



School Business Solutions, Inc.

Welcome to our new Financial Dashboard Report!

This new report format is designed to help make school financial reports easier to understand.

As you review this report, it is important to remember what a dashboard report is and is not:

- A dashboard report is designed to provide managers and board members some clear, high level, easy to understand indicators of the financial health of the organization.
- A dashboard report is designed to encourage questions, not necessarily always provide answers. School management, SBS staff and the detailed financial reports provided will help you find the answers.
- A dashboard report is not a replacement for your review of the complete financial reports or ongoing training regarding your understanding of school finances.

We look forward to your comments and suggestions on this report. We will be collecting suggestions for improvements to this initial report format over the next 3-6 months, and then implementing a phase II report that incorporates the best ideas received.

Below is a brief explanation of the areas on the attached report:

Full Year Budget (Accrual):

These two graphs show you your revenue and expenditure budget for the entire year. Remember your budget is based on accrual accounting.

Actual ADM and ADM from Budget:

What is your current ADM student count? Does it match your budgeted ADM? We have found that this comparison is the single most critical piece of information required for monitoring the financial health of your school.

If the numbers match, or you exceed your budgeted ADM, you can keep moving through the report knowing that your key foundational assumption is sound. If you are not reaching your budgeted number you have some critical questions to ask.

Year to Date Actual (Cash):

These graphs show you the percentage breakdown of revenue and expenses for the organization YTD. These graphs will give you a quick overview of where your school's money comes from, and where it is going.



School Business Solutions, Inc.

YTD Budget Target and Actual:

How much money have you actually taken in? How does that figure compare to how much you might have taken in based on how much of the year has passed? That comparison is what this chart is designed to show you.

Keeping in mind that when revenue is collected or when money is spent can be somewhat arbitrary, a perfect match between the percentages is not the goal or even possible; however, more than a minor gap may be an indicator of an area where you want to ask more questions.

Cash Balance Projection:

When will your school run low on cash? This graph provides you a visual answer to that question. It is that simple. Note that figures before the date of the report are reconciled cash balances, while figures after the date of the report are projections.

Grants and Other Awards:

Your organization has pursued special grant dollars often at great effort, and this section will help you quickly ensure you are maximizing the use of those dollars.

This section outlines:

- Award = the total amount granted.
- Spent PFY = amount of the grant spent in Prior Fiscal Years
- Actual CFY = amount of the grant spent in this Fiscal Year.
- Remaining = amount of the grant remaining.
- Expiration Date = when the expenses must be incurred to qualify for use of these grant dollars.

We hope you find this information valuable. We are excited to bring you this new tool and look forward to receiving your comments.

Sincerely,

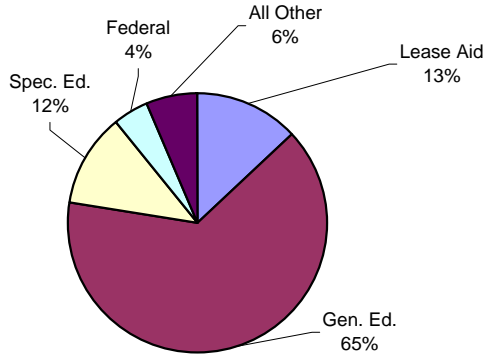
The Staff at School Business Solutions, Inc.



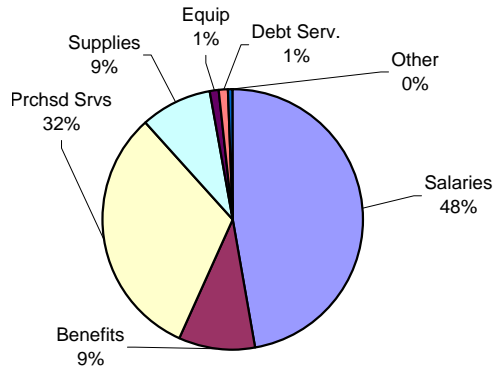
Crosslake Community School Financial Dashboard for: 4/30/2009

Full Year Budget (Accrual)

