

Program Support Reporting Instructions

Process Description: At the close of each fiscal year, detailed reporting is required for Program Support Funds. These reports must be run by the Fiscal Contact (or office support staff) and submitted to the Area Director by Aug 15th. For counties using QuickBooks Online, the following reports are required:

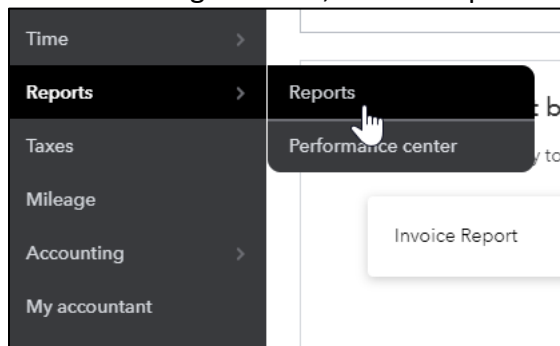
1. Budget vs. Actuals Report – filtered for Program Support Accounts (541XX) to show the amount budgeted and expended for each individual’s program support line.
2. Transaction Detail by Account – filtered for Program Support Accounts (541XX) to show the detailed transactions for each individual’s program support line.

For counties not using QuickBooks Online, similar reports from accounting systems are required. If there is no budget vs. actual report, a similar budget vs actual summary report to the one shown below must be developed using Excel.

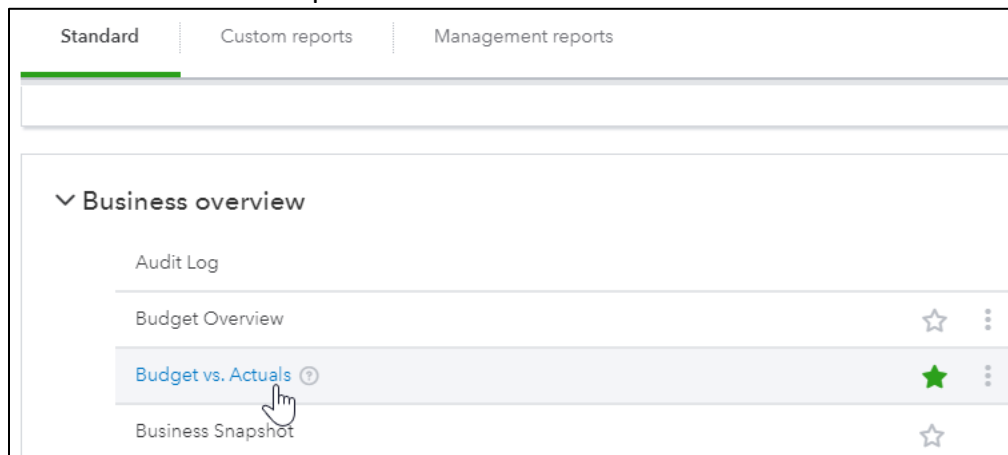
NOTE: These reports replace the process of completing the program support year-end actuals forms.

Instructions for running the Budget vs. Actuals Report (QBO):

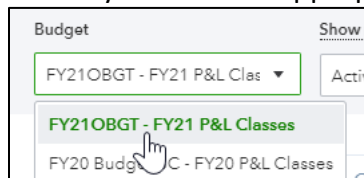
1. From the Navigation Bar, select “Reports” and then from the submenu, select “Reports”



2. From the “Standard” reports tab, select “Budget vs Actuals” which can be found in the “Business Overview” section of reports.

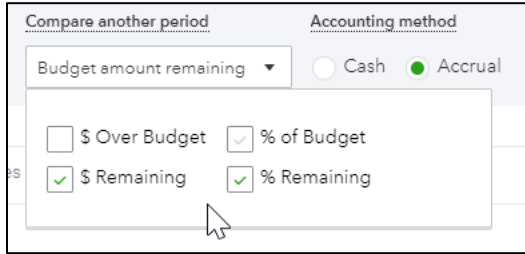


3. Ensure you have the appropriate “Budget by Class” selected for the year you are reporting:



NOTE: Ensure you have selected the appropriate fiscal year budget from the dropdown.

