

## Quarterly Financial Report Instructions

The quarterly financial report should include all funds which may be reported individually or combined. The statement should include the following elements:

- Balance Sheet - indicate assets, liabilities and equity.
- Statement of Equity - indicate the beginning and ending fund balance.
- Statement of Revenues - list each revenue source. Please include the original amount budgeted for the year, the current revised budget amount, amount received each quarter of the current year and received year-to-date.
- Statement of Expenditures - list major categories. Please include the original amount budgeted for the year, the current revised budget amount, amount expended each quarter of the current year and expended year-to-date.

Examples of categories may include: salaries, health insurance, other personnel benefits, tax liabilities, utilities, rent, and supplies.

- If necessary, include a narrative if there are any pending conditions which could impact the financial stability of the charter school.

Please use modified accrual accounting as described in the [NH Financial Accounting Handbook for Local Education Agencies](#). Modified accrual accounting is used for the quarterly financial report and DOE-25 (annual financial report due September 1).

You're welcome to use the sample quarterly financial report provided; however, another format is acceptable as long as the required elements above are addressed.

Quarterly financial reports are submitted to Michelle Gauthier, Charter School Office at [Michelle.Gauthier@doe.nh.gov](mailto:Michelle.Gauthier@doe.nh.gov). Don't forget to include the school name and ending date of quarterly report.