Business Systems in Action

1. Overview of GPpartners Finances
2. Reporting to the Board
3. Contract reporting schedule
4. Allocation of fixed overheads
5. Annual budget juggle
6. 5 Rules of Division Finances
1. Overview of GPpartners

- Allocated income $5.9 m
- 200+ suppliers, 2,743 payments
- 64 employees – 1,104 pay slips
- 38 cost centres
- 11 Funders – 44 reports
- .6 FTE Finance Manager
- .9 FTE Accounts Administrator
- .6 FTE Accounts Payments Officer
2. Reporting to the Board

- Monthly Summary of Events
- Balance Sheet with accompanying notes
- Member’s Funds Income Statement
- Member’s Funds Balance Sheet
- Todate Actual Results and variances by program
- Yearly Forecast by Program
- 12 month Cash Flow Forecast
- Grant Income – 5 years (2007/08 to 2011/12)
- Bank reconciliation
- Receipts and payments
3. **Contract Reporting Schedule**

- Funder and signed Contract date
- What are the deliverables
- Who is responsible for deliverables
- Dates deliverables required
- Date deliverables sent to Funder
- Date invoice raised
- Date payment received

- 2009/10 – 172 different deliverables.
Business Systems in Action

4. Allocation of Fixed Overheads
Business Systems in Action

5. Annual Budget Juggle
6. 5 Rules of Division’s Finances

1. Comply, Comply, Comply
2. Learn to love your Auditor
3. Don’t let any Director be a part of the day to day running of your Finance Department.
4. It’s not what you earn but how you spend it that counts.
5. We are not a for profit company.