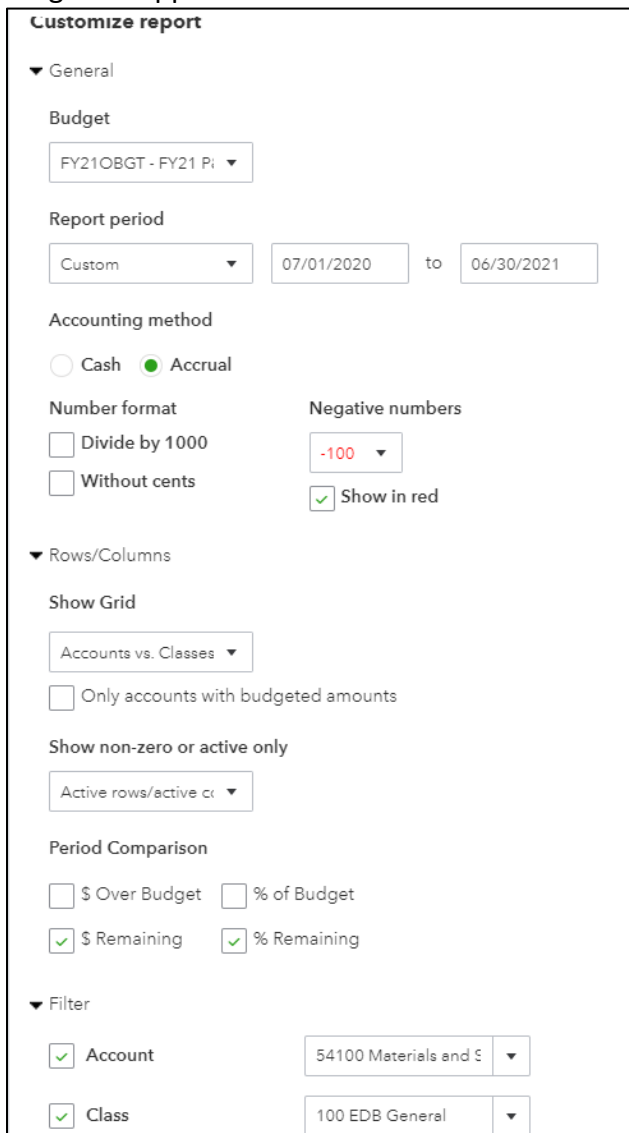
4. Ensure you have selected “\$ Remaining” and “% Remaining” and unselected the other available options.



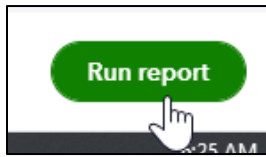
5. Click “Customize”



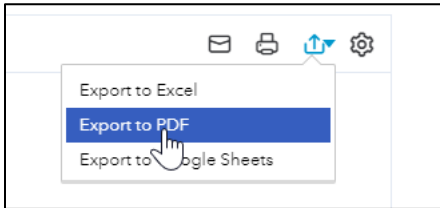
6. From the options provided, select “Show in Red” and “Filter” for Account “54100 – Program Support” and Class “100 EDB General Fund”. By selecting the Parent Account (54100), this will filter for all Program Support lines.



7. Select "Run Report"



Steps 1-7 will provide you the Budget vs Actual Report for all Program Support lines (see sample report below). Please save the report as a .PDF file and email to the Area Director.

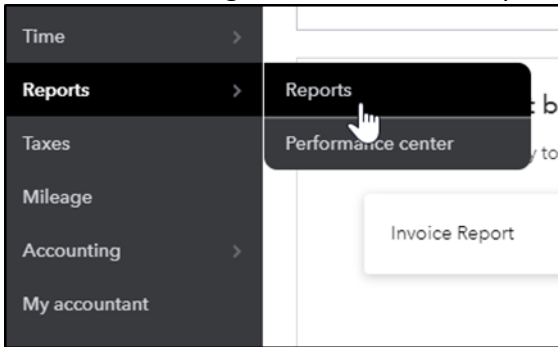


NOTE: Please ensure that all expenses for the year have been added before running this report.