Where the money is budgeted to come from:



Where the money is budgeted to be spent:



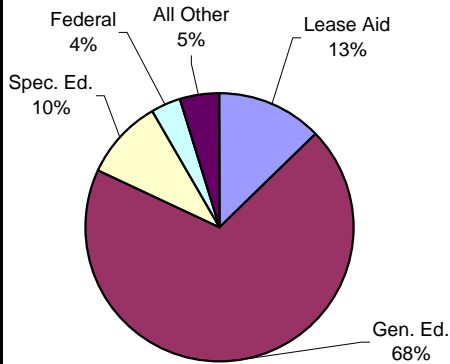
Student Count

Actual Current ADM:

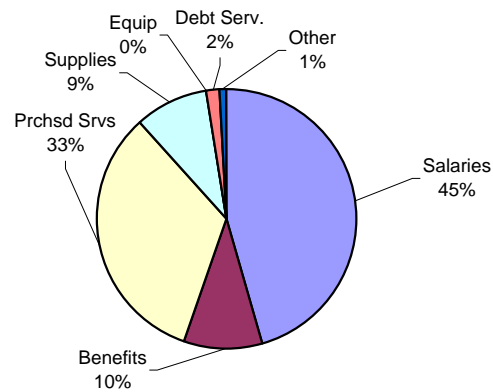
ADM from Budget **107**

Year to Date Actual (Cash)

Where the money is coming from:



Where the money is being spent:

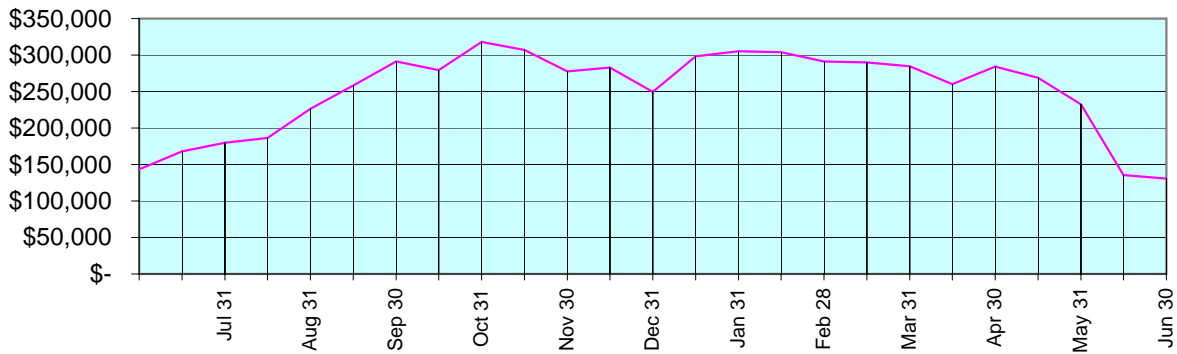


| | YTD Actual | | YTD Budget Target | |
|------------------------|--------------|------|-------------------|-----|
| Revenue | \$863,065.32 | 78% | \$924,584.67 | 83% |
| Expense | \$797,381.66 | 73% | \$914,586.25 | 83% |
| Change in Fund Balance | \$65,683.66 | 547% | \$9,998.42 | 83% |



Crosslake Community School
 Financial Dashboard for: 4/30/2009

Cash Balance Projection



Grants and Other Awards:

Not Applicable

Comments:

General Comments:

Revenue: Revenues were slightly below targeted amounts at the end of April. The revenue line items accounting for this were general fund miscellaneous revenues and food service local revenues.

Expenses: The targeted expenditures assumes that budgeted expenditures will be spent in equal amounts per month. At the end of April expenditures were below targeted amounts. This may be due to timing of expenditures that do not occur regularly or the budgeted amounts may be over stated. This could also be an indication of non-payment of bills. The school should review expenditures and budgeted amounts for accuracy.

Cash-Flow: The school should monitor cash flow to ensure timely payment of disbursements and avoid negative account balances.

Grants: Not Applicable

These financials were compiled from information supplied by school management. They are unaudited and should be used for management purposes only.

