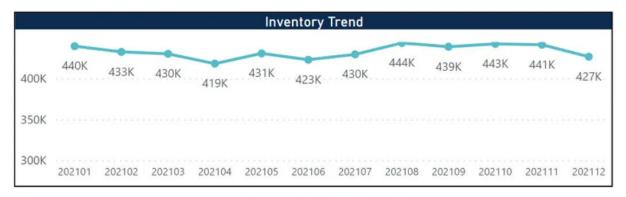
5.2M Inventory Value















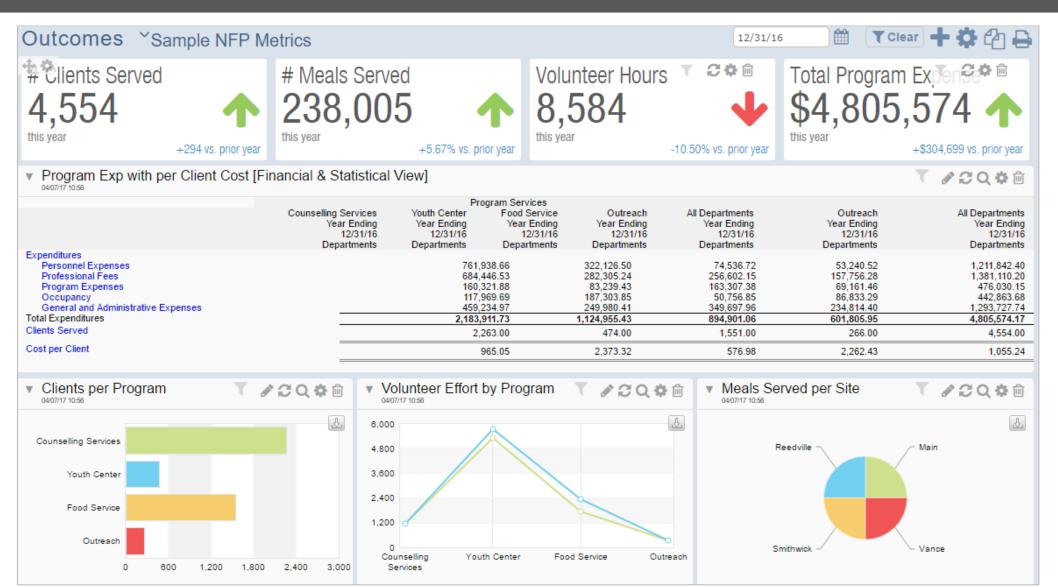
STRATEGIC DASHBOARDS

Define KPI's and goals

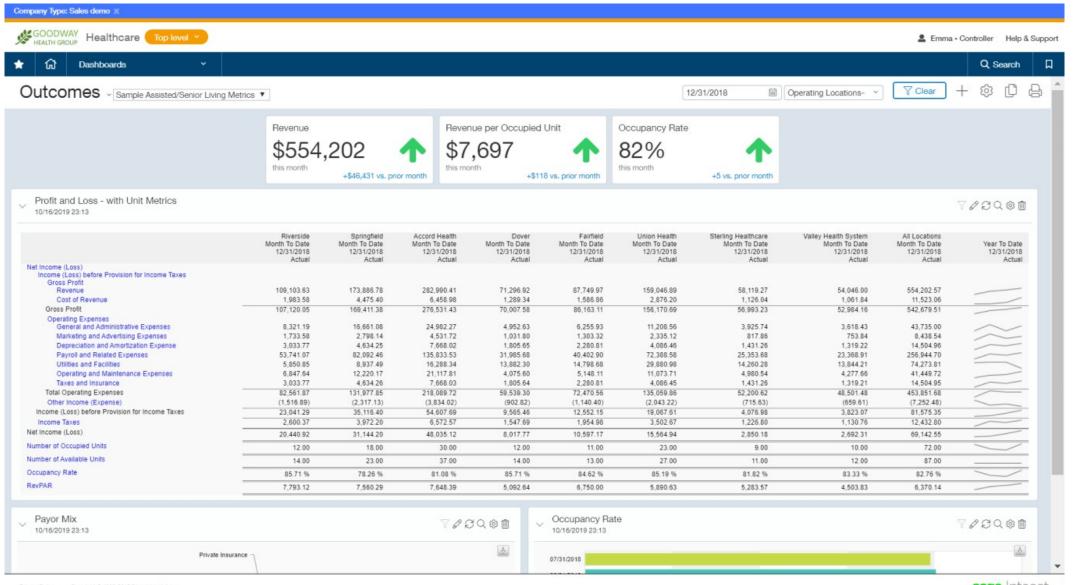
Used to align department performance or goals to overall business strategy.