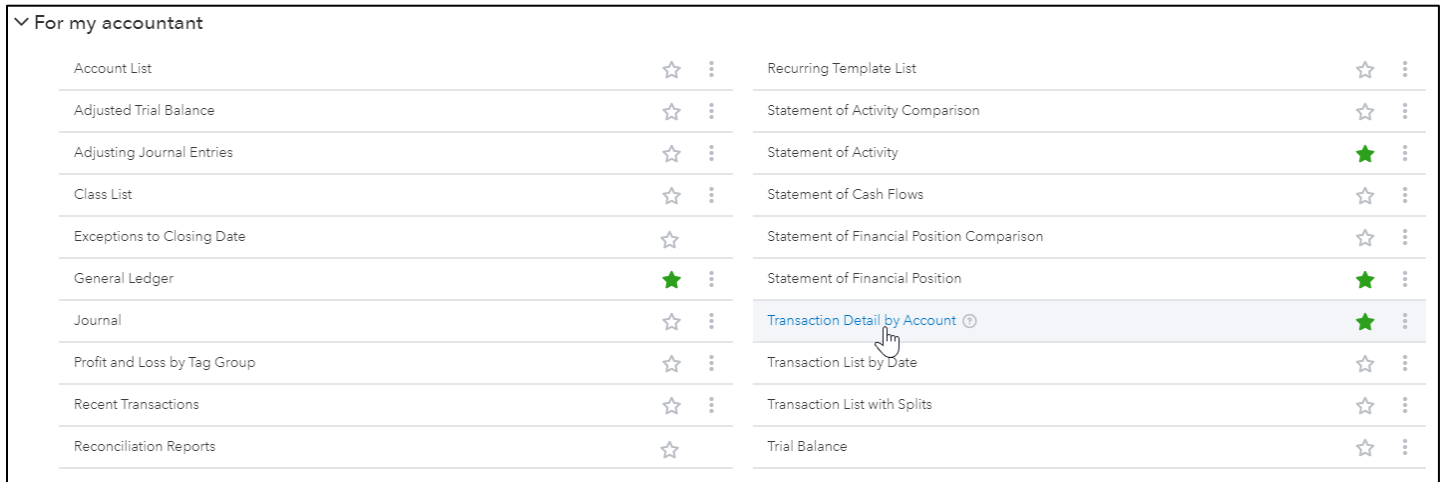
Scott County Extension								
Budget vs. Actuals: FY21OBGT - FY21 P&L Classes								
July 2020 - June 2021								
	100 EDB GENERAL FUND				TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue								
Total Revenue			\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
▼ Expenditures								
▼ 54000 Materials and Supplies					\$0.00	\$0.00	\$0.00	0.00%
▼ 54100 Program Support					\$0.00	\$0.00	\$0.00	0.00%
54101 Prog. Supp. <i>Utilities Cont...</i>	6,287.62	8,000.00	1,712.38	21.40 %	\$6,287.62	\$8,000.00	\$1,712.38	21.40 %
54102 Prog. Supp. <i>Water/sewer</i>	284.08	8,000.00	7,715.92	96.45 %	\$284.08	\$8,000.00	\$7,715.92	96.45 %
54103 Prog. Supp. <i>Child Care Ce...</i>	118.88	4,000.00	3,881.12	97.03 %	\$118.88	\$4,000.00	\$3,881.12	97.03 %
54104 Prog. Supp. <i>Fire Retardant</i>	8,104.84	8,000.00	-104.84	-1.31 %	\$8,104.84	\$8,000.00	\$-104.84	-1.31 %
54105 Prog. Supp. <i>Water/sewer</i>	8,564.68	8,000.00	-564.68	-7.06 %	\$8,564.68	\$8,000.00	\$-564.68	-7.06 %
54106 Prog. Supp. <i>Fire Alarm Equip...</i>	1,179.62	2,000.00	820.38	41.02 %	\$1,179.62	\$2,000.00	\$820.38	41.02 %
54107 Prog. Supp. <i>Water/sewer</i>	126.40	2,000.00	1,873.60	93.68 %	\$126.40	\$2,000.00	\$1,873.60	93.68 %
54112 Prog. Supp. <i>Child Care Ce...</i>	6,300.39	8,000.00	1,699.61	21.25 %	\$6,300.39	\$8,000.00	\$1,699.61	21.25 %
Total 54100 Program Support	30,966.51	48,000.00	17,033.49	35.49 %	\$30,966.51	\$48,000.00	\$17,033.49	35.49 %
Total 54000 Materials and Supplies	30,966.51	48,000.00	17,033.49	35.49 %	\$30,966.51	\$48,000.00	\$17,033.49	35.49 %
Total Expenditures	\$30,966.51	\$48,000.00	\$17,033.49	35.49 %	\$30,966.51	\$48,000.00	\$17,033.49	35.49 %
NET OPERATING REVENUE	\$-30,966.51	\$-48,000.00	\$-17,033.49	35.49 %	\$-30,966.51	\$-48,000.00	\$-17,033.49	35.49 %
NET REVENUE	\$-30,966.51	\$-48,000.00	\$-17,033.49	35.49 %	\$-30,966.51	\$-48,000.00	\$-17,033.49	35.49 %