**Crosslake Community School
Balance Sheet
Fiscal Year 2009
As of April 30, 2009**

| | General Fund | Food Service Fund | Fixed Assets & Debt | Total All Funds |
|---|-----------------|----------------------|------------------------|--------------------|
| ASSETS | | | | |
| Current assets | | | | |
| Main Checking | 240,375 | (8,760) | - | 231,615 |
| Petty Cash | 200 | - | - | 200 |
| Certificate of Deposit | 52,235 | - | - | 52,235 |
| State Aid Receivable - Due From MDE | (11,326) | - | - | (11,326) |
| Prepaid Expenses | 2,506 | - | - | 2,506 |
| Prepaid Expenses - To Be Coded | 2,182 | - | - | 2,182 |
| Total Current Assets | 286,172 | (8,760) | - | 277,412 |
| Fixed Assets | | | | |
| Fixed Assets | - | - | 336,809 | 336,809 |
| Less: Accumulated Depreciation | - | - | (213,043) | (213,043) |
| Total Fixed and Long Term Assets | - | - | 123,766 | 123,766 |
| TOTAL ASSETS | 286,172 | (8,760) | 123,766 | 401,178 |
| LIABILITIES AND FUND BALANCE | | | | |
| Current Liabilities | - | - | - | - |
| Total Current Liabilities | - | - | - | - |
| Fund Equity | | | | |
| Investment in Fixed Assets | - | - | 123,766 | 123,766 |
| Unreserved Fund Balance - FY08 | 211,728 | - | - | 211,728 |
| Net Income (Loss) - FY09 | 74,444 | (8,760) | - | 65,684 |
| Total Equity and Fund Balance | 286,172 | (8,760) | 123,766 | 401,178 |
| TOTAL LIABILITIES AND FUND BALANCE | 286,172 | (8,760) | 123,766 | 401,178 |

FootNote: Estimated State Revenue Holdback Calculation

| | |
|---|---------------|
| Total Budgeted Fiscal Year State Revenues (ADM 107) | 989,423 |
| Fiscal Year-to-Date Proration (10 months / 12 months) | 83% |
| Total Fiscal Year-to-Date Revenues (April 2009) | 821,221 |
| State Holdback Percentage | 10% |
| Total Estimated Year-to-Date Holdback | 82,122 |

**Crosslake Community School
Summary Income Expense Statement
Fiscal Year 2009
For the Period Ending April 30, 2009**

| | Month Activity | Year-To-Date Activity | Revised Budget ADM 107 | % of Budget |
|--|-------------------|--------------------------|------------------------------|----------------|
| Fund 01 - General | | | | |
| Revenues | | | | |
| State Revenues | | | | |
| General Education | 79,325 | 596,487 | 714,642 | 83% |
| Lease Aid | - | 110,884 | 144,224 | 77% |
| Special Education Aid | - | 84,517 | 130,557 | 65% |
| Total State Revenues | 79,325 | 791,887 | 989,423 | 80% |
| Federal Revenues | | | | |
| Title I - Academic Achievement | 1,364 | 11,667 | 20,897 | 56% |
| Title II | - | - | 1,710 | 0% |
| Title VI B - REAP | 15,405 | 15,405 | 22,969 | 67% |
| Total Federal Revenues | 16,769 | 27,073 | 45,577 | 59% |
| Local Revenues | | | | |
| Special Ed Reimbursements | 126 | 572 | 1,100 | 52% |
| Field Trips | 1,143 | 2,020 | 1,000 | 202% |
| Interest | 123 | 1,486 | 1,842 | 81% |
| Donations | 37 | 4,797 | 12,500 | 38% |
| Miscellaneous | - | 1,569 | 9,000 | 17% |
| Fundraising | - | 2,524 | 2,500 | 101% |
| Total Local Revenues | 1,429 | 12,968 | 27,942 | 46% |
| Total Revenues | 97,524 | 831,928 | 1,062,942 | 78% |
| Expenditures | | | | |
| Administration | | | | |
| Salaries and Wages | 4,014 | 66,540 | 80,134 | 83% |
| Benefits | 1,038 | 17,408 | 20,024 | 87% |
| Purchased Services | 3,693 | 49,995 | 70,494 | 71% |
| Supplies | 568 | 4,323 | 10,200 | 42% |
| Dues and Miscellaneous | - | 5,482 | 5,482 | 100% |
| Total Administration | 9,314 | 143,747 | 186,334 | 77% |
| Kindergarten & Elementary Instruction | | | | |
| Salaries and Wages | 2,112 | 118,726 | 170,860 | 69% |
| Benefits | 1,649 | 29,601 | 40,995 | 72% |
| Purchased Services | 210 | 512 | 1,000 | 51% |
| Supplies | 85 | 1,895 | 1,810 | 105% |
| Total Kindergarten & Elementary Instruction | 4,056 | 150,733 | 214,664 | 70% |
| Secondary Instruction | | | | |
| Salaries and Wages | 6,137 | 48,975 | 73,139 | 67% |
| Benefits | 1,153 | 9,611 | 13,283 | 72% |
| Purchased Services | - | 1,116 | 4,000 | 28% |