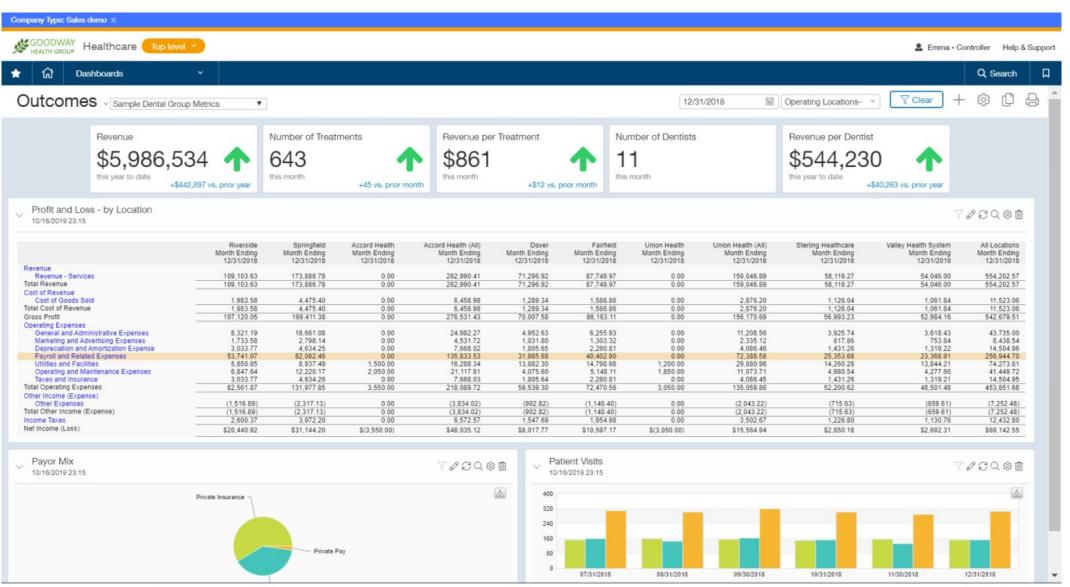


	<u>Goal</u>	Current	Previous
C (D)	1.00	0.00	2.16
Current Ratio:	1.00	0.00	3.16
Top 5 Customer	<50%	46%	46%
Staff Ratio	65%	44%	47%
Benefit Ratio	38%	29%	31%
Admin Ratio	15%	14%	14%
AR Ratio	10%	19%	15%
AP Ratio	20%	20%	12%
Debt	125,000.00	112,000	114,000
AP:	50,000.00	36,200	15,900
AR:	200,000.00	129,800	159,600
LOC:	150,000.00	50,000	75,000
EE head count	40	35	37
Payroll per month	285,000	237,876	255,671
Payroll % of rev	50%	47%	61%
Revenue goal	5,485,000	2,283,967	1,748,360
% to Revenue goal		41.64%	31.88%









- > High-level view
- > Organized
- > Targeted to audience

CONTENT





CLEAR AND CONCISE



- Make it visually appealing
- Consider font size and highlighting or spacing
- > Design choice
- >Minimal distractions

VISUAL





POINT IN TIME VALUE OR A TREND VIEW?



- Visual presentation of performance indicators
- Track key metrics and efficiencies/inefficiencies
- >Saves time

BENEFITS OF A DASHBOARD



- Able to identify and correct negative trends
- Ability to make more informed decisions
- > Align Strategies and organizational goals

OUTCOMES OF A DASHBOARD



- >No surprises
- > Fosters collaborative thinking
- >Structured communication

LONG TERM RESULTS OF A DASHBOARD





SUCCESS



POLLING QUESTION #2

Does your accounting system provide you with the reporting you need?





EXECUTIVE REPORTING



POLLING QUESTION #3

Do you currently produce a defined monthly financial reporting package to management?



- > Table of Contents
- Balance Sheet
 - Compared to Prior month, PY end or PY
- Profit and Loss MTD and YTD
 - Compared to PY
 - Compared to budget
- Profit and Loss YTD compared to Prior YTD (annually)

STANDARD REPORTING PACKAGE





BUDGETING

- Budget by month that rolls up to a total annual budget
- Include by category an assumption page to reference
- Include detailed support for key accounts like revenue and payroll costs

- > Accounting system
 - Does it provide you with flexibility to design your financial statements?
 - Does it allow you to automate creation of a dashboard?
 - > Can you export?

AUTOMATION



- Evaluate and modify your Dashboards and Financial Reporting packages
 - Prepare for multiple re-iterations the first few months
 - > Review and update at least annually
 - > What new automation is available
 - > How has the business or agency changed?

EVALUATE AND MODIFY



COMPLEMENTARY ACCOUNTING ASSESSMENT

- ▶ 1:1 consultation to discuss your accounting functions including dashboards and executive reporting
- ▶ Free of charge, no obligation
- ▶ Visit <u>www.inserocpa.com/outsource</u> to sign up



UPCOMING WEBINARS

- ▶ 10/26/2021 Budgeting and Payroll Automation
- ▶ 12/14/2021 Receipt and Expense Management
- ► Visit inserocpa.com/events for more information



THANK YOU

Thank you for your attendance at today's program.

For more information regarding the topics discussed today, please feel free to contact:

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