Instructions for running the Transaction Detail by Account Report (QBO):

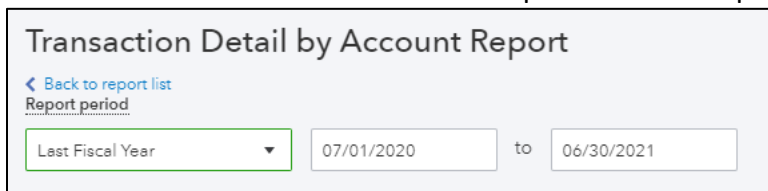
1. From the Navigation Bar, select "Reports" and then from the submenu, select "Reports"



2. From the "Standard" reports tab, select "Transaction Detail by Account" which can be found in the "For My Accountant" section of reports.



3. Select "Last Fiscal Year" from the "Report Period" dropdown box.



4. Click "Customize"



5. From the options provided, select “Show in Red” and “Filter” for Distribution Account “54100 – Program Support” and Class “100 EDB General Fund”. By selecting the Parent Account (54100), this will filter for all Program Support lines.

Customize report

▼ General

Report period
Last Fiscal Year ▼ 07/01/2020 to 06/30/2021

Accounting method
 Cash Accrual

Number format
 Divide by 1000
 Without cents

Negative numbers
-100 ▼
 Show in red

▼ Rows/Columns

Group by
Account ▼

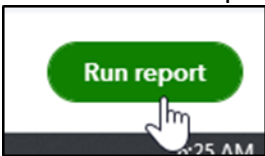
[Change columns](#)

▼ Filter

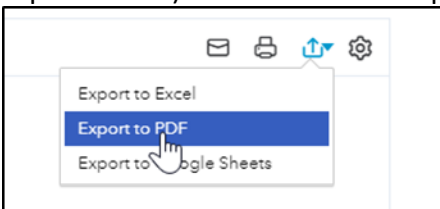
Distribution Account 54100 Materials and S ▼

Class 100 EDB General Fun ▼

6. Select “Run Report”



Steps 1-6 will provide you the Transaction Detail by Account Report for all Program Support lines (see sample report below). Please save the report as a .PDF file and email to the Area Director.



NOTE: Please ensure that all expenses for the year have been added before running this report.

County Extension

Transaction Detail by Account
July 2020 - June 2021

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT
↳ 54000 Materials and Supplies								
↳ 54100 Program Support								
↳ 54101 Prog. Supp. 54101-0000								
07/20/2020	Check	15004	No	LOWE'S	100 EDB General Fund	00000000000000000000	1000 State Board Operating...	100.00
07/27/2020	Expenditure		No	Amazon	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	50.75
07/28/2020	Expenditure		No	Mail Chimp	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
08/11/2020	Expenditure		No	Wal-Mart	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
08/13/2020	Expenditure		No	Penara	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	100.00
08/17/2020	Expenditure		No	Amazon	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	50.47
08/24/2020	Expenditure		No	Facebook	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
08/28/2020	Expenditure		No	Mail Chimp	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
09/10/2020	Expenditure		No	Amazon	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	100.00
09/14/2020	Expenditure		No	Event Bright	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
10/21/2020	Expenditure		No	KY Sheep & Goat Development	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
11/12/2020	Expenditure		No	Red State BBQ	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	100.00
11/12/2020	Expenditure		No	Wal-Mart	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
01/27/2021	Expenditure		No	Alliance of Grassland Renewal	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
03/03/2021	Check	15217	No	SOUTHERN STATES	100 EDB General Fund	00000000000000000000	1000 State Board Operating...	100.00
03/08/2021	Expenditure		No	Amazon	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00
03/08/2021	Expenditure		No	Amazon	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	100.00
03/18/2021	Expenditure		No	Wal-Mart	100 EDB General Fund	00000000000000000000	0000 State Board Operating...	10.00