**Crosslake Community School
Summary Income Expense Statement
Fiscal Year 2009
For the Period Ending April 30, 2009**

| | Month Activity | Year-To-Date Activity | Revised Budget ADM 107 | % of Budget |
|--|-------------------|--------------------------|------------------------------|----------------|
| Supplies | - | 15,795 | 19,297 | 82% |
| Equipment | - | 2,623 | 9,000 | 29% |
| Total Secondary Instruction | 7,290 | 78,119 | 118,719 | 66% |
| Title Funds | | | | |
| Title I | 5,642 | 9,573 | 20,897 | 46% |
| Reap | 14,441 | 15,405 | 22,969 | 67% |
| Title IIA | - | - | 1,710 | 0% |
| Total Federal Funds | 20,083 | 24,978 | 45,577 | 55% |
| State Special Ed | | | | |
| Salaries and Wages | 8,582 | 66,423 | 90,418 | 73% |
| Benefits | 1,533 | 11,582 | 15,314 | 76% |
| Purchased Services | - | 13,309 | 26,124 | 196% |
| Supplies | - | - | 436 | 0% |
| Total State Special Ed | 10,116 | 91,313 | 132,293 | 69% |
| Special Ed - Co-Op Reimbursable | | | | |
| Purchased Services | - | 227 | 1,000 | 23% |
| Supplies | - | 79 | 100 | 79% |
| Total Special Ed - Co-Op Reimbursable | - | 307 | 1,100 | 28% |
| Instructional Support | | | | |
| Purchased Services | 430 | 3,469 | 6,000 | 58% |
| Supplies | - | 120 | 200 | 60% |
| Q-Comp | - | 1,968 | 27,879 | 7% |
| Total Instructional Support | 430 | 5,556 | 34,079 | 16% |
| Pupil Support | | | | |
| Salaries and Wages | 3,417 | 26,787 | 38,532 | 70% |
| Benefits | 492 | 3,821 | 5,500 | 69% |
| Purchased Services | - | 4,075 | 10,527 | 39% |
| Supplies | 926 | 10,837 | 14,000 | 77% |
| Total Pupil Support | 4,835 | 45,520 | 68,559 | 66% |
| Operations | | | | |
| Salaries and Wages | 973 | 8,823 | 11,675 | 76% |
| Benefits | 140 | 1,258 | 1,667 | 75% |
| Purchased Services | 16,552 | 43,045 | 53,510 | 80% |
| Facilities Lease | 13,357 | 146,891 | 160,249 | 92% |
| Supplies | 504 | 4,292 | 5,000 | 86% |
| Other Financing - Bus Payment | - | 12,901 | 12,901 | 100% |
| Total Operations | 31,527 | 217,210 | 245,001 | 89% |
| Total Expenditures | 87,650 | 757,484 | 1,046,327 | 72% |
| Fund 01 - Net Income | 9,874 | 74,444 | 16,614 | |

**Crosslake Community School
 Summary Income Expense Statement
 Fiscal Year 2009
 For the Period Ending April 30, 2009**

| | Month Activity | Year-To-Date Activity | Revised Budget ADM 107 | % of Budget |
|-------------------------------|-------------------|--------------------------|------------------------------|----------------|
| Fund 02 - Food Service | | | | |
| Revenues | | | | |
| Total State Revenues | 164 | 1,447 | 1,960 | 74% |
| Total Federal Revenues | 2,547 | 19,266 | 25,600 | 75% |
| Total Local Revenues | 710 | 10,424 | 19,000 | 55% |
| Total Revenues | 3,421 | 31,137 | 46,560 | 67% |
| Expenditures | | | | |
| Salaries and Wages | 852 | 5,376 | 6,236 | 86% |
| Benefits | 123 | 767 | 890 | 86% |
| Purchased Services | - | - | 650 | 0% |
| Supplies | 3,582 | 32,919 | 43,400 | 76% |
| Miscellaneous | 835 | 835 | - | N/A |
| Total Expenditures | 5,392 | 39,898 | 51,176 | 78% |
| Fund 02 - Net Income | (1,971) | (8,760) | (4,616) | |
| All Funds - Net Income | 7,903 | 65,684 | 11,998 | |

**Crosslake Community School
Disbursement Register
April 2009**

| Check # | Vendor | Description | Check Date | Amount |
|--|---------------------------------|---|------------|------------------|
| Lakes State Bank Regular Checking | | | | |
| Manual Checks | | | | |
| | 4804 Radisson Hotel Roseville | Lodging for Staff Development | 4/6/2009 | 223.90 |
| | 4805 Central Lakes College | College Play | 4/14/2009 | 210.00 |
| Regular Checks | | | | |
| 12298 | Crow Wing Power | Electricity charges Feb 2009 | 4/1/2009 | 709.00 |
| 12299 | Delta Dental | Dental insurance for April 2009 | 4/1/2009 | 471.80 |
| 12300 | Horner, Ruth | Office supplies | 4/1/2009 | 17.50 |
| 12301 | KEMPS | Milk order on 3/3/09-3/13/09 | 4/1/2009 | 233.50 |
| 12302 | Martin, Tami | Supplies for school promotion | 4/1/2009 | 53.32 |
| 12303 | MN Department of Health | License renewal | 4/1/2009 | 835.00 |
| 12304 | MSBA INSURANCE TRUST | Liability Insurance- Commercial Package Polic; | 4/1/2009 | 2,208.25 |
| 12305 | Northland Press | Advertising on March 3 and 10, 2009 | 4/1/2009 | 120.00 |
| 12306 | Pribyl, Shelly | Staff Development- Self Study course | 4/1/2009 | 39.00 |
| 12307 | Skyward Accounting Dept. | Annual license fees for FY09/10 | 4/1/2009 | 1,822.04 |
| 12308 | PERA | 4/3/09 PERA Contributions | 4/3/2009 | 939.48 |
| 12309 | TRA | 4/3/09 TRA Contributions | 4/3/2009 | 1,473.80 |
| 12310 | Canon | Copier lease | 4/15/2009 | 75.20 |
| 12311 | Crosslake Communications | Phone services 2/23/09-3/20/09 | 4/15/2009 | 378.15 |
| 12312 | Crosslake Holiday #3538 | Fuel, Coupon | 4/15/2009 | 253.42 |
| 12313 | Crosslake Ace Hardware | Building supplies | 4/15/2009 | 37.75 |
| 12314 | Hillyard / Hutchinson | Maintenance supplies | 4/15/2009 | 466.70 |
| 12315 | ISCORP | Skyward hosting service October 08- May 09 | 4/15/2009 | 500.00 |
| 12316 | KEMPS | Milk order on 3/24/09 and 3/27/09 | 4/15/2009 | 116.70 |
| 12317 | Maucieri's Italian Bistro | Lunches and supplies | 4/15/2009 | 3,231.92 |
| 12319 | Moonlite Square. LLC | Wiper blade, Fuel 10/1/08-12/31/08 Trash and utilities- \$1773.90, 10/1/08-12/31/08 Repairs and maintenance- \$3495, 1/1/09-3/31/09 trash and maintenance- \$4227.20, May Lease | 4/15/2009 | 26,347.97 |
| 12320 | Old Fire Hall | Discrimination posters | 4/15/2009 | 50.90 |
| 12321 | Personnel Concepts | | | |
| 12322 | Pribyl, Shelly | Mileage reimbursement for "Six Traits of Writing" on 2/3/09 - 151.68 miles @ .55/mile | 4/15/2009 | 166.84 |
| 12323 | Reeds | Fuel, Student activity food | 4/15/2009 | 296.89 |
| 12324 | School Business Solutions, Inc. | April contract, March expenses | 4/15/2009 | 2,720.30 |
| 12325 | The Office Shop, Inc. | Supplies | 4/15/2009 | 446.30 |
| 12326 | XCEL ENERGY | Natural gas charges 2/20/09-3/23/09 | 4/15/2009 | 266.04 |
| 12327 | Delta Dental | Dental insurance for May 2009 | 4/21/2009 | 471.80 |
| 12328 | Medica | Medical insurance for May 2009 | 4/21/2009 | 1,710.01 |
| 12329 | PERA | 4/20/09 PERA Contributions | 4/21/2009 | 1,123.55 |
| 12330 | TRA | 4/20/09 TRA Contributions | 4/21/2009 | 1,567.58 |
| Wires | | | | |
| 162 | Paychex | EIB Invoices | 4/10/2009 | 295.25 |
| 163 | Paychex | 4/3/09 Payroll Net Pay | 4/3/2009 | 16,644.69 |
| 164 | Paychex | 4/3/09 Payroll Taxes | 4/3/2009 | 4,456.28 |
| 167 | Paychex | 4/20/09 Payroll Net Pay | 4/20/2009 | 18,393.70 |
| 168 | Paychex | 4/20/09 Payroll Taxes | 4/20/2009 | 5,046.03 |
| April Total | | | | 94,880.97 |

Estimated Cash Receipts

Estimated Disbursements

| | State Aids | Prior Year Receivables | Other Local Revenue | Federal Grants | Total Estimated Receipts | Payroll Disbursements | A/P Disbursements | Total Estimated Disbursements | Total Estimated Cash Balance | |
|------------------------------------|-------------------|------------------------|---------------------|------------------|--------------------------|-----------------------|-------------------|-------------------------------|------------------------------|-----------|
| FY09 Beginning Cash Balance | | | | | | | | | \$ 143,279 | |
| Jul 1-15 | 40,086 | - | - | - | 40,086 | 1,126 | 14,414 | 15,540 | 167,825 | Jul 1-15 |
| Jul 16-31 | 40,086 | - | 6,424 | - | 46,510 | 14,059 | 20,350 | 34,409 | 179,926 | Jul 16-31 |
| Aug 1-15 | 40,086 | - | - | - | 40,086 | 14,021 | 19,763 | 33,784 | 186,229 | Aug 1-15 |
| Aug 16-31 | 40,086 | 34,665 | 28 | - | 74,779 | 13,960 | 20,910 | 34,870 | 226,138 | Aug 16-31 |
| Sep 1-15 | 40,090 | 5,520 | 3,364 | - | 48,973 | 16,505 | 331 | 16,836 | 258,275 | Sep 1-15 |
| Sep 16-30 | 40,096 | 28,731 | 40 | - | 68,867 | 28,194 | 7,930 | 36,124 | 291,019 | Sep 16-30 |
| Oct 1-15 | 40,082 | 0 | 2,003 | - | 42,086 | 25,812 | 28,052 | 53,864 | 279,240 | Oct 1-15 |
| Oct 16-31 | 49,751 | 20,251 | 4,863 | 3,029 | 77,893 | 26,078 | 13,112 | 39,190 | 317,943 | Oct 16-31 |
| Nov 1-15 | 41,271 | - | 1,154 | 5,058 | 47,483 | 26,419 | 31,909 | 58,328 | 307,098 | Nov 1-15 |
| Nov 16-30 | 21,911 | (129) | 166 | 3,126 | 25,074 | 25,572 | 29,179 | 54,751 | 277,421 | Nov 16-30 |
| Dec 1-15 | 39,315 | 62 | 702 | 846 | 40,926 | 24,210 | 11,236 | 35,446 | 282,901 | Dec 1-15 |
| Dec 16-31 | 39,398 | - | 1,204 | - | 40,602 | 48,194 | 25,560 | 73,755 | 249,748 | Dec 16-31 |
| Jan 1-15 | 39,315 | 1,422 | 4,409 | 3,550 | 48,696 | - | 417 | 417 | 298,027 | Jan 1-15 |
| Jan 16-31 | 40,336 | 10,136 | 236 | 2,172 | 52,880 | 26,168 | 19,353 | 45,521 | 305,385 | Jan 16-31 |
| Feb 1-15 | 39,360 | - | 2,017 | 2,406 | 43,784 | 27,544 | 17,713 | 45,256 | 303,913 | Feb 1-15 |
| Feb 16-28 | 39,538 | - | (1,116) | 2,777 | 41,199 | 26,380 | 27,332 | 53,712 | 291,399 | Feb 16-28 |
| Mar 1-15 | 39,362 | - | 957 | 1,085 | 41,404 | 25,448 | 17,398 | 42,845 | 289,959 | Mar 1-15 |
| Mar 16-31 | 43,206 | - | 1,408 | 2,975 | 47,588 | 26,627 | 26,369 | 52,996 | 284,550 | Mar 16-31 |
| Apr 1-15 | 39,836 | - | 762 | 1,364 | 41,962 | 23,514 | 43,054 | 66,568 | 259,944 | Apr 1-15 |
| Apr 16-30 | 39,654 | (6,564) | 1,377 | 17,952 | 52,419 | 26,131 | 2,182 | 28,313 | 284,050 | Apr 16-30 |
| May 1-15 | 38,485 | - | 620 | 984 | 40,089 | 28,233 | 26,959 | 55,193 | 268,946 | May 1-15 |
| May 16-31 | 39,441 | - | - | 2,000 | 41,441 | 27,842 | 50,000 | 77,842 | 232,546 | May 16-31 |
| Jun 1-15 | - | - | - | - | - | 46,857 | 50,000 | 96,857 | 135,689 | Jun 1-15 |
| Jun 16-30 | 39,441 | - | 16,324 | 17,036 | 72,801 | 27,842 | 49,941 | 77,783 | 130,707 | Jun 16-30 |
| Total Estimate | \$ 910,235 | \$ 94,094 | \$ 46,942 | \$ 66,359 | \$ 1,117,630 | \$ 576,737 | \$ 553,465 | 1,130,201 | | |
| | | | | | | | | | Rev/Exp Totals | |
| FY09 Budget | 991,383 | - | 46,942 | 71,177 | \$ 1,109,502 | 578,370 | 519,133 | \$ 1,097,504 | \$ 11,998 | |
| FY08 Accruals | - | 82,302 | - | - | 82,302 | 36,622 | 31,826 | 68,448 | 13,854 | |
| FY09 Accruals | (99,138) | - | - | (4,818) | (103,956) | (41,194) | 2,506 | (38,688) | (65,268) | |
| Budget/Cash Comparison | 892,244 | 82,302 | 46,942 | 66,359 | 1,087,848 | 573,798 | 553,465 | 1,127,264 | (39,416) | |
| Variance from Budget | (17,991) | (11,792) | 0 | 0 | (29,782) | (2,938) | 0 | (2,938) | | |

State holdback is based on 10%.

Current State Aid Payments are calculated on a 115 ADM while the budget is 107 ADM

This information is estimated based on Budget and trends and assumes that facility rentals are paid each month as due.